



Ilfracombe Town Council

MINUTES – 26 – 04

THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, EX34 9QB

Minutes of the Staffing Committee Meeting held at 10:00am on Monday 20th April 2026

Members Present:

Councillors: M Fay (Mayor/Chair), J Irwin, G Coulter, B Gear, J Williams (Deputy Mayor)

Officers Present:

L Donovan (Proper Officer), S Seatherton (Programme Manager - online)

- S2604 - 1. Welcome by Chair**
Cllr Fay welcomed the assembled.
- S2604 - 2. To receive and consider for approval, apologies and reasons for absence.**
Apologies were received from Cllrs Crabb.
- S2604 - 3. To receive and record Declarations of Interest. A book for members to record their declarations of interest will be made available.**
None received.
- S2604 - 4. Chair's discretion for any matters or announcements for Information Only.**
Mayor Fay and Cllr Gear had items to raise
- S2604 - 5. Public participation**
None
- S2604 - 6. To adopt the minutes of the meeting held 16th March 2026 and note matters arising**
PO highlighted an error with the minutes. Motion to adopt the minutes with the amendment was proposed by Cllr Fay, seconded by Cllr Irwin with all in favour.
- S2604 - 7. To determine which items, if any, of the agenda should be taken with the public excluded "Part B":**
Item 11 – Chairs Discretion raised by Mayor Fay

S2604 - 8. Updates:

S2604 – 8.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:

The PO updated all members that the approval of the annual leave & sick leave approved by Full Council will be discussed with all staff members at the next staff meeting in May. It will take time for the PO to make all the necessary adjustments. .

S2604 – 8.2. To consider and agree any training or conference requirements and requests

None received

S2604 – 8.3. Update on any staffing reviews:

PO stated that the Admin and Facilities team reviews were complete all bar one.

S2604 - 9. Project Feedback

S2604 – 9.1. Report on progress against the Programme Manager's programme overview with resource management/pinch-points:

PM reported that a large portion of his time was being spent on the Link Centre. A lot of work was currently going into the Youth programme. One Ilfracombe themed group meeting due to take place will be brought back to staffing.

S2602 – 9.2. To consider the final extension of contract for Community Engagement and Volunteer Officer.

Following a recommendation presented by the PO it was recommended that the contract should be extended to allow for a handover with Community Officer proposed by Cllr Gear, seconded by Cllr Coulter with all in favour.

S2604 - 10. Proper Officer Update

S2604 – 10.1. To review and recommend to Full Council Staffing Committee Terms of Reference

Following presentation of new Terms of Reference it was proposed to present them to Full Council by Cllr Irwin, seconded by Cllr Williams with all in favour.

S2603 – 10.3. To consider and agree ITC closing days/times during

S2604 - 11. Chairs Discretion – for information only

Cllr Gear highlighted some conversations that were happening in relation to communication with Cllrs on a day-to-day basis. The PO proposed a few option to mitigate this.

Part B: Cllr Fay proposed that the meeting be moved to part B, seconded by Cllr Gear with all in favour. Cllr Fay invited PO to stay.

The Regulations State: that under Section 1, Paragraph 2 of the Public Bodies (admission to Meetings) Act 1960 the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraph 1 and 8 of schedule 12A to the Local Government Act 1972 (see section 1 and part 1 of schedule 1 to the Local Government (Access to Information) Act 1985, as amended by the Local Government (Access to Information) (Variation) Order 2006.

Disclosable Information for Part B Staffing Meeting Minutes 20th April 2026

S2604 - 11. Chairs Discretion

Mayor Fay raised a discussion in relation to role reviews

The meeting closed at 11:05am. The next Staffing committee meeting will be held on Monday 18th May 2026 at 10:00am in the Council Chamber.

Cllr Mark Fay
Chair
Ilfracombe Town Council

20/04/26

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