



BRIDLINGTON TOWN COUNCIL (BTC)
Minutes of the Full Council Meeting held on 21st May 2025
in the Town Council Offices, 2A Marshall Avenue, Bridlington at 7pm

The meeting was held with Councillors John Arthur, Rick Arrand, Liam Dealtry, Mike Heslop -Mullens, Cyril Marsburg, Thelma Milns, Malcolm Milns, Tim Norman, Ray Pollard, Carlo Verda, Andy Walker & Angela Walker, a total of Twelve (12).

Four (4) Members of the Public were present at the meeting.

The Town Clerk recorded the minutes, and the RFO, the Administrative Officer and the Project Officer were in attendance.

09.25/26 Mayors Welcome:

Councillor Angie Walker welcomed everyone to the meeting and read out the disclaimer regarding recording of the meeting and action in the event of a fire.

10.225/26 To Receive Apologies for Absence:

RESOLVED: *There were no apologies*

11.24/25 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: *All ERYC Councillors declared a non-pecuniary interest on item 29 and 30 a and c, Cllr Andy Walker declared Non-Pecuniary interest on Item 30b and Cllr Mike Heslop- Mullen Declared a Non-Pecuniary on Item 8*

- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

RESOLVED: *No Dispensations were required*

12.25/26 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: *One Member of Public spoke and gave the following report:*

We would like to welcome and congratulate the New Mayor and Deputy for their year in office and give thanks to the outgoing Mayor for their year in office.

The last meeting held for the BCAG focused on the take over of North Street Carpark by Lord feofees without consultation, questions were asked as to why it was for the whole-time including weekends. This is going to be followed up.

Someone from Richmond Street raised a concern regarding the state of pavements, especially for mobility scooters. Again, this is going to be looked into.

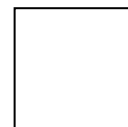
Inspector Foster from Humberside Police _ came to the meeting and gave a report on the national figures in relation and how they relate to the figures in Bridlington for Burglary and other offences, generally they are all down on the same time last year. On the increase is shoplifting and in the Bridlington area Tesco and the Co-op were particular problem areas. Clea Hold Build is still ongoing and only the day before two people were arrested, one was charged, and one was bailed.

They are currently creating a summer plan and phase 2 of Op Coastline starts this weekend.

Speeding was raised at the last meeting; figures have been obtained for traffic on Matson Road and theses average between 11mph and 22mph. If the Council wanted input from Speed watch partners, this could be arranged.

13.25/26 To receive the list of Civic Duties, Responsibilities and Training for the Town Council:

RESOLVED: to *APPROVE* the Civic Duties for 16th April 2024 – 21st May 2024



Civic Duties, Responsibilities & Training from 16th April 2025 – 21st May 2025

Mayor & Mayoress:

29.04.25	U3A Community Information Fair
02.05.25	Opening of the new Citizens Advice Bureau offices
03.05.25	Army/Navy Rugby Day
08.05.25	VE Day 80 service
08.05.25	VE 80 Veterans event at Bridlington Town Council
08.05.25	VE Day 80 Commemorative Evening
09.05.25	Sewerby Women's Institute Conversation Café
13.05.25	BCAG meeting
17.05.25	Gathering of the Masters
20.05.25	Opening of the Bridlington Lions Craft Shop

Total of Events attended by the Mayor & Mayoress 9

Deputy Mayor & Deputy Consort:

24.04.25	Council Chair Training
29.04.25	U3A Community Information Fair
30.04.25	April Community Conversation
01.05.25	Councillor Chair Training
01.05.25	Bridlington Health Forum
07.05.25	MND meeting
08.05.25	VE Day 80 service
08.05.25	VE Day 80 Luncheon
09.05.25	Lord Mayor of Kingston Upon Hull and Admiral of the Humber's Charity Ball
11.05.25	Unveiling of commemorative plaque for 1104 men

Total of Events attended by the Deputy Mayor & Deputy Consort 10

Other Councillors:

29.04.25	U3A Community Information Fair – Cllr Heslop-Mullens
08.05.25	VE Day 80 Service – Cllrs Thelma Milns, Malcolm Milns, Any Walker and Carlo Verda
08.05.25	VE Day 80 luncheon – Cllrs Liam Dealtry & Andy Walker
13.05.25	ROBOT – Cllr Ray Pollard
15.05.25	Foundation Governors Bridlington School – Cllr T Milns

Total of Events attended by Other Councillors 5

Omitted from Previous Minutes – to be added:

For Information ONLY

Staff:

28.04.25	Freedom of Information training – Mrs Ericka Kelly, Mrs Victoria Exon and Ms Catherine Sadler
29.04.25	Remembrance Walk through – Mrs Ericka Kelly and Ms Catherine Sadler
29.04.25	U3A Community Information Fair – Mrs Nicola Vickers
30.04.25	Emergency First Aid at Work Training – Ms Catherine Sadler
08.05.25	VE Day luncheon – Mrs Ericka Kelly, Mrs Victoria Exon and Catherine Sadler
16.05.25	Fire Safety Training – Mrs Victoria Exon

Total of Events attended by Staff 6

14.25/26 To approve the minutes of the Full Council meeting held on 16.04.25 as a true record:

RESOLVED: *To APPROVE the minutes of the Full Council meeting held on 16.04.25 as a true record.*

15.25/26 To approve Minutes of the Planning Committee held on 28.04.25:

RESOLVED: *To APPROVE Minutes of the Planning Committee held on 22.04.25 as a true record.*

16.25/26 To approve the minutes of the Finance & General Purposes Committee held on 29.04.25:

RESOLVED: *To APPROVE the minutes of the Finance & General Purposes Committee held on 29.04.25 except for item 96.24/25, and seek further clarification regarding this item.*

17.25/26 To receive the minutes of the Newsletter Committee held on 30.04.25:

RESOLVED: *To APPROVE the minutes of the Newsletter Committee held on 30.04.25.*

18.25/26 To approve the minutes of the Environment meeting held on 19.05.25:

RESOLVED: *To APPROVE the minutes of the Environment meeting held on 19.05.25*

19.25/26 To approve the minutes of the Planning meeting held on 19.05.25:

RESOLVED: *To APPROVE the minutes of the Planning Meeting held on 19.05.25*

20.25/26 To review the Terms of Reference and Appoint Members for Council Committees

Environment Committee – (require 6 members: quorum 3)
 Finance & General Purposes Committee (require 7 Members: quorum 4)
 Planning & Environmental Committee (require 7 Members: quorum 3)
 Newsletter Committee (require 6 Members: quorum 3)
 Staffing Committee (require 5 Members: quorum 3)
 Staffing Executive Committee (require 3 Members: quorum 3)
 Disciplinary & Grievance Committee – No Members to be allocated until required.
 Appeals Committee – No Members to be allocated until required.

RESOLVED: *There were no changes made to the terms of Reference Councillor Carlo Verda asked to come off the Newsletter Committee and there remains a vacancy on this committee. There were no other changes to the committees.*

21.25/26 To review and adopt the Bridlington Town Council Standing Orders: - **New and updated standing orders provided by NALC 2025**

RESOLVED: *There was a question raised regarding Section 21, and it has been asked that clarification is sought regarding third party access, once clarification is sought theses should be adopted.*

22.25/26 To review and adopt the Bridlington Town Council Financial Regulations:

RESOLVED: *The current Financial Regulations have been ADOPTED but it was noted that there are some new ones being issued these will be brought to a further meeting if any changes are made.*

23.25/26 The election of members to represent the Council on Outside Posts and Responsibilities (and arrangements for reporting back to Council meetings) to be completed at the meeting:

RESOLVED: *The list was discussed and those post that no longer exist removed and the other updated with the Councillors who are now attending.*

24.25/26 To review Councillors Pecuniary and Non-Pecuniary Interests forms, new form to be available for completion if required.

RESOLVED: *Forms were given to members who required them to be returned to the office.*

25.25/26 To appoint an Internal Auditor for the Town Council:

RESOLVED: *To Approve the appointment of the internal auditor*

26.25/26 To consider the Councils current Aims & Objectives

RESOLVED: *To ADOPT the current Aims and Objectives without any amendments.*

27.25/26 To receive and review the Bridlington Town Council Asset Register:

RESOLVED: *To APPROVE the asset register for Bridlington Town Council as a true record.*

28.25/26 To receive and review the Bridlington Town Council Insurance Cover for the year:

RESOLVED: *To APPROVE the insurance cover for Bridlington Town Council for the Year.*

29.25/26 To receive and review the Bridlington Town Council Legal Arrangements and Leases:

RESOLVED: *To APPROVE the Legal Arrangements and Leases for Bridlington Town Council.*

30.25/26 To receive and review of the Council's expenditure incurred under s.137 of the Local Government Act 1972:

RESOLVED: *To APPROVE the Council's expenditure incurred under s.137 of the Local Government Act 1972:*

31.25/26 To receive and review the Bridlington Town Council's Complaints Procedure:

RESOLVED: *Bridlington Town Council's Complaints Procedure was NOTED*

32.25/26 To receive and review the Town Council's Policies & Procedures: **New Bio- diversity and Training Policy included**

RESOLVED: *the Town Council's Policies & Procedures were NOTED the new policies were APPROVED*

33.25/26 To receive information (part) regarding the Town Councils Risk Assessment for 2025/26 – Signed:

RESOLVED: *Town Councils Risk Assessment for 2025-26 were NOTED and Signed by the Mayor*

34.25/26 To consider the Annual Town and Parish Council Planning Liaison Meeting via Teams:

RESOLVED: The meeting was noted any interested parties to let the Town Clerk know and she will book them on.

35.25/26 To consider the report from Cllr Angie Walker regarding items for community events:

RESOLVED: Following discussion, it was **APPROVED** that there would be a budget of £1000 available for office staff to buy suitable items with to take to events.

36.25/26 To consider the email received by Cllr Arrand from Craig Smart regarding a Dementia project:

RESOLVED: That the Town council could offer help by way of advertising/ publicising for him and that the Town Clerk would write to him with details of some of the local organisations that may be able to help with funding, and to put him in touch with the Local growth team from ERYC regarding funding.

37.25/26 To consider the request from ERYC Community and Crime Reduction Resilience Officer for two variations to the Public Spaces Protection Order:

RESOLVED: The PSPO's were consider separately as follows:

1. Gypsy Road Playing Fields – the Town council **APPROVED** to support this variation of the PSPO
2. Green Cliff Top area between Bridlington and Sewerby pitching Tents – The Town council felt more clarification in the wording was required for this and therefore **COULD NOT AGREE** with this variation at this time

38.25/26 To receive items of correspondence:

RESOLVED: All items of correspondence were **NOTED** unless otherwise stated.

- a) 15.04.25 – ERYC- TTRO Cliff Road Sewerby
- b) 07.05.25 – Orsted- Correspondence regarding the Hornsea 4 Windfarm – Cllr Andy Walker noted that following a meeting with Hornsea 4 this grant may return at some point
- c) 07.05.25 – ERYC – TTRO North Street - extension of original order

39.25/26 Newsletters/Agendas & Minutes – attached unless otherwise stated:

RESOLVED: all newsletters and agendas were **NOTED** unless other wise stated

- i. 19.04.25 – Minsters Rail Campaign AGM
- ii. 15.04.25 – Bridlington Heratage Open Days Meeting
- iii. April 2025 – Minutes of the April meeting of the Bridlington Central Action Group
- iv. May 2025 – Humberside Police Parish and Town Release
- v. May 2025 - Clerks and Councils Direct Magazine – copy in the office

40.25/26 To receive a statement of balances for May and to approve the schedule of accounts for payment:

RESOLVED: Payments were **APPROVED** for payment

Report to Council:				
		MAY		
Subject:	Statement of Balances and Schedule of Accounts for Payment			
The bank balances at	9th May 2025	stood at:		
Account Name		Account type		Balance £
Town Council		Business A/C		£13,138.75
Town Council		Deposit A/C		£551,718.80
Town Council		Petty Cash		£227.45
Town Council		Allotments Petty Cash		£468.91
Accounts paid since:	10th April 2025			
Bridlington Town Council:				
Receipts In:				
Cheque/BACS	Date	Payer	Description	Amount
CR	15-Apr	HMRC	Vat repayment quarter 4 (24/25)	£10,251.24
CR	30-Apr	ERYC	1st Precept payment	£169,579.18
Cash Receipts:				
Allotments Petty Cash	30-Apr	Allotments Petty Cash Receipts	Allotments Petty Cash Receipts April	£310.00
Petty Cash	30-Apr	Petty Cash Receipts	April Petty Cash Receipts	£0.00
			Total Receipts	£180,140.42
Payments Out:				
Cheque/BACS	Date	Payee	Description	Amount
BACS 02	15-Apr	Bridlington Stationers	copy paper	£4.67
		HSD Online	paper towels	£42.12
		Open Tech Yorkshire	telephones - April	£52.75
		M Heslop-Mullens	travel expenses to training event	£58.25
		Jonathan Qyston	office windows cleaned 10/4/25	£22.00
		Rialtas Business Systems	Accounts software and support licence	£243.60
		R Arrand	Civic Engagement Expenses	£215.40
		Screwfix	Spares and Repairs	£36.99
		SSE	Skatepark Electricity charges	£36.98
		Business Stream	Allotments Water Bill	£46.49
BACS 03	16-Apr	FAB Training	Fire Safety and Health and Safety Training	£482.40
		Hi Fliers	Flags, 4 New Flagpoles and annual maintenance of all	£5,053.80
		Automatic Access Ltd	Servicing of Power Assisted Doors	£330.00
BACS 04	23-Apr	Bridlington Stationers	Storage boxes and document folders	£38.38
		ERYC	Commercial Waste Contract Annual Fee	£374.92
		CH Plaxton	Spring Hanging baskets	£3,408.00
		SLCC Enterprises	Intro to Cilca Course	£350.00
		Design Yorkshire	Neighbourhood Plan initial phase	£3,909.60
DR	28-Apr	HSBC	Bank charges to 6/4/25	£31.25
BACS 05/06/07	30-Apr	Staff Costs	April Staff costs	£9,856.24
BACS 08	30-Apr	Drax Energy Solutions	Data Collector Fee for Festive Lighting (£27.74 p/mth)	£55.48
		ERYC	business Rates payment 2/10	£434.00
VE DEB CRD	29-Apr	Amazon	Decorations and Jugs for VE day event	£32.93
VE DEB CRD	30-Apr	Enterprise Vehicle Rental	Van for Handyman Team essential jobs	£108.00
Allotments Petty Cash	30-Apr	Allotments Petty Cash Expenses	April Allotments Petty Cash Expenses	£10.00
Petty Cash	30-Apr	Petty Cash Expenses	April Petty Cash Expenses	£41.74
DD	01-May	Sage	Payroll software subscription	£14.40
BACS 09	07-May	Agilco	Photocopier	£431.14
		David Boland	Website May	£130.00
		ERYC	Job Vacancy Advert	£60.00
		Echo Media Group	May Edition	£672.00
		Pure Training Solutions	First Aid Course	£108.00
		SLCC Enterprises	Underpayment on Intro to Cilca Course fee	£10.00
		Rochdale Signs Ltd	Plot Numbers for Allotments	£435.71
BACS 10	12-May	Bob Stabler Skip Hire	Skatepark Skip	£367.44
		Business Stream	St Johns Toilets Water Bill	£163.67
		Drax Energy Solutions	Data Collector Fee for Festive Lighting (£27.74 p/mth)	£27.74
		HSD Online	Toilet Rolls	£47.99
		Open Tech Yorkshire	Teleohons May	£56.26
		Jonathan Qyston	office windows cleaned 8/5/25	£22.00
BACS 11	13-May	Screwfix	Spares and Repairs	£96.99
			Total Payments	£27,919.33
Recommendation: The accounts are approved for payment				

41.25/26 To receive notice of items for inclusion on the next agenda for Wednesday 18th June 2025:

Signed:

Mayor of Bridlington

Date: