

**Minutes of the Human Resources Extra-Ordinary Committee Meeting of the
Town Council on Wednesday 5th November 2025 at 6.00pm**

Present

St Michael's Ward

Cllr Fowles
Cllr Wakefield (from 18:15pm)
Cllr Fotheringham
Cllr R Sexton

St Paul's Ward

Cllr H Turner
Cllr Pearsall

In attendance

Deputy Town Clerk
Cllr S Sexton
Cllr S Craddock

25/25/HR Apologies for absence

There were no apologies Received.

25/26/HR Declarations of Interests

There were no declarations of interest.

25/27/HR Dispensations

There were no dispensations.

25/28/HR Public Question Time for items on the agenda

There were no public questions.

**25/29/HR Minutes of the HR Committee meeting held on 30 September 2025
Members RESOLVED unanimously to approve for accuracy the
minutes of the HR Committee meeting held on 30 September 2025
as published and circulated with the agenda.**

Proposed by Cllr Fowles and seconded by Cllr Fotheringham

25/30/HR Consideration of new staff posts

The following was discussed:

- Cllr Sexton withdrew her proposal for a Youth Worker to be employed by HTC
- HTC could employ 1 person to cover events, community development and engagement and communications.
- Lyme Regis Town Council are currently advertising for a Communications Officer, 35 hours per week, Salary scale SCP14-17.
- HTC would benefit from a Communications Officer especially due to forthcoming LGR.

- Need to additional staff currently unknown as extent of asset transfer from EDDC is unknown.
- Other Town Councils provide better communication with residents especially via social media.
- Precept impact for 2026/27 from LGR and any new staffing posts.
- Need for a Communications Officer prior to any LGR – proposed start date April 2026. This would allow time to prepare a job description and recruitment.

Committee RESOLVED unanimously to recommend to Finance & Policy Committee a new Communications Officer post to include Community Development and Engagement and Events Co-ordinator.

Proposed by Cllr Pearsall and seconded by Cllr R Sexton

25/31/HR Budget 2026/27

Committee RESOLVED unanimously recommended budgets 26/27

Proposed by Cllr Pearsall and seconded by Cllr Wakefield

Code	Title	Actual 25/26, £	Current Budget 24/25, £	Proposed Budget 26/27, £	Increase + or Decrease -, £	Comments
4000	Office Wages	83,366	214,000	263,000	+49,000	
4040	Staff Travel Expenses	0	200	200	0	
4050	Staff training	410	2000	2000	0	
4080	Payroll Services	240	750	1000	+250	
4260	Professional Fees	0	2000	2000	0	
		84,016.00	218,950	268,200	+ 49,250.00	

25/32/HR Exempt Business

Members RESOLVED unanimously to take the following items into exempt business.

Proposed by Cllr R Sexton and seconded by Cllr Wakefield

Cllr S Sexton and Cllr S Craddock left the meeting.

25/33/HR Staff Costs

Committee RESOLVED to approve staff costs at total £263k 26/27 to be included in the budget 26/27

Proposed by Cllr Pearsall and seconded by Cllr Fotheringham

25/34/HR To close the meeting

The meeting was closed at 18:45pm.