

Bridlington Town Council



Annual Report 2020/2021

Published
July 2021

Bridlington Town Council



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Bridlington Town Council



Section 1:

INTRODUCTION

Bridlington Town Council



The Mayor of Bridlington's Report 2020-2021



A Mayoral Year like no other, this Mayoral Year has seen such a rollercoaster of emotions due to the Coronavirus Pandemic and the National lockdowns. The whole world has suffered great losses with lives and livelihoods along with the stress and anxiety caused by isolation and not being able to assist our family and friends as we all normally would. Bridlington has also suffered, and almost everyone I know has witnessed sadness for someone lost which has been hard to bear at times, but what has shone through is the depth and strength of community in this Town. I would like to take this opportunity to convey a big thank you to every single person who has helped, sometimes helping people they do not even know personally but have gone above and beyond making a huge difference by being there for local people. As a Town we have managed to rally together and make such a positive impact in such difficult and challenging times. The pandemic highlighted many people with vulnerability, and I am so very proud to have been part of one of many local organisations and businesses who have actively helped Bridlington in the way we have.

There has been no visiting of other areas or normal Civic activities meaning this year has seen flag raisings and small presentations with social distancing measures in place only. This has not stopped me undertaking socially distanced fund raising for my chosen charity, and I have been able to donate a staggering £3613.44 to SSAFA (The Soldiers, Sailors, Airmen & Families Association) which included the kind donation of the recovered money from the Royal British Legion Alderson House closure which the former Mayor Colin Croft raised throughout his Civic Year in 2018-2019.

I have been very fortunate to be nominated as Mayor for the forthcoming year 2021-2022 and would like to thank everybody including the Bridlington Town Councillors for the help and support they have provided.

Thank you.

Liam Dealtry

**Councillor Liam Dealtry
Mayor Bridlington 2020-2021**

Bridlington Town Council



Council Year 2020 - 2021

Due to Covid the Mayoral Year did not start as normal as the whole of the United Kingdom was in the middle of a national lockdown. To ensure that the Town Council business could continue delegated powers had been put in place in March 2020 and the Town Clerk along with the Responsible Financial Officer and the Mayor remotely undertook the business of the Council with consolidated feedback and responses from Councillors.

In May, due to the delegated powers in place the Full Council meeting was able to undertake the annual adoption of all the Council paperwork. It was considered unsafe to undertake the matter of Mayor Making (Annual Meeting) at this time and a way forward with this was resolved later on in June.

From the very beginning of lockdown the Bridlington Town Council hit the ground running and was very successful as it immediately liaised with local Covid Community Groups to assist those in need in all areas of Bridlington. A list of useful contacts and information was created as a joint effort and distributed to those who were in need or vulnerable. This list became extremely popular and vital to many people who live in Bridlington and many Bridlington Town Councillors hand delivered over 1,000 lists to those who do not have access to the internet. The lists were used to order shopping, arrange prescriptions, and seek guidance by family members and friends who did not even live in Bridlington as the list enabled them to organise remote assistance for their relatives and friends in Bridlington who they would normally travel to help but couldn't because of lockdown. This was a very anxious and stressful time for many people and thankfully the Bridlington Community really pulled together, and the Bridlington Town Council was very much a part of this. These very unusual times saw the Responsible Financial Officer & Civic Officer continuing to work from home and the Town Clerk worked alone in the Town Council's Offices.

It was during May that the Town Council contacted the local MP Sir Greg Knight to request that he petition Parliament for a National Memorial for all those who lost their lives whilst at work during the National Pandemic.

In June the Town Council continued to undertake meetings with delegated powers, with integrated feedback from Councillors, which ensured that the business of the Council continued as it should, where it was possible to do so and safely. The Council resolved to defer the Annual Mayor Making meeting for 12 months and to retain the current Mayor and Deputy Mayor in post so that the risks from Covid could be better managed. It was also hoped that the current incumbent of post would be able to successfully complete the Mayoral Year with Civic fundraising etc. It was also in June that the Town Council resolved to suspend the six-month rule for all Town Councillors for the remainder of this Council Year to accommodate the needs of the Councillors and enable them to manage their personal risks without fear of disqualification. Due to Covid restrictions it was decided that if the Mayor's Cadet agreed they would stay in post for an additional Civic year.

The Town Council still managed to successfully collate and provide feedback to the East Riding of Yorkshire Council (ERYC) for the effectiveness and handling of the Covid website and database and was keen to hear how it was intending to integrate the very valuable and important lessons learned. The Town Council also responded to the Town & Parish Council Charter Consultation. The Town Council resolved to investigate a free card payment facility for purchases for the Town Council when other payment methods were not available, and lockdown had highlighted difficulties with not having one when it was required to purchase items.

In July, the Town Council managed to put the technology in place to host hybrid meetings to undertake the business of the Council with some Councillors remotely attending via Zoom and a limited number of Councillors physically attending meetings in the office. The Town Council adopted a Capability Policy, a Disciplinary & Grievance Policy and the Annual Report was approved for production. The Town Council resolved to renew its annual CPRE Membership.

The Town Council's Newsletter suffered as due to lockdown the Town Council could not collate a Summer Newsletter for 2020 but it resolved to go ahead with the production of an Autumn Newsletter as there was relevant and helpful content to share. The measures were in place to facilitate the safe collation of a newsletter with Staff and Councillors.

In August, the Town Council decided many things about the new Town Council's Offices including how it would be decorated and a move in date was hoped for November. The Audited Annual Governance & Accountability Return (AGAR) was officially received to the Full Council meeting with thanks to the Financial Officer for successfully overcoming the legal obstacles that Covid 19 presented the Council with. The Town Council commenced work on a Humphry Sandwith Information Plaque and liaised with James Sandwith and local Historians to ensure that the most relevant and accurate information will eventually be displayed on site with the drinking trough in Bridlington Old Town. The Town Council also resolved to go ahead with a Bridlington Business in Bloom Competition for the Summer of 2020.

In September, the Finance Committee amended the Town Council's Financial Regulations and awarded Small Grants to four local Community Groups. The Town Council resolved more work to be undertaken at the new Town Council Offices including alarm & CCTV fitting for the impending relocation. With a heavy heart the Town Council resolved that due to the risk involved with Covid that it could not host an official Remembrance Sunday Service this year. The Town Council responded to the ERYC Cycling and Walking Infrastructure & the ERYC Licencing Policy consultations. The Town Council resolved to purchase Christmas Trees and Pomanders for the three ward areas in Bridlington. Also in September, all three staff members undertook their delayed First Aid Training in Bridlington.

