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EX34 9QB
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MINUTES – 26 – 07

THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON EX34 9QB

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

Members Present:

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

Officers Present:

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

- S2607 - 1. Welcome by Chair**
Cllr Fay welcomed the assembled.
- S2607 - 2. To receive and consider for approval, apologies and reasons for absence.**
Apologies were received from Cllrs Crabb and J Williams (Deputy Mayor).
- S2607 - 3. To receive and record Declarations of Interest. A book for members to record their declarations of interest will be made available.**
None received.
- S2607 - 4. Chair's discretion for any matters or announcements for Information Only.**
Cllr Fay had an item to raise.
- S2607 - 5. Public participation**
None
- S2607 - 6. To adopt the minutes of the meeting held 18th May 2026 and note matters arising**
Motion to adopt the minutes was proposed by Cllr Gear, seconded by Cllr Irwin with all in favour.
- S2607 - 7. To determine which items, if any, of the agenda should be taken with the public excluded "Part B":**
None
- S2607 - 8. Updates:**
S2607 – 8.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:
The PO updated members on two current staff absences including the resulting workload and financial implications.

S2607 – 8.2. To consider and agree any training or conference requirements and requests

The request was raised for the PO and one CSA to attend the DALC AGM. This was proposed by Cllr Fay, seconded by Cllr Irwin with all in favour.

S2607 – 8.3. Update on any staffing reviews:

PO has one remaining appraisal to complete. PM & PO appraisals due in August, Cllr Fay to arrange.

S2607 - 9. Project Feedback

S2607 – 9.1. Report on progress against the Programme Manager's programme overview with resource management/pinch-points:

PM reported that One Ilfracombe (OI) projects are all going well.

S2607 – 9.2. To review and agree work requirements regarding Town of Culture bid:

Unfortunately, until a meeting is held with the DCMS on the 28th July there is no clarity on what staff requirements are needed. The PM will formulate a plan following this meeting and will circulate to the staffing committee as soon as possible.

S2607 - 10. Proper Officer Update

S2607 – 10.1. To review and agree – Workways Work placement proposal:

Following discussion it was agreed that the facilities position would be delayed due to current staff capacity. The administrative role however would be progressed with a regular review on how this progressing. This was proposed by Cllr Fay, seconded by Cllr Coulter with all in favour.

S2607 – 10.2. To review and agree – Devon Show request form IBTA:

The PO pointed out that unfortunately there was no capacity for officers to attend this event due to prior commitments or holiday requests. As a number of councillors have offered assistance the hope is that the IBTA have sufficient support.

S2607 - 11. Chairs Discretion – for information only

Cllr Fay raised the question in relation to the mayoral 25/26 budget and any excess that may be available to be issued as a grant going forward

The meeting closed at 11:00am. The next Staffing committee meeting will be held on Monday 17th August 2026 at 10:00am in the Council Chamber.

**Cllr Mark Fay
Chair
Ilfracombe Town Council**

20/07/26