



Ilfracombe Town Council

MINUTES – 26 – 05

THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, EX34 9QB

Minutes of the Staffing Committee Meeting held at 10:00am on Monday 18th May 2026

Members Present:

Councillors: M Fay (Mayor/Chair), G Coulter, B Gear

Officers Present:

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

- S2605 - 1. Election of New Chair and Deputy Chair for 2026-27**
Cllr Gear nominated Cllr Fay for the position of Chair, seconded by Cllr G Coulter with all in favour. Cllr B Gear nominated Cllr Irwin for the position of Deputy Chair, seconded by Cllr M Fay with all in favour.
- S2605 - 2. Welcome by Chair**
Cllr Fay welcomed the assembled.
- S2605 - 3. To receive and consider for approval, apologies and reasons for absence.**
Apologies were received from Cllrs Crabb, Irwin, J Williams (Deputy Mayor).
- S2605 - 4. To receive and record Declarations of Interest. A book for members to record their declarations of interest will be made available.**
None received.
- S2605 - 5. Chair's discretion for any matters or announcements for Information Only.**
PO had an item to raise.
- S2605 - 6. Public participation**
None
- S2605 - 7. To adopt the minutes of the meeting held 20th April 2026 and note matters arising**
Motion to adopt the minutes was proposed by Cllr Fay, seconded by Cllr Gear with all in favour.
- S2605 - 8. To determine which items, if any, of the agenda should be taken with the public excluded "Part B":**
None

S2605 - 9. Updates:

S2605 – 9.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:

The PO updated all members that there were no updates.

S2605 – 9.2. To consider and agree any training or conference requirements and requests

None received

S2605 – 9.3. Update on any staffing reviews:

PM staffing reviews still to be completed.

S2605 - 10. Project Feedback

S2605 – 10.1. Report on progress against the Programme Manager's programme overview with resource management/pinch-points:

PM reported that One Ilfracombe (OI) meeting is taking place a week on Wednesday. He is working on a review of all projects happening within OI. He also gave an update on the Link Centre.

S2605 - 11. Proper Officer Update

S2605 – 11.1. To consider and agree attendance to Devon County Show on 22nd May 2026

In order to support the IBTA it was agreed that certain staff would be approved to help man their stand at the Devon County Show.

S2605 – 11.2. Members to consider upcoming changes to Employment Law from April 2026

These changes were discussed and the PO highlighted some of the key elements that WorkNest mentioned in a recent presentation. PO suggested members review the recording of that presentation and look at the WorkNest resources to bring them up to speed on new legislation.

S2605 - 12. Chairs Discretion – for information only

The PO informed members of the situation with the new Facilities Officer role.

The meeting closed at 10:46am. The next Staffing committee meeting will be held on Monday 15th June 2026 at 10:00am in the Council Chamber.

**Cllr Mark Fay
Chair
Ilfracombe Town Council**

18/05/26