



BRIDLINGTON TOWN COUNCIL (BTC)
Minutes of the Full Council Meeting held on 20th May 2026
in the Town Council Offices, 2A Marshall Avenue, Bridlington at 7pm

The meeting was held with Councillors Rick Arrand(Vice-Chair), John Arthur, Chantelle Elliott, Cyril Marsburg, Mike Heslop-Mullens (Chair), Thelma Milns, Tim Norman, Carlo Verda, Andy Walker & Angela Walker, a total of ten (10).

Three (3) Members of the Public were present at the meeting.

The Deputy Town Clerk recorded the minutes of the meeting.

01.26/27 Mayors Welcome:

Councillor Mike Heslop-Mullens welcomed everyone to the meeting and read out the disclaimer regarding recording of the meeting and action in the event of a fire.

02.26/27 To receive and accept apologies for Absence:

RESOLVED: *Apologies received and accepted from Cllrs Liam Dealtry, and Malcolm Milns, all due to ill health.*

03.256/27 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: *Cllrs Rick Arrand, Mike Heslop- Mullens, Tim Norman and Andy Walker declared a non-pecuniary interest in agenda item 35a,c and d as all are ERYC Council matters and all are ERYC Ward Councillors.*

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

RESOLVED: *none were given*

04.26/27 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: *MOP1: Spoke to those present in the room to advise that he was the Executive Officer for the Bridlington Central Action Group (BCAG). He gave congratulations and well wishes to Cllr Mike Heslop-Mullens as the newly elected Mayor. He reported better attendance at the last meeting of BCAG. He stated that the group is still waiting correspondence from the U3A regarding having a stall at the next event.*

MOP1: spoke as a representative of MOP2: Spoke to those present in the room as a representative of the Neighbourhood Watch Group (NHW) in the absence of NHW representative. He congratulated and gave well wished to Cllr Mike Helsop-Mullens on behalf of the NHW. He reported that the last meeting was full and Inspector Foster of Humberside Police had attended and gave useful information regarding the knife amnesty. Pc Lee attended in her role as Community Cohesion Officer and introduced herself and the role which will endeavour to engage with groups not usually involved with the police. The group now have a bank account which will allow them to apply for funding.

MOP3: congratulated the Mayor and Deputy Mayor on their appointment. Noted firstly, that minutes were not yet available to view as they wanted to check on progress of items from the APM held 6th March 2026. MOP3 requested that the council investigate who owns Visit Bridlington Facebook page and sought information on the agenda item they proposed at the above mentioned APM regarding Freedom of the Town for Paul Garbutt.

Cllr Tim Norman advised that members of the East Riding of Yorkshire council attended a Safety Protocol Committee meeting where police advised members not to visit residents

in their houses. The DTC is to investigate the implementation of set safety procedure for BTC members.

05.26/27 To receive the list of Civic Duties, Responsibilities and Training for the Town Council:

RESOLVED: *The council received and noted the list.*

Civic Duties, Responsibilities & Training from 15th April 2026 –20th May 2026

Mayor & Mayoress:

| | |
|------------|---|
| 17.04.2026 | Victim support, Sailors Club |
| 21.04.2026 | Right minds CYP |
| 23.04.2026 | St George Flag Raising |
| 22.04.2026 | OLSP, Assembly talk |
| 24.04.2026 | Key Centre, Celebration |
| 26.04.2026 | East Riding Civic Service |
| 27.04.2026 | Martongate school assembly |
| 28.04.2026 | Starfish Sculpture Trail, Hornsea |
| 29.04.2026 | BHF Shopping centre |
| 30.04.2026 | Allotment inspection |
| 01.05.2026 | Church rooms, Here come the girls |
| 08.05.2026 | VE Flag Raising |
| 10.05.2026 | The Lodge, food tasting/new chef |
| 10.05.2026 | Beverley Minster, Festival of John |
| 11.05.2026 | Charity Cheque Presentation |
| 17.55.2026 | St Marys church, Civic Service |
| 19.05.2026 | Dementia Train |
| 20.05.2026 | Crown Buildings, Alzheimer's society meet and greet |
| 21.05.2026 | Regeneration of Bridlington Old Town meeting |

Total of 19 Events attended by the Mayor & Mayoress

Deputy Mayor & Deputy Consort:

| | |
|------------|------------------------------------|
| 22.04.2026 | Cosford House, Open Day |
| 27.04.2026 | Spotlight theatre, dress rehearsal |
| 30.04.2026 | Allotment inspection |

Total of 3 Events attended by the Deputy Mayor & Deputy Consort

Other Councillors:

| | |
|------------|--|
| 08.05.2026 | Raising of the VE Day flag - Cllr Andy Walker |
| 11.05.2026 | Beverley County Hall, emergency meeting for Bridlington Community unit – Cllrs Andy Walker, Tim Norman |

