

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 17 JUNE 2026

Present

Chairman: Cllr P. Evans

Councillors: Cllr G. Caddy, Cllr M. Denney, Cllr D. Holland, Cllr M. Ellis, Cllr S. Larcombe, Cllr P. May, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

Officers: C. Austin (communications officer), M. Green (deputy town clerk)

26/19/C Apologies for absence

Cllr C. Aldridge – holiday
Cllr N. Hampton-Rumbold – personal commitment
Cllr C. Reynolds – illness

26/20/C Disclosable Pecuniary Interests

There were none.

26/21/C Dispensations

There were none.

26/22/C Internal Audit Report, Visit Three 2025-26

It was noted the management responses to recommendations 10.3, 10.4 and 15.1 were not included in the report and these were confirmed by the finance manager, including target dates and the person responsible.

Proposed by Cllr G. Turner and seconded by Cllr D. Holland, members **RESOLVED** to note the internal auditor's report following visit three of 2025-26 and approve the management responses, and to note the number and priority levels of recommendations made to the council by the internal auditor 2021-22 to 2025-26.

26/23/C Conflicts of Interest

Proposed by Cllr P. May and seconded by Cllr A. Wood, members **RESOLVED** to confirm there are no conflicts of interest with BDO LLP for the year ended 31 March 2026 and to authorise the mayor and town clerk to sign the conflict of interest form on behalf of the council.

26/24/C Annual Governance and Accountability Return for the Year Ended 31 March 2026

Proposed by Cllr S. Cockerell and seconded by Cllr G. Caddy, members **RESOLVED** to approve the Annual Governance and Accountability Return for the year ended 31 March 2026 and authorise the mayor and town clerk to authorise and sign the document on behalf of the council.

Cllr M. Ellis arrived at the meeting at 7.05pm.

26/25/C Extract from the minutes of the Human Resources Committee meeting on 10 June 2026

Members discussed whether the council should have external support for the town clerk recruitment process, such as from South West Councils.

The town clerk said there was no intention to seek external support and he would advise the interview panel. He emphasised that his role was to run and administer the panel but the panel members would choose the successful candidate.

It was noted that if the panel felt it needed advice, the members could ask for it.

It was also noted that once the panel members had been finalised, they would review and agree the recruitment pack.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, it was **RESOLVED** to receive minute number 26/09/HR of the meeting held on 10 June 2026 and adopt the recommendations, as follows:

RESOLVED: to approve the regrading of the town clerk's salary to SCP 50-54, including an unbudgeted increase of £5,000 in the 2026-27 salaries budget.

RESOLVED: to approve the proposed job description and person specification for the town clerk.

RESOLVED: to approve the proposed methods of advertising the town clerk vacancy.

RESOLVED: to agree the timetable for recruiting a town clerk, with flexibility for availability of the panel members, and to allow the extraordinary Full Council to select one other member to sit on the panel in addition to the mayor, deputy mayor and chairman of the Human Resources Committee.

26/26/C Recruitment Panel

Proposed by Cllr G. Stammers and seconded by Cllr S. Cockerell, members **RESOLVED** to have a signed ballot for this agenda item.

It was confirmed Cllrs G. Caddy, P. May and C. Reynolds wished to be considered for appointment to the recruitment panel.

Following a first round of votes, Cllr C. Reynolds received the fewest votes and was eliminated.

Following a second round of votes, Cllr G. Caddy was selected as the fourth member of the recruitment panel for the town clerk vacancy.

The meeting closed at 7.42pm.