



BRIDLINGTON TOWN COUNCIL
Minutes of the Hybrid Full Council Meeting
held on 18th May 2022 in the Town Council Offices,
2A Marshall Avenue, Bridlington

The hybrid meeting was held with Councillors Foster, Heslop-Mullens, Holmes, C Marsburg, S Marsburg, M Milns, T Milns & Walker (8) in the room. One Member of the Public present in the room and one Member of the media online. There were no councillors online.
The Town Clerk facilitated and minuted the meeting.

08.22 Mayor's Welcome:

Councillor Heslop-Mullens welcomed everyone to the meeting. The Mayor informed everyone about the requirements of recording the meeting and the disclaimer for the Town Council for third party video conferencing platforms.

09.22 Apologies for absence:

RESOLVED: *Apologies for absence were received and accepted from Councillors Dealtry, Dixon, Finlay & Norman.*

10.22 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: *Councillors Heslop-Mullens & Walker declared a non-pecuniary interest for items 18, 19, 20, 22A,E,F,I,L on the agenda as they are pertaining to the East Riding of Yorkshire Council (ERYC) and they are Members of ERYC.*

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

RESOLVED: *There were none.*

11.22 Public Participation:

RESOLVED: *A Member of the public enquired about the lack of Blue Flags on the beaches of Bridlington. He shared that he was aware of the "Seaside Award" but not the blue flag award and he said that he considered it detrimental to the Town as when people research where to go on holidays that the blue flag beaches often featured in the choice of the preferred location. He also shared that it seemed a trend for media outlets to report on the detrimental issues and not focus on the positives which also harms the local tourism. He asked the Town Council to petition the Chief Executive at the ERYC and Yorkshire Water to try and prioritise this matter more for Bridlington. Councillor Heslop-Mullens shared that only one test is undertaken, and it failed on the day and Councillor Walker shared that Yorkshire Water will have to report to the ERYC Scrutiny Panel to explain but that the meeting was not scheduled until December 2022.*

The Town Councillors unanimously voted to contact Keep Britain Tidy and Environment Agency, who award the Blue Flags, for the specific chemical analysis of the water sample contents they used to decide Bridlington did not merit a Blue Flag on either beach this year. The Town Council further resolved to forward responses to the ERYC Officer, the Chair of the Environment and Scrutiny Panel at the ERYC and Yorkshire Water to enquire what would be done to ensure and prevent that this did not happen again, copying the Bridlington Tourism Association into all correspondence.

12.22 To adopt the Bridlington Town Council Standing Orders (Members Information Packs):

RESOLVED: *The Standing Orders were adopted.*

13.22 To adopt the Bridlington Town Council Financial Regulations (*Members Information Packs*):

RESOLVED: *The revised Financial Regulations were adopted.*

14.22 To appoint an internal auditor for the Council:

RESOLVED: *Due to the retirement of the previous Auditor the Town Council needs to source an alternative provision and appoint an internal auditor. Responsible Financial Officer is currently making enquiries, and this will be brought back to Full Council as soon as the matter is resolved for approval.*

15.22 To consider the Councils Risk Assessment for 2022-23:

RESOLVED: *The Risk Assessment was noted, and the document was stamped and signed by the Mayor, Responsible Financial Officer and Town Clerk.*

16.22 To consider the Councils current Aims & Objectives (*Members Information Packs*):

RESOLVED: *The Councils Aims and Objectives were adopted.*

17.22 To approve the Terms of Reference for Committee Nominations & Approval of Councillor Membership:

- ✿ Finance & General Purposes Committee (require 7 Members: quorum 4)
- ✿ Planning & Environmental Committee (require 7 Members: quorum 3)
- ✿ Newsletter Committee (require 6 Members: quorum 3)
- ✿ Contracts & Policy Committee (6 Members; quorum 3)
- ✿ Staffing Committee (require 5 Members: quorum 3)
- ✿ Staffing Executive Committee (require 3 Members: quorum 3)
- ✿ Disciplinary & Grievance Committee and Appeals Committee (require 3 Members: quorum 3)

RESOLVED: *The Council resolved the above membership nominations with the amendment to allocating Councillors to the Disciplinary & Grievance and Appeal Committees if they were required and for the Clerk to consult ERNLLCA regarding.*

18.22 The election of members to represent the Council on Outside Posts and Responsibilities:

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 Norman
 Sewerby Residents Association - North Ward Members
 Bridlington Old Town Association - Old Town Ward Members
 Regeneration of Bridlington Old Town – ROBOT - Councillors M & T Milns
 Bridlington Central Action Group - South Ward Members
 Bridlington Harbour Commissioners - Councillor Heslop-Mullens
 Bridlington Tourism Association - Councillors Holmes, M Milns & Norman
 Bridlington Health Forum - Councillor T Milns
 Bridlington Youth Coalition - Councillor T Milns
 ERNLLCA Meetings - Town Clerk & Deputy are delegated members, ALL Councillors & Clerk welcome
 East Yorkshire Town Councils Network Meetings - Town Mayor & Town Clerk
 Emergency Planning: Old Town Ward–Cllr Foster & M Milns, South Ward–Cllrs Finlay & T Milns, North Ward–Cllrs Holmes & C Marsburg
 Armed Forces Representatives - Councillors Finlay & S Marsburg
 Board of Trustees – Foundation Scheme - Councillor Dealtry, Heslop-Mullens, T Milns & Walker
 Parish Transport Champions - Mr Kevin Fradley & Councillor Heslop-Mullens
 Dementia Friendly Bridlington Group - Councillor Foster
 Bridlington Pride - Councillors Foster, Norman & Walker
 Special Expenses Working Group - Councillors Heslop-Mullens, Holmes & T Milns

