



BRIDLINGTON TOWN COUNCIL
Minutes of the Extra Ordinary Staffing Committee meeting held on 14th July 2026
at Town Council Offices, 2A Marshall Avenue, Bridlington at 2:00pm

The meeting was held with Councillors Michael Heslop-Mullens, Thelma Milns, Tim Norman & Angela Walker.
Four (4) Members in attendance
The Deputy Town Clerk recorded the minutes of the meeting.

Section A:

11.26/27 Welcome from the Chair and reading of the Recording and Fire declarations:

RESOLVED: *Chair, Councillor Thelma Milns opened the meeting (with Recording and Fire Declarations)*

12.26/27 To receive and accept apologies for absence:

RESOLVED: *Apologies were received and accepted from Cllr Cyril Marsburg due to ill health*

13.25/26 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: *No dispensations were given.*

14.25/26 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 Non-Pecuniary interests):

RESOLVED: *There were no members of public present at the meeting.*

Section B:

In accordance with the power granted by the Public Bodies (Admission to Meetings) Act 1960, to resolve that the Public and Media be excluded from the meeting on the grounds that confidential matters will be discussed:

15.26/27 To consider the information received regarding a locum clerk:

RESOLVED: *The committee resolved to await information from NALC with a deadline before the 1st August 2026 for the information to be received. In lieu of this information DTC to contact Vividresourcing to arrange interviews prior to any appointments. Cllr T Milns declared a bias regarding a potential applicant.*

The committee resolved that a locum Clerk role would be for 27.5 hours per week to be work during core business hours of Monday to Friday 9am to 2.30pm.

16.26/27 To consider the continued advertising, salaries and criteria for current vacancies within the Council:

RESOLVED: *The Committee resolved that the Deputy Town Clerk will review the current job description for the Town Clerk with a focus primarily as a management role. Criteria must remain for 37.5 hours per week and essential criteria must be that the post holder is CiLCA qualified. Salary was resolved to be £50,000 per annum.*

17.26/27 To receive and consider the report from Medigold:

RESOLVED: *As no report was available at the time of the meeting due to the meeting with Medigold not taking place, the committee resolved to reorganise the meeting and hold a second welfare meeting following receiving a report from Medigold. DTC to offer Information Technology support as required.*

18.26/27 To consider and approve staff attendance at the ERNLLCA conference:

RESOLVED: *The committee resolved that a maximum of 8 members of staff may attend the ERNLLCA conference to be held on the 29th September 2026 and that the Council office may close that day and must be advertised to the public. The committee noted that the planned Staffing Committee meeting set for the same date should be reorganised.*

Signed:

Date:

Mayor of Bridlington