Total of 2 Events attended by Other Councillors

Omitted from Previous Minutes – to be added:

For Information ONLY

Staff:

| | |
|----------|--|
| 28.04.26 | Fire Safety training - Hayley Jordan and Robert Lencki |
| 30.04.26 | First aid training - Hayley Jordan |

Total of 2 Events attended by Staff

06.26/27 To receive the minutes of the Full Council meeting held on *15.04.2026 as a true record.*

RESOLVED: *The minutes of the Full Council meeting held on 15.04.2026 were APPROVED.*

07.26/27 To receive the minutes of the Staffing Committee meeting held on 20.04.2026:

08.26/27 To receive the minutes of the Environmental Committee meeting held on 27.04.2026:

09.26/27 To receive the minutes of the Planning meeting held on 27.04.2026:

10.26/27 To receive the minutes of the Finance & General Purpose Committee meeting held on 28.04.2026:

11.26/27 To receive the minutes of the Newsletter Committee meeting held on 29.04.26:

RESOLVED: *The Chair called for a block resolution of items 5,6,7,8,9,10 and 11 of the agenda, all items were APPROVED.*

12.26/27 To review the Terms of Reference and appoint members for Council Committee (members information pack, website or copy in the office):

- Environmental Committee – (require 6 members: quorum 3)
- Finance & General Purposes Committee (require 7 members: quorum 4)
- Planning Committee (require 7 members: 3 quorum)
- Newsletter Committee (require 6 members: quorum 3)
- Staffing Committee (require 5 members: quorum 3)
- Staffing Executive Committee (require 3 members: quorum 3)
- Disciplinary and Grievance Committee (no members to be allocated until required)
- Appeals Committee (no members allocated until required)

RESOLVED: *The DTC to make amendments required to the Staffing Executive Committee Terms of Reference. Cllr Liam Dealtry to be removed from all committees. DTC to supply information regarding the Environmental Committee to Cllr Chantelle Elliott. Council resolved that in the instance of the Newsletter not being quorate authority is to be delegated to Cllr Thelma Milns and the DTC.*

13.26/27 To review and adopt the Bridlington Town Council Standing orders – New and updated Model Standing Orders provided by NALC 2025:

RESOLVED: *It was resolved to remove the requirement to stand when requesting to speak from the Standing Orders.*

14.26/27 To review and adopt the Bridlington Town Council Financial Regulations (members pack, website and copy in the office):

RESOLVED: *The Council APPROVED the Bridlington Town Council Financial Regulations.*

15.26/27 The election of members to represent the council on Outside Posts and Responsibilities (and arrangements for reporting back to Council meetings) to be completed at the meeting:

RESOLVED: *The council resolved to elect the following members to Outside Posts and Responsibilities:*

- Yorkshire Post Partnership – Cllr T Norman
- Bridlington Old Town Association: Bridlington Old Town Members
- Regeneration of Bridlington Old Town (ROBOT) - Bridlington Old Town Members
- Destination Old Town - Bridlington Old Town Members
- Bridlington Central Action Group (BCAG) – South Ward Members
- Bridlington Tourism Association (BTA) – Cllr C Verda
- Bridlington Health Forum (BHF) – Cllrs T Norman, Andy Walker and Angie Walker
- ERNLLCA Meetings – Town Clerk 7 Deputy are delegated members – ALL Councillors welcome
- Emergency Planning – All Councillors for their appropriate ward
- Armed Forces Representative – Cllr J Arthur
- Parish Transport Champions – Mr Kevin Fradley and Cllr m Heslop-Mullens
- Bridlington Pride – Cllrs M Heslop-Mullens and Andy Walker
- Remembrance Service Working Group – Mayor, Deputy Mayor and all Councillors
- ER VCSE Group – Cllr T Norman
- Bridlington Ambassadors – Cllr T Norman
- Fraisethorpe Wind Farm Grant Board - TBC

16.26/27 To review Councillors Pecuniary and Non-Pecuniary Interests forms, new form to be available for completion if required:

RESOLVED: *The council resolved that all Councillor are to inform the DTC if they require a new form.*

17.26/27 To appoint an Internal Auditor for the Town Council

RESOLVED: *The council approved the appointment of Anthony Whitley.*

18.26/27 To consider the Council's current Aims and Objectives (Members information pack, website and copy in the office):

RESOLVED: *The Aims and Objectives of Bridlington Town Council were noted.*

19.26/27 To receive and review the Bridlington Town Council Asset Register:

RESOLVED: *The Asset Register of Bridlington Town Council was noted.*

20.26/27 To receive and review the Bridlington Town Council Insurance cover for the year:

RESOLVED: *The Insurance Cover for the year 2026/27 was noted.*

21.26/27 To receive and review the Bridlington Town Council Legal Arrangements and Leases:

RESOLVED: *The Legal Arrangements and Leases for Bridlington Town Council were noted.*

22.26/27 To receive and review the Councils expenditure incurred under 2137 of the Local Government Act 1972:

RESOLVED: *The Councils expenditure incurred under s137 of the Local Government Act was noted.*

23.26/27 To receive the Year End Audit Report for the year ending 31.03.26:

RESOLVED: *Cllr T Norman sought clarification of the return of funds from East Yorkshire Food Banks Small Grant award, DTC clarified they no longer required the funds for the purpose for which they were awarded. The Year End Audit Report for the year ending 31.03.26 was noted.*

24.26/27 To consider, approve and sign the end of year Accounting Statement (section 1) and Assertions for 2025-2026:

RESOLVED: *The Accounting Statement (Section 1) and Assertions for the year 2025-2026 were APPROVED by members and signed by the Mayor and Deputy Clerk.*

25.26/27 To consider, approve and sign the end of year Accounting Statements (section 2) for the year ending 31.03.26:

RESOLVED: *The end of year Accounting Statements (section 2) for the year ending 31.03.26 were APPROVED and signed by the Mayor.*

26.26/27 To receive and review the Bridlington Town Council's Complaints Procedure (members information pack, website and copy in the office):

RESOLVED: *The Complaints Procedure for Bridlington Town Council was noted.*

27.26/27 To receive and review the Town council's Policies and Procedures: (Health and Safety Handbook and Employee Handbook provided by Worknest and adapted by BTC in Members Information Pack, website or copy in the office):

RESOLVED: *The Town council's Policies and Procedures were noted.*

28.26/27 To receive information regarding the Town Council's Risk Assessment for 2026 – 2027 – signed:

RESOLVED: *The Town Council's Risk Assessment for 2026-2027 was noted and the action plan regarding staff safety was approved.*

29.26/27 To consider reinstating councillors' political affiliations on the Town council website in the interests of openness and transparency for residents, particularly during the period leading up to local election next year: (verbal report from Cllr Verda)

RESOLVED: *The proposal was seconded. The majority of Members voted against the reinstating councillors' political affiliations on the Town council website in the interests of openness and transparency for residents, particularly during the period leading up to local election next year.*

30.26/27 To receive, consider and review the flag raising dates for 2026-27:

RESOLVED: *Cllr T Norman proposed to remove the necessity for Mayoral attendance at all flag raising dates. This was seconded and APPROVED by all Members.*

31.26/27 To consider the email from Cllr T Norman regarding speed indicator devices:

RESOLVED: *Council referred the item to the Environmental Committee.*

32.26/27 To consider the email from Cllr T Norman regarding A Girl and a Gansey:

RESOLVED: *Council resolved to defer the item to the next meeting of Full Council and to invite Mr Slater to that meeting to speak during public participation, in order to gather further information regarding the project. To advise Mr Slater of funding opportunities from DIFFFY.*

33.26/27 To consider the Emergency Plan update 2026-2027:

RESOLVED: *To remove Cllr L Dealtry as an emergency contact and add Cllr Angela Walker as the Old Town contact. The Emergency Plan update was APPROVED by Council. Add the item to the June Full Council Agenda to insist on ERYC receipt of the Emergency Plan.*

34.26/27 To consider the item raised by Cllr J Arthur in support of the Town Council Local Art and Sculpture support grants for adoption and recommend a go live date:

RESOLVED: *The Council resolved to defer the item to the Environmental Committee.*

35.26/27 To receive items of correspondence:

RESOLVED: *All items of correspondence were APPROVED unless otherwise stated:*

- a) March 2026 – ERYC – Project Briefing Note – Annual Highway Resurfacing Programme 2026
- b) 16.04.26 – Resident – Co-option of Ward Councillor – Council resolved to review the process
- c) 21.04.26 – ERYC – TTRO Part of Eighth Avenue
- d) 27.06.26 – ERYC – Prevention of Obstruction on Highways – Armed Forces Day 2026

36.26/27: Newsletters/Agendas & Minutes – attached otherwise stated:

RESOLVED: All items were noted unless otherwise stated.

- i. April 2026 – Minutes of the April meeting of the Bridlington Community Action Group

37.26/27 To receive a statement of balances and to the schedule of accounts for payment:

RESOLVED: *The statement of balances and schedule of accounts was approved.*

38.26/27 To receive notice of items for inclusion on the next agenda for 20th May 2026:

RESOLVED: *Investigate who owns Visit Bridlington Facebook page*
Safety Procedures for Members
A Girl and A Gansey – Cllr Norman
ERYC receipt of Emergency Plan
Attendance of Youth Mayor and Parliament
Attendance of the Community Cohesion Officer
Procedural Clarification – Cllr J Arthur

Signed:

Mayor of Bridlington

Date: