



**BRIDLINGTON TOWN COUNCIL**  
**Minutes of the Staffing Committee held on 5<sup>th</sup> March 2024**  
**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:**

**20.24** 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.

**21.24** Apologies for Absence:

**RESOLVED:** *There were none*

**22.24** 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.*

**23.24** 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:

**24.24** To review the Staff Holiday figures to date:

**RESOLVED:** *it was agreed that the maintenance staff would be allowed to carry over their leave entitlement due to the short time scale they have had to use it and getting to know their role. All other staff on track.*

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

**RESOLVED:** *it was approved for use on the Website.*

**26.24** To set a date for the Staff Appraisals in April, consider the new forms, and decide on the process:

**RESOLVED:**

- *It was agreed that the three-month appraisal of New Staff would be conducted by the Town clerk with the Chair of Staffing sitting in on these.*
- *It was agreed that the annual Appraisals of the Admin and Maintenance staff would be carried out by the Town Clerk, with the Appraisals for the Town Clerk and the RFO being carried out by the Mayor for that year with the Chair or Vice Chair of Staffing in attendance should the Mayor wish.*

- *It was agreed that the Town Clerk would feedback to the Staffing Committee following the appraisals with any outcomes or actions required.*
- *It was agreed that the Town Clerk would speak with the current Mayor to set a suitable date in April for the Appraisals of the Town Clerk and RFO.*

**27.24**To consider Staff pay increase for 2024/25:

**RESOLVED:** *it was agreed to increase staff pay by CPT rate as announced at the end of March.*

**Signed:**

**Mayor of Bridlington**

**Date:**