



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee held on 27th March 2023
at Town Council Offices, 2A Marshall Avenue, Bridlington

The meeting was held with Councillors Finlay (Chair), Foster, Holmes, C Marsburg & Walker (5) five Members in attendance. The Clerk facilitated and recorded the meeting.

Section A:

24.22 Welcome by the Chairman. Councillor Finlay welcomed everyone to the meeting and read out the declaration and disclaimer regarding recording of the meeting.

25.22 Apologies for Absence:

RESOLVED: *There were none and all Councillors were present.*

26.22 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.*

27.22 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:

28.22 To review the Staff Holiday figures to date:

RESOLVED: *The Staffing Committee noted the figures.*

29.22 To consider the amendments to the Job Descriptions for Staff:

RESOLVED: *The Staffing Committee resolved to approve the amendments of the Job Descriptions for Staff with one minor amendment.*

30.22 To consider and approve the Staff Structure for use on the Town Council website:

RESOLVED: *The Staffing Committee resolved to approve the Staff Structure for use on the Town Council's website.*

31.22 To set a date for the Staff Appraisals in April:

RESOLVED: *The Staffing Committee resolved that Staff Appraisals will take place on Tuesday 11th April.*

32.22 To consider the completion of ILCA by the Deputy Clerk:

RESOLVED: *The Staffing Committee resolved to award the Deputy Clerk with an increase of £1.10 to the current salary rate with effect from 01.04.23.*

33.22 To consider Staff pay increase for 2023/24:

RESOLVED: *The Staffing Committee resolved to award a pay increase of 7% as of 01.04.23.*

Signed:

Mayor of Bridlington

Date: