



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee held on 08.04.25
at Town Council Offices, 2A Marshall Avenue, Bridlington at 11.30am

The meeting was held with Councillors T Milns (Chair), Heslop-Mullens, & Angelia Walker.
Three (3)
Members in attendance. The Clerk facilitated and recorded the meeting.

Section A:

28.24/25 Welcome from Chair and reading of the recording and Fire declarations:

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

29.24/25 Apologies for Absence:

RESOLVED: *Apologies were received from Cllr Heslop- Mullens & Cllr Marsburg*

30.24/25 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.*

31.24/25 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 members of the 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:

32 .24/25 To review the Staff Holiday figures for year ending 2024/25:

RESOLVED: *The Staff holiday figures were ok, it was noted the Town Clerk and RFO had some leave to carry over this had been due to sickness in the year, The Town clerk has discussed TOIL with all staff in the Appraisals.*

33.24/25 To consider the report from the Town clerk on the Appraisal process this year for the Staff that she has appraised:

RESOLVED: *following a discussion with the committee regarding the key areas of the appraisal forms, and a discussion regarding the Town Clerk and RFO's appraisals with the Mayor the committee NOTED the report with thanks to the Town Clerk.*

34.24/25 To Consider the report for staffing levels, and any further requirements that may be needed for 2025/26:

RESOLVED: following discussion and clarification from the RFO regarding budget, *it was APPROVED that the Town Clerk will prepare an advertisement for a further 16-hour post for a maintenance/cleaning person to join our existing team. The advert is to be placed once the minutes are approved at full council and will run for a two week period, closing on 2nd May 2025, the shortlisting will take place on 6th May with Cllrs T Milns and Angie Walker shortlisting and an interview date and panel TBC.*

35.24/25 To consider the six-month probationary review for the Project Officer:

RESOLVED: *Following a full discussion and review of the six-month probation appraisal, some items were noted and agreed that the Town Clerk will look at ways of implementing them. There were also some recommendations from the committee in relation to expectations of the committee during the probation period. At this time it was APPROVED that the probation period would be extended by a further six months, with a review at three months, with the Town Clerk to discuss the recommendations of the committee with the project officer.*

36.24/25 To consider the Date and Time of the next Staffing Committee meeting:

RESOLVED: *The next Staffing meeting will be held on Tuesday 27th May 2025 at 11.30am*

Signed:

Mayor of Bridlington

Date: