Ilfracombe Town Council

44 High Street
Ilfracombe
EX34 9QB
Tel: 01271 855300

To Councillors, **M Fay (Chair/Mayor), B Gear, G Coulter, J Irwin, P Crabb.**

You are hereby summoned to attend the **Staffing Committee Meeting** to be held on **16th November 2026** at **10am** at **Council Chambers, The Ilfracombe Centre, 44 High Street, Ilfracombe** for the purpose of transacting the following business.

In accordance with The Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.



Laura Donovan
Proper Officer
laura.donovan@northdevon.gov.uk

11th November 2026

AGENDA

1. **Welcome by Chair**

2. **To note for approval, apologies and reasons for absence.**

3. **To receive and record Declarations of Interest** as per Localism Act 2011 Section 31.

4. **Chair's discretion** – for any matters or announcements for Information only.

5. **Public participation** – As per Standing Order 3 (e-i), members of the public are permitted to make representations, ask questions and give evidence in relation to any business relating to the Town Council. The period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes.

6. **To determine which items, if any, of the agenda should be taken with the public excluded** – Public Bodies (Admission to Meetings) Act 1960, Section 1, Paragraph 2.

7. **To adopt minutes of staffing meeting held 19th October 2026** and to note matters arising.

8. **Updates:**
   - 8.1 To review and agree all annual leave, sick absence, accrued time/agreed overtime and workload implication.
   - 8.2 To consider and agree any training or conference requirements and requests.
   - 8.3 Update on staffing reviews.

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9. **Project Feedback**
   9.1. Report on progress against the Programme Manager's programme overview with resource management/pinch-points.

10. **Proper Officer Update**

11. **Correspondence**
   11.1. Complaint letter - To review and agree response to letter

12. **Chairs Discretion** – for information only.