

Charmouth Parish Council

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MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING HELD AT THE ELMS AT 12.30PM ON WEDNESDAY 15 APRIL 2026

In attendance: Cllrs Jane Bremner (Chair), Katie Moore, Peter Noel and the Clerk, Lisa Tuck.

HR26/08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Melanie Harvey (work commitments).

HR26/09 DECLARATIONS OF INTEREST

No declarations of interest were received.

HR26/10 MINUTES

It was

RESOLVED that the minutes of the meeting held on 4 March 2026 be agreed and signed by the Chair.

HR26/11 STAFF UPDATES

(a) **STAFF MEMBER NO. 5** – The Committee were updated on the latest position. It is proposed to seek approval to pay in full for 3 months (April, May and June) to be reviewed for moving forward at the end of May.

(b) **STAFF MEMBER NO. 3** – Bullet points on what was learnt from recent training have been received as requested.

(c) **STAFF MEMBER NO. 10** – Due to being short staffed, additional hours are approved and should be paid monthly.

(d) **STAFF MEMBER NO. 1** – Due to being short staffed, additional hours are approved and can be taken in lieu.

HR26/12 SEASONAL BEACH ASSISTANT 2026 – UPDATE

One application has been received to date and an interview will be held next week. Jane Bremner and Peter Noel will perform the initial interview. If appropriate a second meeting will be held with the Senior WMO.

Feedback from staff has been received about not needing two people on Saturday afternoon over Easter. This situation will continue to be monitored/adjusted moving forward.

HR26/13 ADDITIONAL COVER WHEN REQUIRED

A suggestion was received from the Facilities Manager that he and the Senior WMO could be on duty on Sat 15 August which is when the red arrows are to visit Lyme Regis and Charmouth will probably be very busy.

The meeting closed at 12.40pm.