



**BRIDLINGTON TOWN COUNCIL**  
**Minutes of the Staffing Committee held on 8<sup>th</sup> November 2023**  
**at Town Council Offices, 2A Marshall Avenue, Bridlington**

Councillors Heslop-Mullens, Marsburg, T Milns, Norman & Angela Walker attended the meeting.  
The Responsible Finance Officer was in attendance & the Deputy Town Clerk recorded the minutes of the meeting.

**Section A:**

**13.23** Councillor T Milns, the Chair, welcomed everyone to the meeting and read out the disclaimer regarding recording of the meeting and action in the event of a fire.

**14.23** Apologies for Absence:

**RESOLVED:** *Apologies were received and accepted from Cllr Norman.*

**15.23** 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:** *One declaration of interest was received from Cllr T Milns in respect of Item 7 on the agenda - Cllr knows Admin candidate number 15.*

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

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

**16.23** 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:** *No public were in attendance.*

**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:

**17.23** To officially receive the resignation for retirement, and approve payment of holiday hours for the Town Clerk:

**RESOLVED:** *The Staffing Committee officially received and accepted the notice of resignation from the Town Clerk with an end date of 31st December 2023. The committee resolved to request that the Clerk uses the untaken holiday hours to cover the month of December. Any remaining could be included in the final pay.*

**18.23** To consider the report for Office Structure going forward:

**RESOLVED:** *The Staffing Committee resolved to approve the proposal for both the existing Deputy Town Clerk and RFO to increase their hours to 24 hours a week as set out in the proposal. The DTC will become the Acting Town Clerk from the date the existing Town Clerk finishes her post. Appropriate pay rates, to reflect new responsibilities, were agreed and approved. The Staffing committee resolved to approve the recruitment of 2 Admin staff rather than 1 in the upcoming recruitment selection to support the new roles.*

**19.23** To consider the applications for the vacancies at the Town Council and to select candidates and questions for interview:

- a) *The candidates were selected for interview for the maintenance role on 16<sup>th</sup> November from 11am. Candidates 1,2,3,4, and 9 have been selected for interview. A further date for interview for the Admin role was agreed due to the amount of applications suitable for interview. Admin role interviews will be held on 23<sup>rd</sup> November from 11am. Candidates 2,3,4,5,7,8,9 and 15 have been selected for interview.*
- b) *The questions for interview for both roles were finalised with the interview panel comprising of Councillor T Milns and Norman and that Councillor Marsburg will observe all the interviews but not be involved. Due to the additional interview date being added, should Cllr Norman be unavailable for interviews on 23<sup>rd</sup> November Cllr Angie Walker will be the other interviewing Cllr.*

**Signed:**

**Mayor of Bridlington**

**Date:**