LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 16 SEPTEMBER 2026

Present

Chairman: Cllr P. Evans

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr D. Holland, Cllr G. Turner, Cllr A. Wood

Officers: M. Green (town clerk)

Absent: Cllr M. Denney, Cllr S. Larcombe

26/72/C Public Forum

There were no members of the public present.

26/73/C Apologies for absence

Cllr P. May – holiday
Cllr C. Reynolds – illness
Cllr G. Stammers – work commitments

26/74/C Disclosable Pecuniary Interests

There were none.

26/75/C Dispensations

There were none.

26/76/C Appointment of a Deputy Town Clerk

Proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, 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.

26/77/C Recruitment to the Post of Finance Manager

Proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, 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.

26/78/C Exempt Business

a) Appointment of a Deputy Town Clerk

Members considered both the main and supplementary reports and proposed by Cllr M. Ellis and seconded by Cllr D. Holland, members unanimously **RESOLVED** to appoint the current assistant town clerk, Mrs A. Mullins, to the post of deputy town clerk with the town clerk, in consultation with the mayor and the current chairman of the Human Resources committee to negotiate and confirm the written job offer, starting date and starting salary within the range SCP 40-45.

b) Recruitment to the Post of Finance Manager

The town clerk explained his report and the reasons for the proposed salary and the job description and person specification.

Members considered the report and appendices and proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, members **RESOLVED:**

a) The post of finance manager be advertised at an extended salary range of SCP 30-39 (£42,123 - £51,928) to reflect the potential for the post to take on the additional role of Responsible Finance Officer (RFO), together with the management of some property-related functions, such as rent reviews and lease renewal (for instance).
b) Members approve the recommended process for recruiting a replacement finance manager, including indicative timescale and advertising arrangements.
c) That a recruitment panel be appointed comprising, the Cllrs A. Wood, M. Ellis, G. Caddy and C. Aldridge.
d) That authority to respond to any other urgent human resources issues be delegated to the town clerk 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 7.27pm.