Climate Emergency Working Group - Councillors Finlay, Heslop-Mullens, Holmes, Norman & Walker
 Christmas Working Group - Councillors Foster, Heslop-Mullens, Holmes, C Marsburg & 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
 ERVCSE Group – Councillor Heslop-Mullens

RESOLVED: *The Council resolved the above representations for the Outside Posts and Responsibilities and to enquire with the missing Members for the vacant posts.*

19.22 To receive the civic duties and outside posts and responsibilities for the Town Council:

Civic Duties, Responsibilities and Training from 11th May – 18th May 2022

Deputy Mayor & Deputy Mayor's Consort:

12.05.22 Armed Forces Day preparation at Richies Café Bar

Total of 1 Event attended by the Deputy Mayor & Deputy Mayoress

Other Councillors:

16.05.22 Old Town Association meeting at the Priory Church Rooms– Cllr Foster

17.05.22 R.O.B.O.T meeting – Cllr M & Cllr T Milns

Total of 2 Events attended by Other Councillors

Note: There is an amendment to previous civic year totals as Deputy Mayor attended on 16.04.22 the Mind Charity Walk opening.

20.22 To approve the minutes of the Full Council meeting held on 20.04.22 as a true record:

RESOLVED: *The minutes of the Full Council meeting held on 20.04.22 are received as a true record.*

21.22 To receive the minutes of the Newsletter Committee held on 27.04.22:

RESOLVED: *The minutes of the Newsletter Committee meeting held on 27.04.22 are approved.*

22.22 To receive the minutes of the Staffing Committee held on 27.04.22:

RESOLVED: *The minutes of the Staffing Committee meeting held on 27.04.22 are approved.*

23.22 To receive the minutes of the Planning & Environmental Committee held on 09.05.22:

RESOLVED: *The minutes of the Planning & Environmental Committee meeting held on 09.05.22 are approved.*

24.22 To approve the minutes of the Council Mayor Making meeting held on 11.05.22 as a true record:

RESOLVED: *The minutes of the Full Council meeting held on 11.05.22 are received as a true record.*

25.22 ERYC Traffic Regulation Order for on street parking places – Bridlington Seafront Area No.3:

RESOLVED: *The Town Council approved the Traffic Regulation Order for on Street Parking places for the Bridlington Seafront Area No.3.*

26.22 ERYC Traffic Regulation Order for on street parking places – Bridlington Seafront Area No.4:

RESOLVED: *The Town Council approved the Traffic Regulation Order for on Street Parking places for the Bridlington Seafront Area No.4.*

27.22 To adopt the ERYC revised Code of Conduct – BTC resolved to adopt at this meeting:

RESOLVED: *The Town Council resolved to adopt the ERYC revised Code of Conduct.*

28.22 To consider the Skatepark Coordinators Monthly Report – April 2022:

RESOLVED: *The Town Council noted the content and conveyed thanks to the Skatepark Coordinator.*

29.22 To receive items of correspondence – all items are noted unless otherwise stated:

- a) 15.03.22 ERYC – New Bus Service 145.
- b) 20.04.22 East Riding VCSE (Voluntary Community Social Enterprise) Network meetings:

RESOLVED: *The Town Council approved Councillor Heslop-Mullens to be the representative for the East Riding VCSE Network meetings.*

- c) 20.04.22 ERNLLCA – Fighting Climate Change – Register your online place.
- d) 20.04.22 ERNLCCA – Ukraine Refugee Appeal – Seeking Support Network Information:

RESOLVED: *Councillor Norman retrospectively informed the Town Council that he was aware of Facebook groups which have information for hosts and Ukrainians. This can be found at <https://www.facebook.com/groups/5372331122778503>.*

- e) 25.04.22 ERYC – Name Bank Suggestions for approval by BTC:

RESOLVED: *The Town Council approved two of the three name bank suggestions to be added to the list for Bridlington. Austerfield and Waterworth were approved to be added to the list. No record of a connection to Bridlington could be found for the third name.*

- f) 26.04.22 ERYC – Parking Charges – Bridlington:

RESOLVED: *The Town Council wished to convey that it noted with regret the increase in charges and considers that Bridlington continues to be disadvantaged when the Town is in recovery. The charges are out of sync with other towns in the area who have been granted free parking or no charges on a Sunday. There is no equality in any parking in the East Riding, but the Town Council is dismayed to see that Bridlington is charged more often and more than anywhere else.*

- g) 05.05.22 ERNLLCA – Code of Conduct Training via Zoom – 22 June 2022 at 7pm:

RESOLVED: *The meeting suggested that the training be offered to staff.*

- h) 05.05.22 ERNLLCA – Finance Training.
- i) 09.05.22 ERYC – Dementia Friendly Week – Alzheimer’s Society at Bridlington North Library 19.05.22.
- j) 09.05.22 YCCRP – Invitation to Jubilee Event and a Representative to Management Committee:

RESOLVED: *The Town Council approved Councillor Norman to be the new representative for the YCCRP. The Membership will be decided at their AGM in June.*

- k) 11.05.22 Newbald Parish Council – Join Communication regarding ERYC – Update.
- l) 11.05.22 ERYC – Summer Holiday Activities and Food Fund (HAF) Open.

30.22 Newsletters/Agendas & Minutes – attached unless otherwise stated:

- i. East Riding VCSE Network minutes of meeting on 30.03.22.
- ii. Bridlington Central Action Group minutes of meeting on 12.04.22.
- iii. NHS East Riding of Yorkshire CCG – Update/Newsletter.
- iv. HHS East Riding of Yorkshire CCG – Briefing Note on Temporary Changes to Urgent Treatment Centres.
- v. East Riding VCSE Network minutes of meeting on 27.04.22.
- vi. Humberside Police Bridlington Update – May 2022.
- vii. Clerks & Councils Direct Magazine – May 2022 (available on request).
- viii. Countryside Voices Magazine – Spring 2022 (available on request).

31.22 To receive a statement of balances and to approve the schedule of accounts for payment:

Subject: Statement of Balances and Schedule of Accounts for Payment

The bank balances at 10th May 2022 stood at:

Account Name	Account type	Balance £
Town Council	Business A/C	£20,894.47
Town Council	Deposit A/C	£340,560.17
Town Council	Petty Cash	£7.90

Accounts paid since: 12th April 2022

Bridlington Town Council:

Receipts In:

Cheque/BACS	Date	Payer	Description	Amount
CR	03-May	ERYC	1st precept payment	£141,092.72
CR	03-May	HMRC	Vat repayment quarter 4 2021/22	£3,199.28
Transfer	09-May	Mayors Charity Account	Funds Transfer for charity cheques writing	£7,500.00

Cash Receipts:

Petty Cash	30-Apr	Petty Cash Receipts	April Petty Cash Receipts	£1.50
Total Receipts				£151,793.50

Payments Out:

Cheque/BACS	Date	Payee	Description	Amount
BACS 03	26-Apr	Business Stream	Office Water Bill	£27.70
		CH Plaxton	Spring Hanging Baskets	£2,818.80
		ERYC	Civic Dinner 12-2-22	£3,760.51
		ERNLLCA	Annual Subscription	£2,992.00
		Blenheim Cleaning Services	Office Clean 18/4/22 and 22/4/22	£90.00
BACS 04/05	29-Apr	Staff Costs	April Staff Costs	£3,882.81
DR	29-Apr	HSBC	Banking charges to 6/4/22	£8.00
Petty Cash	30-Apr	Petty Cash Expenditure	No petty cash expenditure in April	£0.00
DD	06-May	Drax	Marshall Ave Electric March	£309.37
DD	02-May	Gazprom	Office Gas March	£232.09
BACS 06	04-May	CPRE	Annual Subscription	£36.00
		ERYC	Marshall Ave Rates payment 2/10	£574.00
DD	04-May	Sage	Sage Payroll subscription - May	£2.10
BACS 07	06-May	David Boland	May website	£50.00
		K Wardle	Skate Park Co-ordinator - April	£488.70
		K Wardle	Skate Park Maintenance - April	£674.40
		KITS Hull Ltd	Telephones - May	£35.96
		Blenheim Cleaning Services	Office Clean 1/5/22	£45.00
DD	19-May	Drax	Skate park electric April	£61.09
DD	20-May	Drax	Marshall Ave Office Electric April	£245.91
DD	09-May	Octopus Energy	St Johns Electric April	£44.02
101803	10-May	Bridlington Sea Cadets	Mayors Charity Fundraising cheque	£1,500.00
101804	10-May	Bridlington RNLI Lifeboats	Mayors Charity Fundraising cheque	£1,500.00
101805	10-May	Fishermen's Mission	Mayors Charity Fundraising cheque	£1,500.00
101806	10-May	Bridlington RNA	Mayors Charity Fundraising cheque	£1,500.00
101807	10-May	Bridlington Submariners	Mayors Charity Fundraising cheque	£1,500.00
Total Payments				£23,878.46

RESOLVED: *The accounts were approved for payment.*

32.22 To receive notice of items for inclusion on the next agenda for Wednesday 15th June 2022:

- Thanks to Responsible Financial Officer – The BTC unanimously resolved to write a letter of thanks and to send flowers to convey gratitude and appreciation – Councillor Holmes
- Old Town Toilets – Councillor T Milns.
- Bridlington Wi-Fi – Councillor T Milns.

Signed:

Mayor of Bridlington

Date: