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MINUTES – 26 – 08

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

Minutes of the Staffing Committee Meeting held at 10:00am on Monday 17th August 2026

Members Present:

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

Officers Present:

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

Others present: Cllr D Williams.

S2608 - 1. Welcome by Chair

Cllr Fay welcomed the assembled.

S2608 - 2. To receive and consider for approval, apologies and reasons for absence.

Apologies were received from Cllrs Crabb

S2608 - 3. To receive and record Declarations of Interest. A book for members to record their declarations of interest will be made available.

None received.

S2608 - 4. Chair's discretion for any matters or announcements for Information Only.

PO had one item to raise.

S2608 - 5. Public participation

None

S2608 - 6. To adopt the minutes of the meeting held 20th July 2026 and note matters arising

Motion to adopt the minutes was proposed by Cllr Fay, seconded by Cllr Gear with all in favour.

S2608 - 7. To determine which items, if any, of the agenda should be taken with the public excluded "Part B":

None

S2608 - 8. Updates:

S2608 – 8.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:

The PO updated members on one current staff absence with a planned phased return to work. Members were in agreement that this was a sensible option due to the nature of the employees work.

The PM highlighted that due to the ongoing workload around the Town of Culture project there is the possibility that there will be an amount of unclaimed leave. This was noted and will be monitored in relation to the employees welfare.

S2608 – 8.2. To consider and agree any training or conference requirements and requests

The PO mentioned some bespoke training around communications and engagement. It was agreed by members that this was worthwhile doing and can be made available to all staff and councillors in due course.

S2608 – 8.3. Update on any staffing reviews:

PO has completed all reviews. PM's team will have their reviews all scheduled and completed by the next staffing meeting in September. The PM and PO to complete their appraisal documentation and forward onto the Chair accordingly.

S2608 - 9. Project Feedback

S2608 – 9.1. Report on progress against the Programme Manager's programme overview with resource management/pinch-points:

PM reported that One Ilfracombe (OI) projects being formulated into one powerpoint type presentation in order that the work being done is more visual to members.

S2608 – 9.2. To review and agree work requirements regarding Town of Culture bid:

Now that a meeting has been had with the DCMS there is clearer understanding as to the quantity of work required. We are managing this internally with some additional staff hours to be funded from the available funding. Equally there is management of capacity taking place all the time and community members are being helpful with offering of their time.

S2608 - 10. Proper Officer Update

S2608 – 10.1. Update on recruitment of Facilities Officer position:

PO updated members that there were 5 applications for the position and that interviews are due to be set up shortly.

S2608 - 11. Correspondence

S2608 – 11.1. Email from Cllr Elliott regarding Litter/Staffing

This correspondence was raised and discussed. Due to the current employment process of a new Facilities operative and the ongoing internal work with NDC it was felt that there wasn't the capacity at this point in time to recruit another staff member however this will be re-evaluated on a regular basis prior to 2027/28 budgeting taking place.

S2608 - 12. Chairs Discretion – for information only

The PO raised the fact that WorkNest had updated the Employee Handbook and all new contracts. These will be brought to the next meeting for final approval.

The meeting closed at 10:50am. The next Staffing committee meeting will be held on Monday 21st September 2026 at 10:00am in the Council Chamber.

Cllr Mark Fay
Chair
Ilfracombe Town Council

17/08/26

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