

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 12 AUGUST 2026

Present

Chairman: Cllr P. Evans

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Denney, Cllr M. Ellis, Cllr S. Larcombe, Cllr P. May, Cllr G. Turner, Cllr A. Wood

Officers: M. Green (deputy town clerk)

Absent: Cllr G. Stammers, Cllr. G. Turner

26/45/C Apologies for absence

Cllr N. Hampton-Rumbold – family commitment
Cllr D. Holland – personal commitment
Cllr C. Reynolds – illness
Cllr P. May – from 7.20pm onwards – personal commitment

26/46/C Disclosable Pecuniary Interests

There were none.

26/47/C Dispensations

There were none.

26/48/C Recruitment to the Post of Deputy Town Clerk

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

26/49/C Exempt Business

a) Recruitment to the Post of Deputy Town Clerk

The current deputy town clerk explained his rationale for the proposed job description, person specification and recruitment process set out in the report. He also outlined his thinking about how the office team might be structured in future, in particular, how some aspects of his current role might be managed and/or redistributed within the team without the need for an additional/replacement manager level post.

He did, however, emphasise some additional staffing resource would undoubtedly be required, especially to deal with the property and project-related aspects of his current role. He saw that resource being at a more technical rather than managerial level.

Members debated the report in detail. Although supportive of it in general, they felt the recruitment timetable was ambitious, especially over a holiday period, and suggested that an additional week be added to the timetable to allow more time for the receipt of suitable applications and for the shortlisting and interview process to take place.

The current deputy town clerk supported the suggested extension to the timetable but noted this would then require an extraordinary Full Council meeting to be held on 16 September 2026 if the appointment of the replacement deputy town clerk were to be confirmed without delay. He hoped this would be possible so he could continue to develop his thinking about the wider office team. This thinking would inevitably be informed by the recruitment of the deputy and their particular knowledge, experience and skillsets.

Cllr P. May left the meeting at 7.20pm.

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, members **RESOLVED** the post of deputy town clerk be advertised at a salary range of SCP 40-45 (£51,356-£57,139) (pay award pending).

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, members **RESOLVED** to approve an unbudgeted increase of £5,000 in the 2026-27 salaries' budget to cover the anticipated additional salaries costs incurred in the change to the remuneration for the post of deputy town clerk.

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members **RESOLVED** to approve the job description, person specification and recruitment process for the post of deputy town clerk with the addition of seven days to the recommended timetable, i.e., noon on 4 September for the return of applications, 7 September for shortlisting and 10/11 September for interviews.

Proposed by Cllr M. Ellis and seconded by Cllr M. Denney, members **RESOLVED** that the interview panel for the recruitment to the post of deputy town clerk comprise Cllr P. Evans, Cllr M. Ellis, Cllr G. Caddy and Cllr C. Aldridge, supported by the town clerk, and that the outcome of the interview process be reported to and approved by an additional extraordinary meeting of Full Council to be held on 16 September 2026.

Proposed by Cllr M. Denney and seconded by Cllr G. Caddy, members **RESOLVED** that authority to respond to any other urgent human resources issues be delegated to the town clerk-elect in consultation with the mayor and chairman of the Human

Resources Committee, on the basis that all members be notified in writing about any issues and any required or agreed actions as soon as possible.

The meeting closed at 8.15pm.