



Mark Green
Town Clerk

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Resources Committee

Notice is given of a meeting of the Resources Committee to be held at the Council Offices, St Michael's Business Centre, Church Street, Lyme Regis on Wednesday 30 September 2026 commencing at 7pm when the following business is proposed to be transacted:

Mark Green
Town Clerk
25.09.26

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

AGENDA

1. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

Individuals will be permitted a maximum of three minutes each to address the committee and questions must be submitted in advance. Please refer to the [Guide to Public Participation at Council Meetings](#).

2. Apologies

To receive and record apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 8 July 2026

4. Minutes

To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 10 June 2026

5. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly, if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

6. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting

7. High Sheriff Welcome Reception

To allow members to consider approving unbudgeted expenditure for refreshments at the welcome reception for the High Sheriff of Dorset's County Lines Walk

8. Post holder 209, Six-Month Probation Review

To inform members of the outcome of the six-month probation review for the post holder 209

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

9. Post holder 215, Six-Month Probation Review

To inform members of the outcome of the six-month probation review for the post holder 215

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

10. Post holder 218, Six-Month Probation Review

To inform members of the outcome of the six-month probation review for the post holder 218

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

11. Exempt Business

To move 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 in view of the likely disclosure of confidential matters about information relating to an individual, and information 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.

- a) **Agenda item 8 – Post holder 209, Six-Month Probation Review**
- b) **Agenda item 9 – Post holder 215, Six-Month Probation Review**
- c) **Agenda item 10 – Post holder 218, Six-Month Probation Review**

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 8 JULY 2026

Present

Chairman: Cllr P. May

Councillors: Cllr C. Aldridge, Cllr S. Cockerell, Cllr M. Denney, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

Officers: N. Cleal (finance manager), A. Mullins (assistant town clerk), J. Wright (town clerk)

26/01/SF Apologies for Absence

Cllr G. Caddy – personal commitment
Cllr P. Evans – appointment
Cllr D. Holland – personal commitment
Cllr S. Larcombe – personal commitment
Cllr C. Reynolds – illness

26/02/SF Minutes

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, the minutes of the meeting held on 6 May 2026 were **ADOPTED**.

26/03/SF Disclosable Pecuniary Interests

Cllr A. Wood declared a pecuniary interest in agenda item 12 if the LymeLiving magazine was discussed.

26/04/SF Dispensations

There were none.

26/05/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 6 May 2026

Members noted the report.

26/06/SF Update Report

Devolution of assets and services

The town clerk said it felt like the council was beginning to make progress with Dorset Council (DC) for the transfer of Theatre Square and Church Cliff walkway, with a target

date of September to complete the transfer of the former. He said there was still some way to go with the transfer of toilets, but this council had a temporary cleaning contract in place and he hoped they could be transferred in the next year.

A member asked that any agreement between the town council and DC was signed by both parties to avoid issues similar to those on Marine Parade and its highway status.

26/07/SF Strategy and Finance Committee – Objectives

A member asked for an update on progress with the transparency code.

The assistant town clerk said most of the information was now published on the website and the remaining information was related to the council's land and assets, which was being compiled into a detailed spreadsheet, which was taking some time to complete. However, once it was completed, it would be a very useful document to refer to.

26/08/SF The Annual Review of the Communications/PR Policy and Procedure

It was suggested a reference be made to the LymeLiving magazine in the policy, which referred to printed materials. It was also suggested there be an amendment to section 4.2 of the procedure, to clarify that press releases will be issued by email.

These suggestions were agreed.

A member noted there was no real reference to social media in the policy or procedure. The assistant town clerk said there was a separate social media policy and this would be circulated to members for reference.

Proposed by Cllr M. Denney and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amended Communications/PR Policy and Procedure, with additional amendments to the policy to add a reference to the magazine under 'printed materials' and to section 4.2 to clarify press releases will be issued by email.

26/09/SF The Annual Review of the Complaints' Policy and Procedure

It was agreed the details of the four 'official' complaints would be sent to members by email, but the need for confidentiality was emphasised.

Members discussed the handling of complaints, specifically how the public could raise issues as the public forum was temporarily suspended, and whether responses should be provided to issues raised in the public forum, when reinstated.

The town clerk said if the complaint was about agreed council policy, the public would need to raise it with members, as officers couldn't deal with complaints that were contrary to council policy. As outlined in the standing orders, the chairman could provide a direction on how an issue would be dealt with.

It was suggested chairmen be reminded of this.

It was also noted the chairman could answer a question or respond to an issue raised in the public forum or allow another member or officer to do so if they knew the answer.

It was noted the council had already agreed in future, the public would need to submit a question to a meeting in advance, which would allow responses to be prepared before the meeting.

The town clerk suggested any responses came from the council, through the chairman of the meeting, who should have the discretion to direct how it was dealt with. He cautioned against getting into endless chains of written responses, as often the best way to deal with it was to have a meeting with that person.

Proposed by Cllr G. Turner and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the complaints' policy and procedure and to note the volume and nature of complaints received since August 2025.

26/10/SF Biodiversity Policy – Draft for Consideration

Cllr G. Stammers arrived at 7.26pm.

A member asked how the council would envisage engaging with businesses on biodiversity, as outlined in the proposed policy.

It was suggested this be done through the Partnership Board, which would be set up alongside the council's new committee structure, by approaching businesses individually, and including items in the business briefing.

Proposed by Cllr C. Aldridge and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed draft Biodiversity Policy and incorporate it into the council's existing Environment Policy.

26/11/SF Preferred Contractor for Architectural and Building Services Work

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** to extend the appointment of Crickmay Stark Ltd of Dorchester as the council's preferred contractor for architectural and building services support work for a further period of 12 months from 1 August 2026 on the basis of no retaining fee and to the payment at agreed rates solely for work undertaken; subject to satisfactory performance and to a sufficient pipeline of relevant work, agree to delegate authority to approve up to two further extensions of 12 months each, on the same payment basis as above, to the town clerk in consultation with the chairmen of both this committee and the Town Management and Highways Committee; and at the end of the no more than three years from 1 August 2026 and subject to there being a sufficient ongoing need, the contract for architectural and building services support work be re-advertised on a competitive basis.

26/12/SF Budget Performance, 1 April – 31 May 2026

Members were concerned the marketing budget was forecast to be overspent, primarily due to a projected overspend on the council magazine.

Cllr A. Wood left the meeting at 7.33pm in line with his pecuniary interests.

A member asked how the expenditure was being managed so it could be brought within budget.

The assistant town clerk said officers shared these concerns and had already discussed ways to reduce costs. This included using a lighter paper weight, which would reduce printing costs and potentially potage costs, to review the arrangements with the photographer who had been commissioned to support the magazine, to limit the number of pages, to encourage people who received hard copies to have a digital copy or pick one up from a community collection point instead, and the potential for some bulk orders to be hand delivered locally instead of posted.

The assistant town clerk said it had been suggested to introduce advertising into the magazine, but she would advise against this because of the extra work it would create; the cost of employing someone to manage advertising would negate any income. She added that the magazine was always intended to be a community resource and making it more commercial would take away from that aim.

It was suggested people could sign up for a hard copy for a limited period, such as a year, and to renew their subscription after that period if they still wanted it.

It was also suggested the inside pages didn't need to be glossy, which might reduce printing costs.

Several members said they would be happy to hand deliver to some addresses, which would reduce postage costs and also offer a good opportunity for community engagement. It was agreed officers would email members to arrange this.

Also as part of the marketing budget, a member asked about the forecast overspend in relation to the residents' events. It was agreed a breakdown of expenditure would be emailed to members.

Cllr A. Wood returned to the meeting at 7.48pm.

A member asked if there would be any savings on expenditure on Marine Parade since its change in designation to a highway.

The town clerk said he had been trying to pin down DC on the future management of the parade but he had been ignored completely. He had a meeting with the leader of DC on 23 July 2026 so he would raise this issue with him.

26/13/SF Investments and Cash Holdings

Members noted the report.

26/14/SF List of Payments

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in April and May 2026 for the sums of £210,766.07 and £247,456.90, respectively.

26/15/SF Debtors' Report

Proposed by Cllr M. Ellis and seconded by Cllr P. May, 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

26/16/SF Exempt Business

a) Debtors' Report

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to write-off debt of c.£2.2k relating to historic garage rent due to the person having passed away and it being very difficult to trace the money.

The finance manager confirmed the final payment had been made in relation to the outside seating on Marine Parade. It was noted the final settlement figure was confidential and although it would appear on a future list of payments, it would not specify the individual business.

The meeting closed at 8.03pm.

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 JUNE 2026

Present

Chairman: Cllr M. Ellis

Members: Cllr G. Caddy, Cllr S. Cockerell

Other members: Cllr C. Aldridge, Cllr P. May, Cllr G. Turner, Cllr A. Wood

Officers: S. King (finance assistant), A. Mullins (assistant town clerk), J. Wright (town clerk)

26/01/HR Apologies

There were none.

26/02/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 8 April 2026

Proposed by Cllr S. Cockerell and seconded by Cllr G. Caddy, the minutes of the meeting held on 8 April 2026 were **ADOPTED**.

26/03/HR Disclosable Pecuniary Interests

There were none.

26/04/HR Dispensations

There were none.

26/05/HR Matters arising from the minutes of the Human Resources Committee meeting held on 8 April 2026

Members noted the report.

26/06/HR Update Report

The assistant town clerk confirmed a tractor driver and an evening seafront attendant had been appointed.

26/07/HR Human Resources Committee – Objectives

A member asked if the council had thought about apprenticeships for some roles.

The town clerk said the council had run apprenticeship schemes in the past, which had been successful and in some cases, resulted in employing people into the organisation.

He agreed it was worth considering again and noted there may be government funding available.

It was agreed a report would be brought to the next meeting of this committee to allow members to consider this.

26/08/HR Vacancy Management

The town clerk clarified the proposed internal recruitment proposals would not apply to the town clerk vacancy and suggested it should not apply to any of the managerial posts. He added that any internal applicants would not be automatically appointed if they were not suitable, or because it might resolve an existing issue.

Members agreed any managerial posts should be advertised externally and any internal applicants should still go through an interview process.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a change to the council's Recruitment and Selection Procedure to advertise vacancies to existing employees first, excluding managerial vacancies, and to incorporate the changes into the next review of the employee handbook.

Cllr G. Stammers arrived at 7.19pm.

26/09/HR Town Clerk Recruitment

Members discussed the remuneration for the town clerk post. It was noted there had been a review of salaries in 2022, carried out by South West Councils, but comparative pay information presented to this committee in April 2026 had showed the salary was significantly less than clerks in other Dorset town councils with a similar budget.

It was pointed out the council was in the job market, so it was important the post was remunerated at a competitive rate to offer an incentive for good quality applicants.

The town clerk said guidance from the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) would place the post in a higher pay bracket. He said the status of the role had also changed since he had been in post; councils were increasingly looking for younger, dynamic staff who had a diverse background.

Proposed by Cllr G. Caddy and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** 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.

Members discussed the proposed job description and person specification and the proposed methods of advertising the vacancy.

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed job description and person specification for the town clerk.

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed methods of advertising the town clerk vacancy.

Members discussed the recruitment panel. It was noted the panel would carry out the shortlisting and following interview, would make a recommendation to the Full Council to formally approve any appointment. The successful candidate would be offered the role first, subject to Full Council approval.

It was suggested there may need to be an extraordinary Full Council meeting in order to do this.

A buffet lunch would be held on the interview date, to which all interviewees would be invited to meet members and staff. Although not part of the formal appointment process, it would give the panel a good sense of how they interacted with the team.

A member asked if the members of the panel had to be selected from this committee; if not, it was suggested the Full Council was asked to select a fourth panel member, in addition to the mayor, deputy mayor and chairman of this committee.

It was suggested all members could be asked in advance of the extraordinary Full Council meeting if they wished to be considered for the panel.

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** 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.

It was also agreed the application pack would be agreed in consultation with the panel.

26/10/HR Homeworking Request

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, 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.

26/11/HR Confidential Staffing Update

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, 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.

a) **Homeworking Request**

Proposed by Cllr G. Stammers and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from postholder 101 to homework for one day a week, with the exception of school holidays.

b) **Confidential Staffing Update**

Members noted the report.

The meeting closed at 8.03pm.

Committee: Resources

Date: 30 September 2026

Title: High Sheriff Welcome Reception

Purpose

To allow members to consider approving unbudgeted expenditure for refreshments at the welcome reception for the High Sheriff of Dorset's County Lines Walk

Recommendation

Members consider approving unbudgeted expenditure of up to £1,500 for refreshments at the welcome reception for the High Sheriff of Dorset's County Lines Walk

Background

1. The High Sheriff of Dorset, Dr Helena Conibear is currently undertaking her County Lines Walk, walking 216 miles around Dorset's boundary in five stages, beginning on the coast in Charmouth in June.
2. The aim of the challenge is to raise awareness about county lines, criminal exploitation and the vulnerability of children and young people, hopefully raising £10,000 for charities working to improve opportunities for children across Dorset.
3. The final stage of Helena's walk will see her finishing at Lyme Regis on Sunday 25 October. On each stage, she has been joined by members of the community. For the final stretch, members and staff from the town council will join her from Lambert's Castle, ending at the Boat Building Academy (BBA).

Report

4. The BBA will host a reception for Helena upon her arrival, to which dignitaries, supporters and youth organisations have been invited to attend.
5. A commitment has previously been made for the town council to fund refreshments at the event as a way of supporting Helena's campaign. However, no budget exists for this, so members are asked to consider approving unbudgeted expenditure.
6. There will be around 80 to 100 people attending and enquiries have been made with local caterers. It is estimated up to £1,500 will be required.
7. Any recommendations from this committee will be considered by the Full Council on 14 October 2026.

Adrianne Mullins
Deputy town clerk
September 2026