In October, because the normal events could not properly take place, the Town Council resolved and approved a collaboration with the Bridlington Echo for a Remembrance 2020 supplement/article for Bridlington and to support the Bridlington Christmas Group with the Festive Tree Trail in Bridlington. The Town Council, to try and support Bridlington businesses coming out of the second National Lockdown, resolved to host a Christmas Retail Competition and to also be a part of the Bridlington Echo's Residential Christmas Lights Competition. The Town Council resolved to retain the current column lighting for an extra year at a reduced price and to investigate the costs of purchasing more environmentally friendly Christmas trees in the future.

In November, the Town Council decided upon the new office window decals and the new office letterheads. The Town Council gifted Nelsons Battle of Trafalgar Naval Flags to the Bridlington Sea Cadets; the flags were his signal to his fleet - "England expects every man to do his duty" and the Bridlington Sea Cadets were very pleased to receive them as a gift.

November also saw the Town Council recommence training for Staff and Councillors and nominate several Councillors for many local roles in the East Riding including ERNLCCA Executive Committee, Code of Conduct Training, Finance Training, and a Standards Committee role.

In early December, the Town Council moved into the new offices located at 2A Marshall Avenue in Bridlington Town Centre and conducted all business from this office immediately. The Town Council were pleased with the Christmas competition results and thanked the Civic Officer for her work producing the Winter Newsletter whilst in the middle of the office move. The Internal Auditors Half Year report was officially received with thanks conveyed to the Finance Officer for her work.

Later in December the Town Council resolved to submit to the ERYC for the Overview & Scrutiny Committee, a subject proposal of investigating the impact of Brexit on Maritime Jobs and Roles, particularly the Harbour, Fishermen and the Shellfish Industry in Bridlington, Hornsea and Withernsea.

In January, the Town Council undertook the very first fully remote meeting with all Councillors in attendance online. Inspector Robert Cocker also attended remotely and briefed the Council with the recent occurrences in Bridlington. The proposed budget, precept and summary leaflet were all approved at this meeting and the Town Council approved work to be undertaken at the new offices and the old offices in preparation of handing the offices back to the landlord. Also approved at this meeting were the future meeting proposals for the 2021-2022 Council Year. To avoid wasting public money the Town Council resolved not to place Spring baskets for 2021 as it was unsure if the current National Lockdown would prevent anyone benefitting from the floral displays. The Humphry Sandwith Plaque was finalised, ordered, and placed with the hope that sometime in the future the Town Council could share this news widely with people being able to visit and see the finished product.

In February, the Town Council was informed that the petitioning of the Royal British Legion had been successful and that the Charity Money that had been donated, specifically to the Alderson House Mini-Bus appeal, had been returned to Bridlington Town Council in full. The Former Mayor, Mayoress and Consort jointly agreed to donate the returned money to the current Mayors Charity which is SSAFA (Soldiers, Sailors, Airmen and Families Association) and thanks were conveyed to the Finance Officer for her sterling efforts with retrieving the money. The Council agreed more training for Councillors and allocated Councillors to more outside roles and responsibilities within the Bridlington Community.

In March, the Town Council held a fully remote Parish Meeting for the local electorate. The Town Council completely reviewed the Bridlington Street Name Bank, and the working group collated many new suggestions which were approved and submitted by the Town Council and wholly agreed by the ERYC. The Finance Officer briefed about the recent VAT training and the Council noted the details of the Valuation Office Agency rating of the new office building. The Town Council adopted a Climate Change Policy and revised the Town Council's Aims and Objectives accordingly with an agreement that the Council would investigate how to calculate the footprint with a view to reducing it. The Town Council allocated Small Grants to two Bridlington Community Groups and officially handed over the former offices to the landlord.

At the Full Council meeting in March, the Police Inspector Robert Cocker shared that he was leaving his post in Bridlington but conveyed how much he had enjoyed working in Bridlington over the last five years. The Town Council thanked the Inspector for all he had done and wished him well in his new role.

In April at the Full Council meeting, the Town Councillors met the new Police Inspector for the area. Inspector Derek Hussain attended the meeting remotely to introduce himself and shared how much he was looking forward to working with the Bridlington teams. Due to impending changes in Government Legislation the Town Council resolved to be able to continue the business of the Council in a safe manner where delegated powers and duties of the Council are given to the Clerk, the Responsible Financial Officer and the Civic Officer in consultation with the Council for every official meeting. The Council also supported the physical attendance to meetings are to be rotated to ensure that the 6-month rule is never an issue for any Bridlington Town Councillors and to protect all Staff and Members by maintaining a limited attendance at meetings.

Due to the Governments removal of legal remote voting by Councillors, the Town Council brought forward the Mayor Making Meeting to facilitate a legal hybrid Councillor attendance. Also in April, the Town Council resolved to write to Sir Greg Knight MP to request his assistance with petitioning the Government to share how strongly the Town Council feel about retaining indefinitely the authority to continue with hybrid meetings for the protection of the Councillors, Staff and the Public whilst conducting the business of the Council. The Town Council approved more Councillor training in April to ensure that the continued professional development of the Town Council as a body is maintained.

Bridlington Town Council



Civic and Council Duties 2020-2021

There were 96 cumulative civic and council duties undertaken by everyone at the Town Council for the year 2020-2021.

During this Mayoral Year the Mayor & Mayoress undertook 39 duties.

The Deputy Mayor & Deputy Consort undertook 3 duties.

The Mayor's Cadet undertook 1 duty.

Other councillors undertook 37 events.

Staff attended 16 events.

Mayor & Mayoress

1. 01.06.20 Flowers delivered to Cllr Glenn Holmes
2. 01.06.20 Flowers delivered to Victoria Exon
3. 01.06.20 Red House Celebration
4. 22.06.20 Armed Forces Day Flag Raise at the War Memorial
5. 24.06.20 Pride Flag Raising at Southcliffe Gardens
6. 06.07.20 Food bank meeting with Country Style Foods
7. 25.07.20 RNLI Virtual Open Day
8. 28.07.20 Presentation at Priory Church of Mayors Cadet Sash & Badge to Sgt Isobel Waldie
9. 29.07.20 Food bank meeting at Morisons Supermarket
10. 01.08.20 Yorkshire Day Flag Raise
11. 02.08.20 Mayor's Parlour Photoshoot
12. 13.08.20 VJ Flag Raising at the War Memorial
13. 15.08.20 Bridlington Veterans Breakfast Club
14. 15.08.20 VJ Service at the War Memorial
15. 06.09.20 Charity Football Game at Bridlington Town FC
16. 11.09.20 Bridlington In Bloom Presentations
17. 11.09.20 Mayor's Charity Cheque Presentation
18. 12.09.20 Unveiling of Sapper Peter J Shippey Memorial
19. 16.09.20 Mayor's Charity Cheque Presentation
20. 24.09.20 Charity Walk for RNLI & RAF BF
21. 14.10.20 Safe Wreath Laying video at the War Memorial
22. 19.10.20 Presentation of plaque at Spinnaker
23. 19.10.20 Place poppies in the War Memorial Gardens
24. 26.11.20 ERNLLCA AGM
25. 04.12.20 Country Style Presentation with Picture at the Hinge Centre
26. 04.12.20 Official Opening of Copperwood Home
27. 02.02.21 ERNLLCA – Internal Control
28. 07.02.21 Great Gale Service Wreath Laying at the Bridlington Priory Church
29. 16.02.21 ERNLLCA – Role of the Internal Auditor
30. 04.03.21 Year End Accounts & Audit Course
31. 08.03.21 Commonwealth Flag Raise
32. 11.03.21 Handover of 62 Quay Road
33. 16.03.21 Introduction into VAT Course
34. 21.03.21 Manor House Vaccination Thanks

- | | | |
|-----|----------|---|
| 35. | 07.04.21 | Dementia Friendly East Riding Competition Photo at Royal Hotel, Bridlington |
| 36. | 26.04.21 | Fundraising Cheque Presentation from Bridlington Veterans Coffee Morning |
| 37. | 28.04.21 | Presentation to the Outgoing Mayors Cadet |
| 38. | 28.04.21 | Charity Cheque Presentation |
| 39. | 02.05.21 | Blessing of the Royal Naval Association Standard |

Deputy Mayor & Deputy Consort

- | | | |
|----|----------|--|
| 1. | 01.08.20 | Bridlington Town Football Club Clubhouse Opening – Cllr Foster |
| 2. | 11.09.20 | Bridlington In Bloom Presentations |
| 3. | 19.10.20 | Placement of the Poppies at the Bridlington War Memorial |

Councillors

- | | | |
|-----|----------|---|
| 1. | 03.06.20 | Bridlington Local Links meeting Via Zoom – Cllr Heslop-Mullens |
| 2. | 03.06.20 | Bridlington Youth Coalition meeting via Zoom – Cllr T Milns |
| 3. | 11.06.20 | Regeneration meeting via Zoom – Cllrs Norman & T Milns |
| 4. | 23.07.20 | Youth Forum Coalition Meeting – Cllr T Milns |
| 5. | 27.07.20 | Virtual Youth Conference Meeting – Cllr T Milns |
| 6. | 27.07.20 | East Riding of Yorkshire Chairmans Awards – Cllrs Finlay, T Milns & M Milns |
| 7. | 01.08.20 | Bridlington Town Football Club Clubhouse Opening – Cllr Finlay |
| 8. | 01.09.20 | Town Improvement Forum – Cllr Norman |
| 9. | 10.09.20 | Youth Forum – Cllr T Milns |
| 10. | 10.09.20 | Local Links – Cllr Heslop-Mullens |
| 11. | 11.09.20 | Bridlington In Bloom Presentations – Cllr Finlay |
| 12. | 15.09.20 | East Riding College Challenge Bridlington Group – Cllr T Milns |
| 13. | 15.09.20 | EYCCG AGM – Cllr T Milns |
| 14. | 24.09.20 | Local Learning & Skills Forum – Cllr Norman |
| 15. | 13.10.20 | Local Links Meeting – Cllr Heslop-Mullens & T Milns |
| 16. | 13.10.20 | ERVAS AGM – Cllr Heslop-Mullens & T Milns |
| 17. | 20.10.20 | ERNLLCA District Meeting – Cllr Walker |
| 18. | 03.11.20 | Town Improvement Forum – Cllr Norman |
| 19. | 18.11.20 | Learning & Skills Forum – Cllr Norman |
| 20. | 26.11.20 | ERNLLCA MS Team Training – Cllr Finlay |
| 21. | 26.11.20 | ERNLLCA AGM – Cllr Heslop-Mullens |
| 22. | 09.12.20 | Sewerby Residents Association Meeting – Cllr Heslop-Mullens |
| 23. | 10.12.20 | ERNLLCA Regional Meeting – Cllr Heslop-Mullens |
| 24. | 15.12.20 | Local Links Meeting – Cllr Heslop Mullens |
| 25. | 12.01.21 | Local Links – Cllr Thelma Milns |
| 26. | 19.01.21 | Youth Coalition Forum – Cllr Thelma Milns |
| 27. | 20.01.21 | Learning and Skills Forum – Cllr Norman |
| 28. | 02.02.21 | Neurodiversity Course – Cllr Finlay |
| 29. | 02.02.21 | Local Links – Cllr T Milns |
| 30. | 23.03.21 | Veterans Group Zoom Meeting – Cllr Finlay |
| 31. | 24.03.21 | Learning Skills & Forum – Cllr Norman |
| 32. | 25.03.21 | NALC training Rebuilding Communities – Cllr Finlay |
| 33. | 20.04.21 | ERNLLCA District Meeting – Cllr Heslop-Mullens |
| 34. | 26.04.21 | Local Links – Cllr T Milns |
| 35. | 26.04.21 | NALCA Coastal Communities – Cllr T Milns |
| 36. | 28.04.21 | Veterans Group Meeting – Cllr Finlay |
| 37. | 05.05.21 | Youth Forum Meeting – Cllr T Milns |

Mayor's Cadet

- | | | |
|----|----------|---|
| 1. | 28.07.20 | Presentation at Priory Church of Mayors Cadet Sash and Badge to Sgt Isobel Waldie |
|----|----------|---|

Staff

1. 09.09.20 First Aid Course – Miss A Grosse
2. 15.09.20 First Aid Course – Mrs V Exon
3. 29.09.20 First Aid Course – Mrs P King
4. 20.10.20 ERNLLCA District Meeting – Mrs P King
5. 13.01.21 Annual Parish Meetings & Social Media Training by ERNLLCA – A Grosse
6. 12.01.21 VAT Training Course – V Exon
7. 24.01.21 Level 2 Event Planning Course – Miss Grosse
8. 02.02.21 Neurodiversity Course – Mrs King
9. 15.02.21 Rights & Responsibilities in the Workplace Course – Miss Grosse
10. 15.02.21 Equality & Diversity Course – Miss Grosse
11. 15.02.21 Health & Safety in the Workplace Course – Miss Grosse
12. 16.02.21 Pensions Information Course – Mrs Exon
13. 16.03.21 Income & Expenditure Year End Webinar – Mrs Exon
14. 09.04.21 Love Explore' App Training – Miss Grosse
15. 20.04.21 ERNLLCA District Meeting – Mrs King
16. 30.04.21 Cloudy IT Web Accessibility Course – Miss Grosse

Community assistance was provided by many Councillors and Staff during COVID-19 particularly with the distribution of the collated information lists to the Residents who did not have access to the internet and required assistance with food, medicine, and general help.

Thank you to everyone who was able to assist during this time.

Bridlington Town Council



Section 2:

MEETINGS

Due to Covid the Bridlington Town Council could not undertake normal meetings and the business of the Council was undertaken with delegated powers. Fully remote meetings with no physical attendance or hybrid meetings were conducted where some Councillors were in the room and others were online.

At the beginning of Covid before remote meetings were in place, the Councillors provided feedback for delegated decisions to be made by the Officers of the Council.

Safety continues to be a priority and the following Councillor meeting attendances will be marked as **R** = Remotely attended or **P** =Physically attended meetings.

Bridlington Town Council



Council

(12 Meetings)

20th May 2020 – Delegated powers
17th June 2020 – Delegated powers
15th July 2020
19th August 2020
16th September 2020
21st October 2020
18th November 2020
16th December 2020
20th January 2021
17th February 2021
17th March 2021
21st April 2021

Attendance:

	Physical (P) or Remote (R):		Number Attended:
Councillor Liam Dealtry	5(P)	4(R)	9
Councillor Mike Dixon	2(P)	5(R)	7
Councillor Shelagh Finlay	1(P)	9(R)	10
Councillor Jackie Foster	5(P)	2(R)	7
Councillor Mike Heslop-Mullens		9(R)	9
Councillor Glenn Holmes		6(R)	6
Councillor Cyril Marsburg	6(P)	2(R)	8
Councillor Shaun Marsburg	4(P)	3(R)	7
Councillor Malcolm Milns		10(R)	10
Councillor Thelma Milns		10(R)	10
Councillor Tim Norman		9(R)	9
Councillor Andy Walker	3(P)	7(R)	10

Bridlington Town Council



Annual Parish Meeting

(1 Meeting)

3rd March 2021

Attendance:

Number Attended:

Councillor Liam Dealtry	1
Councillor Mike Dixon	0
Councillor Shelagh Finlay	1
Councillor Jackie Foster	1
Councillor Mike Heslop-Mullens	1
Councillor Glenn Holmes	1
Councillor Cyril Marsburg	1
Councillor Shaun Marsburg	1
Councillor Malcolm Milns	0
Councillor Thelma Milns	0
Councillor Tim Norman	0
Councillor Andy Walker	1

Bridlington Town Council



Planning & Environmental Committee

(16 Meetings)

1st June 2020 - Delegated powers
22nd June 2020 – Delegated powers
13th July 2020
3rd August 2020
24th August 2020
14th September 2020
5th October 2020
26th October 2020
16th November 2020
7th December 2020
4th January 2021
25th January 2021
15th February 2021
8th March 2021
29th March 2021
19th April 2021

Attendance:

	Physical (P) or Remote (R):		Number Attended:
Councillor Shelagh Finlay	1(P)	11(R)	12
Councillor Jackie Foster	5(P)	4(R)	9
Councillor Mike Heslop-Mullens		9(R)	9
Councillor Glenn Holmes		7(R)	7
Councillor Cyril Marsburg	9(P)	4(R)	13
Councillor Thelma Milns	1(P)	12(R)	13
Councillor Andy Walker		14(R)	14
Planning Applications considered			154
Notices of Decision received			141

Bridlington Town Council



Finance & General Purposes Committee

(6 Meetings)

9th June 2020 – Delegated powers
8th September 2020
13th October 2020
12th January 2021
9th March 2021
4th May 2021

Attendance:

	Physical (P) or Remote (R):		Number Attended:
Councillor Mike Dixon	3(P)	2(R)	5
Councillor Shelagh Finlay	1(P)	4(R)	5
Councillor Jackie Foster		1(R)	1
Councillor Glenn Holmes		3(R)	3
Councillor Cyril Marsburg	2(P)	1(R)	3
Councillor Thelma Milns		5(R)	5
Councillor Tim Norman		4(R)	4

Bridlington Town Council



Newsletter Committee

(4 Meetings)

29th July 2020
28th October 2020
27th January 2021
28th April 2021

There are at least 2 to 3 working groups per edition in preparation to the newsletter being published and most Councillors also attend those meetings on top of the official committee meetings

Attendance:

	Physical (P) or Remote (R):		Number Attended:
Councillor Liam Dealtry	1(P)	1(R)	2
Councillor Mike Dixon			0
Councillor Shelagh Finlay		4(R)	4
Councillor Jackie Foster	3(P)	1(R)	4
Councillor Cyril Marsburg	1(P)	1(R)	2
Councillor Thelma Milns		3(R)	3

Bridlington Town Council



Contract Committee

(1 Meeting)

11th August 2020

Attendance:

	Physical (P) or Remote (R):	Number Attended:
Councillor Shelagh Finlay	1(R)	1
Councillor Glenn Holmes		0
Councillor Cyril Marsburg	1(P)	1
Councillor Thelma Milns	1(R)	1
Councillor Tim Norman	1(R)	1
Councillor Andy Walker	1(P)	1

Bridlington Town Council



Staffing Committee

(3 Meetings)

1st October 2020
4th January 2021
29th March 2021

Attendance:

Physical (P) or Remote (R):

Number Attended:

Councillor Shelagh Finlay		3(R)	3
Councillor Jackie Foster	2(P)	1(R)	3
Councillor Glenn Holmes		2(R)	2
Councillor Cyril Marsburg	2(P)	1(R)	3
Councillor Andy Walker		3(R)	3

Bridlington Town Council



Section 3:

FINANCE

Bridlington Town Council



Grants Awarded 2020-2021

To whom:

First Allocation in September 2020:

Bridlington And District Submariners	£500.00
Regent Archers	£500.00
Priory View RDA	£350.00

Total Small Grants Awarded £1350.00

Second Allocation in March 2021:

Bridlington Lawn Tennis Club	£500.00
Cruse Bereavement Care	£400.00

Total Small Grants Awarded £900.00

Total Small Grants Awarded and Donations Given during 2020-2021

£2250.00

Bridlington Town Council



Small Grants Policy

It is a prime objective of the Council to promote a vibrant community spirit.

This is done in various ways, including small grants to local groups. This policy is designed to help and guide local clubs, societies and organisations making applications for small grants to Bridlington Town Council. The Council will award maximum grants of £500 to an organisation.

- (1) The Council will only support activities that benefit Bridlington and its residents and the value of the grant is commensurate with the benefit derived (in accordance with Schedule 12 of the Local Government Act 1972).
- (2) Awards will be considered to help towards: -
 - (a) Capital cost of new or improved facilities or equipment.
 - (b) Providing a community service.
 - (c) Initial funding for new activities
 - (d) Running costs and organisation of events
- (3) Grant Awards are not available to individuals or businesses.
- (4) The Council will not award grants to religious or educational establishments unless the grant is towards improving activities for the wider community.

All Grants

- (5) Applications must be made on the attached form.
- (6) It is a condition of an offer of a grant award that acknowledgement is made by the body or organisation in some way such as in its literature, posters or programmes. This should be in the form of a statement "*Supported by Bridlington Town Council*" or similar.
- (7) The maximum amount of small grants awards available to an organisation is £500.00 per year. (1st April to 31st March).
- (8) The Council will need to review how grants awards have been spent and will require evidence to be provided to the Bridlington Town Council office by six months after the awards presentation. The Council may allow an extension to this six-month period should it be satisfied of the reason. Any funds not spent for the purposes they were given must be promptly returned to the Council.
- (9) All grants must be supported by the relevant financial statements (e.g. Bank Statement, Balance Sheet/Income and Expenditure Record) or a written statement of reasons that such information is not available.

Bridlington Town Council



Income / Expenditure For the year ending 31st March 2021

Income Summary

2020-2021

£

Precept	235,528
Bank Interest	137

Operating Income

Administration	70,435
Civic	0
Newsletter	243

Total Income **306,343**

Expenditure Summary

Administration	32,573
Marshall Avenue Renovation	221,630
Election Expenses	-8,508
Civic Expenses	1,323
Staff Costs	52,628
Grants & Donations	2,250
Newsletter	4,714

Running Costs

Remembrance Service	670
Town Events	0
Skate Park	11,576
Bessingby Play Area	141
Christmas Lighting	16,820
Royal Navy Freedom of Entry Event	0
Footway Lighting	5,412
Christmas Event	158
Public Conveniences	10,749
Bridlington In Bloom	4,171
Flags & Flagpoles	1,062
Bus Shelters	450
Public Works Loan Board Repayments	16,271

Total Expenditure **374,090**

Net Income/Expenditure **-67,747**

Distribution: -

Transferred to/from General Fund **-67,747**

Bridlington Town Council

Balance Sheet For Year Ending 31st March 2021

	<u>2020-2021</u>
	£
Current Assets	
Prepayments	0
Debtors	2,043
Debtors (Vat Recoverable)	26,131
Cash at Bank	176,604
Cash in Hand	<u>192</u>
Total Assets	204,970
Current Liabilities	
Receipts in Advance	0
Creditors	46,449
Accruals	<u>1,271</u>
Net Assets	<u><u>157,250</u></u>

Represented by;

General Reserve as at 1st April 2020	224,997
Add Surplus/Deficit for the Year	-67,747
Balance at 31st March 2020	<u><u>157,250</u></u>

The above statement represents fairly the financial position of the Town Council as at 31st March 2021, and reflects its income and expenditure during the year.

Bridlington Town Council



Member's Allowances and Expenses 2020-2021

Councillor:

Cllr L Dealtry (Mayor)

Expenses Paid

£26.47

N.B. No other Member received allowances or expenses during 2020-2021

Victoria Exon

Mrs Victoria Exon
Responsible Financial Officer



Bridlington Town Council ~ Budget 2020/2021

62 Quay Road, Bridlington, YO16 4HX

Tel: 01262 409006, Email: clerk@bridlington.gov.uk

Budget Headings	2018-2019	2019-2020	2020-2021	Inc/Dec		2018-2019	2019-2020	2020/2021
Personnel	£52,250.00	£57,940.49	£70,000.00	20.81%	Band A	£13.67	£13.95	£14.88
Administration	£29,500.00	£29,500.00	£29,500.00	0.00%	Band B	£15.95	£16.27	£17.36
Civic Office	£7,425.60	£7,425.60	£7,425.60	0.00%	Band C	£18.23	£18.60	£19.84
Election Expenses	£8,455.00	£18,000.00	£8,455.00	-53.03%	Band D	£20.51	£20.92	£22.32
Footway Lighting	£7,000.00	£7,000.00	£7,000.00	0.00%	Band E	£25.07	£25.57	£27.28
Christmas Lighting	£16,200.80	£20,000.00	£25,000.00	25.00%	Band F	£29.63	£30.22	£32.24
Christmas Festival	£1,000.00	£1,000.00	£1,000.00	0.00%	Band G	£34.18	£34.87	£37.20
Grants	£15,000.00	£10,000.00	£10,000.00	0.00%	Band H	£41.02	£41.84	£44.64
Bridlington In Bloom	£7,669.96	£7,669.96	£6,000.00	-21.77%				
Gasworx	£16,787.27	£16,787.27	£16,787.27	0.00%				
Capital Acquisitions	£1,499.53	£1,000.00	£1,000.00	0.00%				
Public Toilets (Old Town + Sewerby)	£15,000.00	£16,000.00	£16,000.00	0.00%				
Remembrance Service	£1,500.00	£1,500.00	£1,500.00	0.00%				
Seafood Festival Sponsorship	£1,000.00	£0.00	£0.00	0.00%				
Arts Festival Sponsorship	£1,500.00	£0.00	£0.00	0.00%				
Town Events	£11,800.00	£10,000.00	£5,000.00	-50.00%				
Merchant Navy Day Event	£150.00	£150.00	£150.00	0.00%				
Royal Navy Freedom of Entry Parade	£0.00	£2,500.00	£0.00	-100.00%				
Flags	£1,955.27	£1,955.27	£1,955.27	0.00%				
Newsletter Committee	£8,000.00	£8,000.00	£8,000.00	0.00%				
Bus Shelters	£550.00	£550.00	£550.00	0.00%				
West Hill Play Area	£150.00	£150.00	£150.00	0.00%				
Legal Fees	£3,000.02	£3,000.02	£3,000.02	0.00%				
PWLB Loan Repayments	£0.00	£0.00	£17,054.84	100.00%				
Balances	£4,950.68	£0.00	£0.00	0.00%				
Total:	£212,344.13	£220,128.61	£235,528.00	7.00%				

Precept demand 2020/21

£235,528.00

Provisional Tax Base 2020/2021

10551.00

NB: The band amounts are an estimate and final figures will be calculated and collected by East Riding Of Yorkshire Council

Bridlington Town Council



Section 4:

COMMITTEE REPORTS

Bridlington Town Council



Newsletter Committee Report:

It has been a difficult year to produce newsletters as the COVID-19 pandemic has severely restricted activities around the Town. The Summer 2020 newsletter was unfortunately not produced due to uncertainty and restrictions in place by the government.

Enhancing our Town

Despite the restrictions in 2020, Bridlington Town Council continued with its Business in Bloom competition to add a little cheer around the Town. The Winners were displayed on the front page of the Autumn Newsletter. Bridlington Town Council decided that they would retain the same Civic Heads for a further year. This allowed the existing Mayor to present his Charity Cheque.

Christmas was not cancelled in Bridlington despite the pandemic and the competitions that normally run for the Mayors Christmas Card and Retail Window Display were advertised. The Autumn Newsletter also featured the wonderful Community spirit and co-operation during the Remembrance period.

Information was given about the forthcoming relocation of the Bridlington Town Council offices.

Partnership Working within the Community

The Winter newsletter featured a new beginning for Bridlington Town Council as the Town Mayor opened the new offices. Due to the technological updates, the new meeting room was able to host hybrid meeting and business as usual in this format continued.

The Winners of the Bridlington Christmas Card Competition and Retail Window Display Competition were displayed and information about the Community Christmas Tree Trail was given. Part of the new relocation was to use part of the building as a Community Hub and Information for Residents was given about this new exciting opportunity. The Spring Newsletter showcased the amazing Community Hub which should be opening soon.

The Mayor, despite the COVID-19 restrictions was able to highlight the local groups who received small grants this year. Residents were also given the opportunity to see their Bridlington Town Councillors at work at hybrid meetings.

The Mayor continued his Civic Duties by raising the flag for the Commonwealth and a new Veterans Community Group was formed to highlight the Towns commitments to those who served and their families. A summary of the precept for Bridlington Town Council financial year 2021/22 showing that the Town Council remains fiscally prudent with a 0% increase in these difficult times.

Shelagh Finlay

Councillor Shelagh Finlay
Chairman/Editor
Newsletter Committee

Bridlington Town Council



Planning & Environmental Committee Report:

This year 2020 – 2021 there were 154 planning applications received by Bridlington Town Council to consider as consultees and over the year 141 Notices of Decision were received and noted at the Planning and Environmental Committee meetings. Due to Covid and the National and Local restrictions the majority of these meetings took place via zoom with all the planning staff working from home.

The number of Planning applications has decreased somewhat this year which is potentially due to the effects of the pandemic and a general lack of confidence by the public in spending.

Despite the decrease in numbers it would seem that those making planning applications continue to have confidence in investment in their own properties.

A lower number of Business owners have made planning applications, again potentially due to the pandemic and the uncertainty of the future economy.

Regeneration within the Town continues, including completion of the works on the Seafront area, the new retail units adjacent to the Train Station and an application has been made for the long-awaited multi-storey carpark for the Town Centre.

Whilst Bridlington Town Council is consulted, the views and recommendations are not always adhered to as the final decisions rest with the Planning Department at the Principal Authority (the East Riding of Yorkshire Council).

Glenn Holmes

Councillor Glenn Holmes

Chairman

Planning and Environmental Committee

Bridlington Town Council



Contract Committee Report:

Having found premises with a centrally located building the focus was to complete the building and move in but the Covid Pandemic and National Lockdown made sure that progress was not as quick as everyone hoped.

The Contract Committee worked on resolving decisions with rent charges and the separation of as many utility supplies as possible for the lease of the Community HUB.

The Contract Committee also made the decisions about the decoration of the building so that it was all the same with light grey walls, dark grey carpet and light oak doors throughout the whole building.

The future of the rear of the building was still undecided and with a finite amount of funds available to address issues, and no way of safely meeting everyone, no decision can be made until those elements change.

The Town Council eventually moved into the new Town Council Offices at the beginning of December and the Community HUB was also eventually completed. ERVAS moved in and signed the five-year lease tenancy agreement on the 1st April 2021.

The Contract Committee has mainly worked together with online working groups to overcome issues that need addressing during the lockdown and the pandemic. There has been much work undertaken by the Contract Committee with preparing and decorating the new offices before and after the move in December.

The Contract Committee will continue to decorate and furnish the Town Council's Offices, which will become easier once Covid restrictions are eased, to be able to better realise the Office's full potential.

Cyril Marsburg

Councillor Cyril Marsburg

Chairman

Contract Committee

Bridlington Town Council



Finance & General Purposes Committee Report:

The Finance and General Purposes committee has experienced a challenging year with many meetings needing to be held remotely. However, with good communication between all committee members and the RFO, the work of the committee has not suffered.

The year has mainly been focused on completion of the building renovation works and the financial management of the associated costs. Unfortunately, many other potential projects could not be realised due to Covid restrictions.

The committee resolved to proceed with the creation of a new updated website which would have greater capability for use with mobile technology devices.

The committee was delighted that the Responsible Financial Officer had been able to recover, from the Royal British Legion, Mayors Charity funds totalling £2193.34 raised for the Alderson House Minibus appeal, which following the closure of Alderson House, were unlikely to be spent in Bridlington.

The committee was pleased to be able to award small grants totalling £2250.00 during the year. The committee was also very pleased to be able to recommend a zero percent increase to the Council's budget and precept.

This year has once again ended in troubled times, although hopefully the coming months will see an improvement.

I would like to thank our Responsible Financial Officer, Victoria Exon for continuing to support the work of the Council and the committee.

Shelagh Finlay

Councillor Shelagh Finlay

Chairman

Finance & General Purposes Committee

Bridlington Town Council



Skatepark Co-ordinator Report:

Background

The Gasworx Skatepark is a designated space for the young people of Bridlington to spend time outdoors, developing important life skills in a fun and healthy environment encouraging groups and individuals to learn to take turns, share a space and face new challenges. It is well documented that teenagers who engage in adrenalin fuelled sports are less likely to try and get their "kicks" from risky behaviour such as drugs and alcohol.

The park is open access (its free). Unlike a lot of other sports, there is no membership cost or uniforms to buy. Skateboarding/scootering and biking are all relatively low cost with hand-me-down equipment being commonplace. The Gasworx is an inclusive place. The Coordinator role is 8 hours a week, it is a point of contact for the local Community who may have concerns about the park or require advice e.g. skatepark etiquette, accompanying younger children etc. Any unsupervised area with high numbers of unaccompanied teenagers will experience elements/pockets/trends of antisocial behaviour. I work closely with the Police to monitor these, and react/discourage accordingly. These issues are highlighted on a daily sheet and summarised in a monthly report.

Recent Challenges Regarding Coronavirus

When the local Secondary Schools have been closed, the park immediately became much busier. Signs have been displayed at the park clarifying current Government guidelines re. gatherings, 2 metre distance etc. The park social media accounts have been updated as appropriate and the park visited at least twice a day to ensure its being used correctly and replace the laminated signs which were tie wrapped to the fences. I have liaised with the Police who also visit the park regularly. The guidelines relating to outdoor parks was confusing at times, e.g. playparks were open with equipment that is touched by many different hands, but skate parks were advised to close. Skateboard England is the governing body for England and Wales, they have provided Covid 19 statements. Unfortunately as there are very many different types of skateparks e.g. indoor, supervised, outdoor closed access, the information has been advisory and difficult to apply in cases as there is no "one size fits all". I was very aware that as outdoor exercise was allowed, if access to the park was denied there would be potential damage to private property due to the regulars riding and skating elsewhere. Fatalities linked to scooting, riding and skating are usually due to being hit by cars, injuries are usually from skating on uneven surfaces and falling off.

There are no gates to the main skatepark and a missing panel on the perimeter fence, so locking the park was impossible. The separate mini park and Multi Use Games Area do have gates. I used heavy duty bike locks to secure this area of the park. And put signs up explaining why the area was closed. The locks were cut off 3 times and park users climbed over the fence (which is 7 metres high) on a daily basis. I spoke to Inspector Cocker and his team for updates. The Gasworx has coped very well with the resources we have, over this difficult time.

Maintenance

The Royal Society for the Prevention of Accidents (<http://www.rosipa.com/play-safety/advice/skateboarding/>) document that half of injuries occur due to falls on rough riding surfaces. Small stones, sticks, bumps, and holes in or on the riding surface are the leading cause of falls of experienced riders. The park is cleaned daily (apart from Christmas Day). The grass is cut fortnightly

throughout the growing season.. and the skip is emptied as required. Any incidents are followed up with meetings with CCTV/police as appropriate e.g. skip fire, damage to MUGA, bin fire. Offensive graffiti is removed from the park. A daily written inspection is carried out and an annual report is commissioned by an external risk assessment agency. A daily sheet is completed and summarised in a monthly report.

Supervised Activities

The Annual Skatejam, which is usually attended by over a 100 riders, with prizes, music and a BBQ did not go ahead last summer. There is still some uncertainty over this year, hopefully things may become clearer on June 21st, as there is no entrance fee and riders and families just turn up on the day, it's hard to manage numbers, and then there is the weather!

There have been no skateboard lessons this last year. We focus on skateboarding rather than scootering, as the basics of scootering and biking are much easier to master than skateboarding, and families often teach these skills at home before they visit the skatepark. Approximately a third of skateboarding injuries occur with those with less than one week's experience of the sport. Accidental falls due to loss of balance are the most common. Head injuries account for a much higher proportion of injuries for skaters under 10. We encourage all skaters to ride within their own ability and insist that they wear elbow, knee pads, wrist guards and a helmet.

More Information

A map, up to date information, photographs and videos are on the Gasworx Facebook page and the Gasworx link on the Bridlington Town Council website.

Kay Wardle
Kay Wardle,
Skatepark Coordinator
June 2021

Bridlington Town Council



Section 5:

COUNCIL INFORMATION

Bridlington Town Council



Aims and Objectives 2019-2023

AIMS:

1. To always provide an effective, efficient, open and full accountable local government to the residents of Bridlington.
2. To act as a strong voice in representing the views and the impact that policies have on residents by the East Riding of Yorkshire Council and National government.
3. To adopt the power of the Localism Act 2011 where appropriate.
4. To encourage residents to be involved in their community and the social and economic development of Bridlington.
5. To ensure that the residents of Bridlington are aware of the work the Bridlington Town Council undertakes and to promote their activities as widely as possible.
6. To highlight the importance of climate change and the actions we can all take to reduce its effects and to lead by example.
7. To achieve progressive standards in the Local Awards Scheme.
8. To hold one Councillor Surgery per month attended by one Councillor on a rota.

OBJECTIVES:

1. To provide and encourage councillors and staff to undertake, training and development that will enable the Council to meet the required standard and work towards the "Quality Gold Standard" of the Local Council Award Scheme.
2. To support the involvement of non-profit making organisations in the development of the town by providing grants and practical support. (This objective will include working and acting together to honour the Armed Forces Covenant Scheme that has been adopted by the ERYC).
3. To work with the appropriate agencies to protect and enhance the natural and built environment of Bridlington to provide the residents and tourist/visitors with a safe, healthy and enjoyable town in which to live, work and holiday.
4. To request from the East Riding of Yorkshire Council a breakdown of income generated, and expenditure related to the delivery of Special Expenses council services within Bridlington and to monitor this activity.
5. To work towards Bridlington becoming a benchmark regarding the actions taken by the whole community to reduce the impact of the climate emergency.

Representatives on Outside Bodies

Bridlington Regeneration (Renaissance)

Partnership (2 Members) Councillors T Milns & Norman

Town Improvement Forum Councillors Dixon & Holmes

Bridlington & Driffield Community (Local Links)

Councillor Heslop-Mullens

Bridlington Learning & Skills Forum

Councillor Norman

Bridlington Chamber of Trade

Town Mayor

P.A.G.E.R.

Councillor T Milns

Yorkshire Coast Community Rail Partnership

Councillor Dealtry

Waterways Partnership – Joint Forum

Councillor Dealtry

Sewerby Residents Association

North Ward Members

Bridlington Old Town Association

Old Town Ward Members

Bridlington Central Action Group

South Ward Members

Bridlington Harbour Commissioners

Councillor Dealtry

Bridlington Tourism Association

Councillors Holmes, M Milns & Norman

Bridlington Health Forum

Councillor T Milns

Bridlington Youth Coalition

Councillors T Milns

ERNLLCA Meetings

ALL Councillors & Clerk are Welcome

East Yorkshire Town Councils Network Meetings

Town Mayor & Town Clerk

Emergency Planning

Councillor - Old Town Ward – Cllr Dealtry & Foster

Councillor - South Ward – Cllr Finlay & T Milns

Councillor - North Ward – Cllr Holmes & C Marsburg

Armed Forces Representatives

Councillors Dealtry & S Marsburg

Board of Trustees – Foundation Scheme

Councillor Dealtry, Heslop-Mullens, T Milns & Walker

Parish Transport Champion

Mr Kevin Fradley

East Riding College Challenge Bridlington Group

Current Mayor

Dementia Friendly Bridlington Group

Councillor Foster

Bridlington Pride

Councillors Norman & Walker

Special Expenses Working Group

Councillors Heslop-Mullens, Holmes & T Milns

Climate Emergency Working Group

Councillors Finlay, Heslop-Mullens, Holmes, Norman & Walker

Christmas Committee Working Group

Councillors Dealtry, Foster, Holmes, C Marsburg & T Milns

T Milns

Bridlington in Bloom Working Group

Councillors Finlay, Foster, Holmes & C Marsburg

Remembrance Service Working Group

The Mayor, Deputy Mayor and all Councillors

Street Naming Working Group

Councillors Finlay, Heslop-Mullens, Holmes, T Milns & Walker

ERVAS Steering Group

Councillor M Milns

ERVAS Veterans Group

Councillor S Finlay

Councillor Committee Membership 2020-2021

	Finance & General Purposes (7) (Q4)	Planning & Environmental (7)(Q3)	Newsletter (6) (Q3)	Contracts and Policy (6)(Q3)	Staffing (5) (Q3)	Staffing Executive (3)(Q3)	Disciplinary & Grievance (3)(Q3)	Appeals (3)(Q3)
Councillor Dealtry			•					
Councillor Dixon	•		•					
Councillor Finlay	•	•	•	•	•	•		
Councillor Foster	•	•	•		•			
Councillor Heslop-Mullens		•						
Councillor Holmes	•	•		•	•	•		
Councillor C Marsburg	•	•	•	•	•			
Councillor S Marsburg								
Councillor M Milns								
Councillor T Milns	•	•	•	•		•		
Councillor Norman	•			•				
Councillor Walker		•		•	•			

Note: The Mayor is ex-officio shall be a voting member of every Town Council committee.

Bridlington Town Council



Councillor Information

Bridlington Old Town

Councillor Liam Dealtry

Party: Independent
66 Meadow Road
Bridlington YO16 4TD

Phone: 01262 340084

Email: liam.dealtry@bridlington.gov.uk

Bridlington North

Councillor Mike Heslop-Mullens

Party: Liberal Democrat
11 St Oswald Road
Bridlington YO16 7SD

Phone: 07859 109003

Email: mike.heslop-mullens@bridlington.gov.uk

Bridlington South

Councillor Shelagh Finlay

Party: Independent
34 Hamilton Road
Bridlington YO15 3HP

Phone: 01262 675921

Email: shelagh.finlay@bridlington.gov.uk

Councillor Mike Dixon

Party: Labour Party
Flat 1, Southcourt
29 Second Avenue
Bridlington YO15 2LW

Mobile: 07494 303388

Email: mike.dixon@bridlington.gov.uk

Councillor Glenn Holmes

Party: Independent
Park View Hotel
9-11 Tennyson Ave
Bridlington YO15 2EU

Phone: 01262 672140

Email: glenn.holmes@bridlington.gov.uk

Councillor Thelma Milns

Party: Independent
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Bridlington YO16 4TW

Phone: 01262 677942

Email: thelma.milns@bridlington.gov.uk

Councillor Jackie Foster

Party: Independent
5 Jubilee Walk
Bridlington YO16 7BY

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Email: jackie.foster@bridlington.gov.uk

Councillor Cyril Marsburg

Party: Conservative Party
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Bridlington YO15 2DT

Phone: 01262 321314

Email: cyril.marsburg@bridlington.gov.uk

Councillor Tim Norman

Party: Yorkshire Party
5 Shaftesbury Road
Bridlington YO15 3NP

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Email: tim.norman@bridlington.gov.uk

Councillor Malcolm Milns

Party: Conservative Party
13 Ramsey Road
Bridlington YO16 4TW

Phone: 01262 677942

Email: malcolm.milns@bridlington.gov.uk

Councillor Shaun Marsburg

Party: Independent
10 Great Barn Street
Bridlington YO16 7QQ

Phone: 01262 671882

Mobile: 07894 306268

Email: shaun.marsburg@bridlington.gov.uk

Councillor Andy Walker

Party: Yorkshire Party
35 Shaftesbury Road
Bridlington YO15 3PP

Mobile: 07734 756735

Email: andy.walker@bridlington.gov.uk

Bridlington Town Council



Employee Information

Mrs Paula King

Town Clerk

Contracted hours:

24 per week

email: clerk@bridlington.gov.uk

Mrs Victoria Exon

Responsible Financial Officer

Contracted hours:

20 hours per week

email: finance@bridlington.gov.uk

Miss Abigail Grosse

Civic Officer

Contracted hours:

12 hours per week

email: civic@bridlington.gov.uk

Contact Details:

The Town Council moved offices from 62 Quay Road to Marshall Avenue in December 2020:

Bridlington Town Council

2A Marshall Avenue

Bridlington

East Yorkshire

YO15 2DS

Telephone: 01262 409006

Website: www.bridlington.gov.uk