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EX34 9QB
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MINUTES – 26 – 11

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

Minutes of the Staffing Committee Meeting held at 10:00am on Monday 16th November 2026

Members Present: Councillors: M Fay (Mayor/Chair), J Irwin (Deputy Chair), G Coulter

Officers Present: L Donovan (Proper Officer/PO)

Others present: Two members of the public.

S2611 - 1. Welcome by Chair
Cllr Fay welcomed the assembled.

S2611 - 2. To receive and consider for approval, apologies and reasons for absence.
Apologies: Cllrs Gear, Cllr Crabb & Programme Manager (PM)

S2611 - 3. To receive and record Declarations of Interest. A book for members to record their declarations of interest will be made available.
None received.

S2611 - 4. Chair's discretion for any matters or announcements for Information Only.
Cllr Fay had one to raise.

S2611 - 5. Public participation
One member of the public addressed the council in relation to item 11 of the agenda.

S2611 - 6. To adopt the minutes of the meeting held 19th October 2026 and note matters arising
Motion to adopt the minutes was proposed by Cllr Fay, seconded by Cllr Irwin with all in favour.

S2611 - 7. To determine which items, if any, of the agenda should be taken with the public excluded
Item 11 to be taken with the public excluded due to potential contractual and staff related performance.

S2611 - 8. Updates:
S2611 – 8.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:
The PO updated members on current status of all annual, sick leave and TOIL.

S2611 – 8.2. To consider and agree any training or conference requirements and requests
None to agree

S2611 – 8.3. Update on any staffing reviews:
The PO & PM reviews confirmed for 25th August 2026 with Chair.

S2611 - 9. Project Feedback

S2611 – 9.1. Report on progress against the Programme Manager's programme overview with resource management/pinch-points:
Due to the PM absence the PO updated the committee on current work taking place.

S2611 - 10. Proper Officer Update
Nothing outside of the agenda to discuss.

S2611 - 11. Correspondence

S2611 – 11.1. Complaint letter – To review and agree response to letter
This was taken with the press and public excluded.

S2611 - 12. Chairs Discretion – for information only
Cllr Fay updated members on the status of the working group set up to consider pay scales.

Confidential Session

Resolved: that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for this item of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted – namely matter relating to potential contractual and staff related performance. Proposed by Cllr Fay, seconded by Cllr Irwin with all in favour.

At this point, the meeting continued with the press and public excluded. The PO was invited to stay.

S2611 – 11.1. Complaint letter – To review and agree response to letter
Following discussion and review of the letter submitted, members requested the PO find out some further information and a response will be sent from the Chair once this has been confirmed and received.

The meeting closed at 10:55am. The next Staffing committee meeting will be held on Monday 16th November 2026 at 10:00am in the Council Chamber.

Cllr Mark Fay
Chair
Ilfracombe Town Council **16/11/26**

DRAFT