



**BRIDLINGTON TOWN COUNCIL**  
**Minutes of the Staffing Committee**  
**held at Bridlington Town Council Offices,**  
**62 Quay Road, Bridlington on 28th April 2016**

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

**16.15** Apologies for Absence:

**RESOLVED:** *There were no apologies as all councillors were present*

**17.15** 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:** *There were none.*

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

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

**18.15** 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.*

**19.15** Staffing Vacancy:

**RESOLVED:** *The committee resolved to go ahead with the recruitment of a new member of staff to undertake all the duties pertaining to a Civic and Administrative Officer. The finer details regarding the Advertisement of the role, the Job Specification, and Personal Specification were undertaken. Members of the recruitment panel and interview questions will be decided by the staffing committee at a working group on 24.05.16 at 12 noon.*

Signed:

  
Mayor of Bridlington

Date: 18<sup>th</sup> May 2016