



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee held on 11th July 2022
at Town Council Offices, 2A Marshall Avenue, Bridlington

A hybrid meeting was held. Councillors Finlay (Chair), Holmes, Foster, C Marsburg & Walker (5) physically attended the meeting. The Clerk facilitated and recorded the meeting.

Section A:

8.22 Welcome and Apologies for Absence:

RESOLVED: *Councillor Finlay welcomed everyone to the meeting and there were no apologies as all Staffing Committee Councillors were present.*

9.22 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: *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.*

10.22 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: *There were none.*

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:

11.22 To review the Staff Holiday figures to date:

RESOLVED: *The Staffing Committee noted the figures and resolved to review at the next meeting.*

12.22 To set a review date for Deputy Clerk:

RESOLVED: *The Staffing Committee booked the review date for the Deputy Clerk.*

13.22 To consider and review the updated staff contracts:

RESOLVED: *The Staffing Committee resolved to approve all contracts with minor amendments.*

14.22 To consider paperwork for the recruitment requirements of future staff, including roles and expectations:

RESOLVED: *The Staffing Committee resolved to defer this item for six-months to be able to undertake a full a review of the needs of the Town Council. The Deputy Clerk is instructed to compile a list of current external contracts, with costings, to ensure that the most constructive and best value way forward can be decided upon.*

15.22 To consider and adopt the Information Technology Policy:

RESOLVED: *The Staffing Committee resolved to adopt the Information Technology Policy and provide it to the three members of staff to sign and to the Town Councillors for their information.*

Signed:


Mayor of Bridlington

Date:

20th July 2022

Staffing Minutes