

**LYME REGIS TOWN COUNCIL**  
**HUMAN RESOURCES COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 7 JANUARY 2026**

**Present**

**Chairman:** Cllr M. Ellis

**Members:** Cllr S. Cockerell, Cllr G. Stammers

**Officers:** A. Mullins (assistant town clerk), J. Wright (town clerk)

**25/30/HR Public Forum**

There were no members of the public present.

**25/31/HR Apologies**

Cllr G. Caddy – holiday  
Cllr C. Reynolds – illness

**25/32/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 5 November 2025**

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, the minutes of the meeting held on 5 November 2025, were **ADOPTED**.

**25/33/HR Disclosable Pecuniary Interests**

There were none.

**25/34/HR Dispensations**

There were none.

**25/35/HR Matters arising from the minutes of the Human Resources Committee meeting held on 5 November 2025**

Members noted the report.

**25/36/HR Update Report**

**Administrative assistant**

The assistant town clerk said 24 applications had been received for the post and interviews would be held on 12 January 2026. Members would be notified of the outcome by email. She added that the temporary postholder had resigned in December 2025 so the new postholder would be asked to start as soon as possible.

**25/37/HR Human Resources Committee – Objectives**

Members noted the report.

**25/38/HR To receive the minutes of the Health and Safety Committee meeting on 11 December 2025**

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, the minutes of the Health and Safety Committee meeting held on 11 December 2025 were **ADOPTED**.

**25/39/HR The Town Clerk’s Objectives 2026-27**

The town clerk said his objectives would be delegated to managers through the appraisal process, which would take place over the next few months.

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the town clerk’s objectives for 2026-27.

**25/40/HR Annual Health and Safety Audit**

The town clerk said the main issue arising from the audit was the complexity of the council’s health and safety related policies and procedures, so these needed to be consolidated to avoid duplications.

It was noted the new MyCompliance system would help with streamlining.

The town clerk said he was proposing an annual half-day session with employees to ensure they understood key parts of the health and safety policy.

Members noted the 2025 health and safety audit.

**25/41/HR Review of Councillor Data and Information 2024-25**

Members noted the report.

It was agreed the member attendance figures would be published on the council website.

**25/42/HR Operations Manager, Six-Month Probation Review**

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, 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 information relating to an individual 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.

**25/43/HR Gardener and Maintenance Person (post holder 211), Six-Month Probation Review**

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, 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 information relating to an individual 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.

**25/44/HR Confidential Staffing Update**

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, 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 information relating to an individual 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.

**25/45/HR Exempt Business**

**a) Operations Manager, Six-Month Probation Review**

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the operations manager's permanent employment with the council, effective from 8 November 2025.

**b) Gardener and Maintenance Person (post holder 211), Six-Month Probation Review**

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the gardener and maintenance person's (post holder 211) continued employment with the council, effective from 7 December 2025.

**c) Confidential Staffing Update**

Members noted the current position with a staffing matter and raised two queries, which the assistant town clerk said she would follow up.

*The meeting closed at 7:47pm.*