

**Minutes of the Extra-Ordinary Human Resources Committee Meeting of the
Town Council on Monday 7th September 2026 at 7.00pm**

Present

St Michael's Ward

Cllr Fowles

Cllr C Maunder

Cllr R Sexton

St Paul's Ward

Cllr S Sexton

In attendance

Heloise Marlow Acting Town Clerk

26/11/HR Apologies for absence
Cllr R Wallis

26/12/HR Declarations of Interests
There were no declarations of interest.

26/13/HR Dispensations
There were no dispensations.

26/14/HR Public Question Time for items on the agenda
There were no public questions.

26/15/HR Minutes of the HR Committee meetings held on 10th June 2026
Members RESOLVED unanimously to approve for accuracy the minutes of the HR Committee meeting held on 10th June 2026 as published and circulated with the agenda.
Proposed by Cllr S Sexton and seconded by Cllr R Sexton

25/16/HR Exempt Business
Members RESOLVED unanimously to take the following item into exempt business.
Proposed by Cllr S Sexton and seconded by Cllr Fowles

26/17/HR Recruitment of Town Clerk and Responsible Financial Officer (RFO)
Committee RESOLVED unanimously to approve:
a. To recommend to Full Council the appointment of a permanent Town Clerk and RFO
Proposed by Cllr S Sexton and seconded by Cllr Maunder
b. To recommend to Full Council for noting the arrangements for recruitment of a permanent Town Clerk and RFO to include

information packs, advertisements, interviews and conditions offers.

Proposed by Cllr Maunder and seconded by Cllr S Sexton

26/18/HR To close the meeting
The meeting was closed at 20:15pm.