



**BRIDLINGTON TOWN COUNCIL**  
**Minutes of the Staffing Committee held on 09.07.24**  
**at Town Council Offices, 2A Marshall Avenue, Bridlington at 11.30 noon**

The meeting was held with Councillors T Milns (Chair), Heslop-Mullens, Marsburg, Norman & Angelia Walker.  
Five (5)

Members in attendance. The Clerk facilitated and recorded the meeting.

**Section A:**

**12.24/25** Welcome from Chair and reading of the recording and Fire declarations:

**RESOLVED:** *The Chair welcomed members and read out the recordings and fire declarations.*

**13.24/25** Apologies for Absence:

**RESOLVED:** *There were none*

**14.24/25** 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.*

**15.24/25** 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 no Public present at the meeting.*

**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:**

**16.24/25** To review the Staff Holiday figures to date:

**RESOLVED:** *The Staff holiday figures are looking ok at this time all staff are actively taking holidays.*

**17.24/25** To consider the shortlisting criteria for the Project Officer Role and set a date for shortlisting w/c 5<sup>th</sup> August 2024:

**RESOLVED:** *The Councillors looked at the provided Shortlisting document and scoring sheet which followed the Person Specification for the role and agreed that this would be the format to use, A date of Tuesday 6<sup>th</sup> August was set for Shortlisting with Cllrs T Milns, M Heslop- Mullens, T Norman and C Marsburg being available.*

**18.24/25** To Consider the date to be set for interview w/c 12<sup>th</sup> August 2024 and choose the interview panel:

**RESOLVED:** To set the date for interview on 15<sup>th</sup> August at 11am with the panel as Cllr T Milns, Cllr M Heslop-Mullens and The Town Clerk with Cllr C Marsburg observing

**19.24/25** To Consider the questions to be set for interviewing:

**RESOLVED:** The Councillors considered the questions that had been provided and agreed that they were a basis to work from, we may need some others to add in and that it was a good idea to tailor them around the person specification.

**20.24/25** To consider what office equipment will be required for the project officer:

**RESOLVED:** Spending on the office equipment can be done within the realms of the Town clerk and RFO role up to £500, as it will be essential equipment for the role. It was agreed that a chair may be useful to wait until we know who is offered the role as they may require a specific type, questions were asked would a fixed PC be required or would it be better suited to a Lap Top and docking station for this role to enable more flexibility?

**Signed:**

**Mayor of Bridlington**

**Date:**