



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee held on 9th August 2023
at Town Council Offices, 2A Marshall Avenue, Bridlington

Councillors Heslop-Mullens, Marsburg, T Milns, Norman & Angela Walker attended the meeting. The Responsible Financial Officer and Deputy Clerk attended the meeting and the Town Clerk facilitated and recorded the meeting.

Section A:

1.23 To elect a Chairman for 2023-2024:

RESOLVED: *Councillor T Milns is elected Chairman of the Staffing Committee 2023-2024.*

2.23 To elect a Vice Chairman for 2023-2024:

RESOLVED: *Councillor Heslop-Mullens is elected Vice-Chairman of the Staffing Committee 2023-2024.*

3.23 Apologies for Absence:

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

4.23 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: *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.*

5.23 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:

6.23 The Staffing Committee considered the holiday figures:

RESOLVED: *The Staffing Committee noted the holiday figures.*

7.23 The Staffing Committee considered paperwork for the recruitment requirements of future staff, including roles and expectations. The Staffing committee discussed the needs of the Town Council and the many aspects of recruiting more staff to work at the Town Council to best suit those needs and resolved the following regarding:

RESOLVED:

- a) *To recruit a part time Customer Services Assistant to cover core hours, twenty (20) hours per week, Monday to Friday from 9am – 1pm. The pay rate was resolved to be ten pounds eighty pence (£10.80) per hour. The Job Description, Job Specification, advertisement, and further details regarding to be prepared for the next Staffing Committee meeting to consider.*
- b) *To recruit two part time Maintenance Staff to cover sixteen (16) hours each, making a total of thirty-two (32) hours per week. The pay rate was resolved to be between eleven pounds (£11.00) and fifteen pounds (£15.00) per hour which would be dependent on qualifications and experience brought to the role. The Job Description, Job Specification, advertisement, and further details regarding to be prepared for the next Staffing Committee meeting to consider.*
- c) *The next Staffing Committee meeting is to be on Tuesday 5th September at 11am.*

Signed:

Mayor of Bridlington

Date: