



**BRIDLINGTON TOWN COUNCIL**  
**Minutes of the Staffing Committee**  
**held at Bridlington Town Council Offices,**  
**62 Quay Road, Bridlington on 2nd August 2017**

Present: Councillors Dealtry, Finlay, Marsburg & M Milns.  
Mrs King recorded the minutes.

**1.17** To elect a Chairman for 2017-2018:

**RESOLVED:** *Councillor Dealtry is elected Chairman of the Staffing Committee 2017-2018.*

**2.17** To elect a Vice Chairman for 2017-2018:

**RESOLVED:** *Councillor Finlay is elected Vice-Chairman of the Staffing Committee 2017-2018.*

**3.17** Apologies for Absence:

**RESOLVED:** *Apologies were received and accepted from Councillor Heslop-Mullens.*

**4.17** Declarations of Interest:

- a) To record declarations of interest by any member of the council in report of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

**RESOLVED:** *All Councillors present declared a non-pecuniary interest in item 7 on the agenda as they can be affected by any resolutions made.*

- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

**RESOLVED:** *The committee resolved that all councillors received a dispensation for item 7 on the agenda to be able to make resolutions.*

**5.17** Public Participation session to include items on the agenda (two minutes per person - maximum of fifteen minutes) to include members of the Public and Councillors with Interests:

**RESOLVED:** *There were none.*

**6.17** Review of Holiday Entitlement:

The Committee reviewed the annual entitlement forms.

**RESOLVED:** *The Committee resolved to accept the current figures and scheduled another Staffing Committee meeting for 15.11.17 to review the situation.*

**7.17** To consider the report regarding assistance for Mayor's Charity Fundraising:

**RESOLVED:** *The Committee resolved to recommend that the Town Council's Standing Orders are amended to reflect the following:*

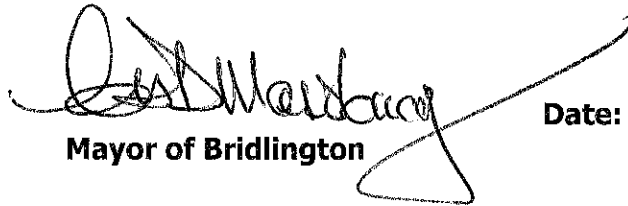
*"The management and financing of activity associated with the Mayor's chosen charity shall be entirely the responsibility of the Mayor. Time permitting the*

*Council's administration team will assist to provide secretarial support and other services."*

**8.17** To consider the DHE report for the ergonomics with the office environment:

**RESOLVED:** *The Committee resolved to commission the Website Consultant to undertake the risk assessment as per the Health & Safety Directive on the three work stations at the Town Council's offices and to submit a report to the Finance & General Purposes Committee.*

**Signed:**

A handwritten signature in black ink, appearing to read 'D. M. Hartney', written over a horizontal line. The signature is stylized and extends above and below the line.

**Mayor of Bridlington**

**Date:**

16.08.17