



BRIDLINGTON TOWN COUNCIL (BTC)
Minutes of the Full Council Meeting held on 18th June 2025
in the Town Council Offices, 2A Marshall Avenue, Bridlington at 7pm

The meeting was held with Councillors John Arthur, Mike Heslop -Mullens, Cyril Marsburg, Thelma Milns, Malcolm Milns, Tim Norman, Ray Pollard, Carlo Verda, Andy Walker & Angela Walker, a total of Ten (10).

Two (2) Members of the Public were present at the meeting.

The RFO recorded the minutes, and the Administrative Officer was in attendance.

49.25/26 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.

50.25/26 To Receive Apologies for Absence:

RESOLVED: *Apologies for absence were received and accepted from Cllr Rick Arrand – illness, and Cllr L Dealtry – family commitment.*

51.25/26 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 27 a-f as all are ERYC correspondence.*
Cllr Andy Walker and Cllr Tim Norman declared a non-pecuniary interest in item 25 as both are Trustees of Bridlington Health Forum.
Cllrs Angie Walker, John Arthur, Thelma Milns, Mike Heslop-Mullens and Carlo Verda all declared a non-pecuniary interest in item 25 as all are members of the Bridlington Health Forum.

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

RESOLVED: *No Dispensations were required.*

52.25/26 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:*

Lansdowne House – At the last BCAG meeting there had been a discussion with a lady who had an idea about a potential use of the building.

Long term water leak on Marshall Avenue has finally been resolved but only as a meter reader had seen it whilst in the area.

The Chairman of BCAG had recently invited residents of Salkeld Meadows to a Neighbourhood Watch meeting but no-one had attended.

A second member of the public advised that in respect of Salkeld Meadows three people had now been found as potential Neighbourhood Watch Co-ordinators for that area.

53.25/26 To receive the list of Civic Duties, Responsibilities and Training for the Town Council:

RESOLVED: *The Civic Duties for 21st May – 17th June 2025 were noted as follows:*

Civic Duties, Responsibilities & Training from 21st May – 17th June 2025

Mayor & Consort

28.05.2025 Safeguarding at the CYP
28.05.2025 MND meeting
06.06.2025 D. Day Service

Total of 3 Events attended by the Mayor & Mayoress

Deputy Mayor & Deputy Consort:

12.06.2025 Bridlington Sporting Memories Cheque Presentation

Total of 1 Events attended by the Deputy Mayor & Deputy Consort

Other Councillors:

17.06.25 ERYC College End of Year Exhibition – Cllr Andy Walker

Total of Events 1 attended by Other Councillors

For Information ONLY

Staff:

29.05.2025 Health and Safety Level 2 Training – Mrs Victoria Exon, Ms Catherine Sadler and Mrs Nicola Vickers

Total of 1 Event attended by Staff

54.25/26 To approve the minutes of the Environment Committee meeting held on 19.05.25 (Resubmission due to error on minutes):

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

55.25/26 To approve the minutes of the Full Council (Mayor Making) meeting held on 21.05.25 as a true record:

RESOLVED: *To APPROVE the minutes of the Full Council (Mayor Making) meeting held on 21.05.25 as a true record.*

56.25/26 To approve the minutes of the Full Council meeting held on 21.05.25 as a true record:

RESOLVED: *To APPROVE the minutes of the Full Council meeting held on 21.05.25 as a true record.*

57.25/26 To receive the minutes of the Newsletter Committee held on 28.05.25:

RESOLVED: *To APPROVE the minutes of the Newsletter committee meeting held on 28.05.25.*

58.25/26 To approve the minutes of the Extra Ordinary Full Council meeting held on 05.06.25 as a true record:

RESOLVED: *To APPROVE the minutes of the Extra Ordinary Full Council meeting held on 05.06.25 as a true record.*

59.25/26 To receive the minutes of the Environment Committee held on 09.06.25:

RESOLVED: *To APPROVE the minutes of the Environment committee meeting held on 09.06.25.*

60.25/26 To receive the minutes of the Planning Committee held on 09.06.25:

RESOLVED: *To APPROVE the minutes of the Planning committee meeting held on 09.06.25.*

61.25/26 To receive the minutes of the Finance & General Purposes Committee held on 10.06.25:

RESOLVED: *To APPROVE the minutes of the Finance and General Purposes committee meeting held on 10.06.25.*

62.25/26 To receive the Year End Internal Audit Report for year ended 31.03.25:

RESOLVED: *The Council received the Year End Internal Audit Report for the year ended 31.03.25 and noted that there are no matters arising to be addressed and the RFO was thanked for another satisfactory audit.*

63.25/26 To consider, approve & sign the Annual Governance Statement (Section 1) & Assertions for 2024-2025:

RESOLVED: *The council considered, approved and signed the Annual Governance Statement (Section 1) & Assertions for 2024-2025.*

64.25/26 To consider, approve & sign the end of year Accounting Statements (Section 2) for the year ended 31.03.25:

RESOLVED: *The council considered, approved & signed the end of year Accounting Statements (Section 2) for the year ended 31.03.25.*

65.25/26 To consider the report from the Town Clerk regarding the Finance and General Purposes Committee Terms of Reference:

RESOLVED: *The council resolved to ask the RFO and the Chair of the Finance and General Purpose Committee to review and rewrite the Terms of Reference for approval at the next full council meeting.*

66.25/26 To consider the report from the Responsible Financial Officer regarding the Civic Chains of Office:

RESOLVED: *The council resolved to in the first instance to make enquiries with East Riding Of Yorkshire Council / Sewerby Hall about the possibility of utilising the former Borough Council chains.*

67.25/26 To consider the quotations for replacement Civic Regalia accessories:

RESOLVED: *The council resolved to proceed with a purchase of a Mayor's Tricorn hat.*

68.25/26 To consider the Funding Report from the Project Officer in respect of the Proposal for Phase One of a Giant Lobster Sculpture:

RESOLVED: *The council resolved to ask the Project Officer to create an office template document for the suitable process for this type of project. The council resolved to ask the Project Officer to try to identify if by funding phase one in the first instance in the manner proposed there would be a negative impact in the possibility of obtaining funding for the remainder of the project.*

69.25/26 To consider the Name Bank Top Up Request:

RESOLVED: *The council noted the information and request but had no new name suggestions at this time.*

70.25/26 To consider the Correspondence from Headlands School:

RESOLVED: *The council resolved that it would like to attend both events. Councillor Attendees to be confirmed at a later date.*

71.25/26 To Consider the Correspondence from ERNLLCA regarding their AGM:

RESOLVED: *It was resolved that Cllr Heslop-Mullens would attend the event.*

72.25/26 To consider the request from Bridlington Health Forum:

RESOLVED: *The council resolved to sign the endorsement statement for Bridlington Health Forum.*

73.25/26 To consider the correspondence from HSBC and verbal update from the RFO regarding:

RESOLVED: *The RFO updated the council on the status of the safeguarding review and following a discussion about the number of signatories on the council's bank mandate the council resolved to name on its bank mandate only Councillors and Officers who have supplied the bank with the required ID in recent weeks. (7 Councillors and 2 Officers).*

74.25/26 To receive items of correspondence:

RESOLVED: *Items of correspondence were noted unless otherwise stated.*

- a) ERYC – TTRO – Race the Waves, Kingston Rd, South Marine Dr, Kirk Gate and Church Green
- b) ERYC – TTRO – Limekiln Lane
- c) ERYC – TTRO – Armed Forces Day – Various Streets
- d) ERYC – TTRO – Bessingby Way
- e) ERYC – Update on Proposed Footway Improvements – Marton Rd
- f) ERYC – Draft Public Space Protection Order - Variation Order for Bridlington 2025

RESOLVED: *- the refer the Draft Variation order to the Environment Committee for their consideration.*

75.25/26 Newsletters/Agendas & Minutes – attached unless otherwise stated:

RESOLVED: *All Newsletters/Agendas & Minutes were noted unless otherwise stated.*

- i. 20/5/25 – Heritage Open Days – minutes of meeting
- ii. 08/05/25 – Bridlington Ambassadors – minutes of open meeting
- iii. 13/05/25 – BCAG – minutes of meeting
- iv. 24/04/25 – Bridlington Ambassadors – minutes of meeting
- v. June 2025 – Humberside Police – Parish/Town Newsletter
- vi. 02/06/25 – Yorkshire Coast Community Rail Partnership – AGM minutes
- vii. 10/06/25 – Bridlington Pride Event update
- viii. June 2025 – BFA Newsletter

76.25/26 To receive a statement of balances and to approve the schedule of accounts for payment:

Report to Council:			JUNE	
Subject:		Statement of Balances and Schedule of Accounts for Payment		
The bank balances at 12th June 2025 stood at:				
Account Name			Account type	Balance £
Town Council			Business A/C	£14,985.60
Town Council			Deposit A/C	£530,348.38
Town Council			Petty Cash	£254.66
Town Council			Allotments Petty Cash	£468.91
Accounts paid since:	9th May 2025			
Bridlington Town Council:				
Receipts In:				
Cheque/BACS	Date	Payer	Description	Amount
CR	07-Jun	HSBC	Bank Interest to 6/6/25	£1,947.26
Cash Receipts:				
Petty Cash Receipts	30-May	Petty Cash Receipts	May petty cash receipts	£57.50
Allotments Petty Cash Rcpt	30-May	Allotments Petty Cash Receipts	May Allotments petty cash Receipts - none	£0.00
			Total Receipts	£2,004.76
Payments Out:				
Cheque/BACS	Date	Payee	Description	Amount
Bill payment (same day)	19-May	C Sadler	Expenses incurred for VE Day Event	£165.10
101825	21-May	Kingfisher Café	Mayors Fundraising donation	£2,500.00
101828	21-May	Right Minds	Mayors Fundraising donation	£2,500.00
101827	21-May	Spotlight Theatre	Mayors Fundraising donation	£400.00
VE DEB CRD	21-May	ERYC	Small Lotteries Licence renewal	£20.00
BACS 12	23-May	Bridlington Stationers	Paper	£23.34
		ERNLLCA	Annual Membershup	£3,289.00
		HSD Online	Toilet Rolls	£43.96
		Anthony Whitley	Year End Internal Audit	£550.00
		H Appleyard & Sons	Confidential waste shredding	£90.00
		Tiffin & Tart	Buffet for VE day Event	£187.50
		V Exon	Travel Expenses to training course	£11.30
		Bridlington Armed Forces Day Group	contribution to Bridlington Armed Forces Day Event	£500.00
BACS 13	23-May	SSE	Skatepark Electric	£1,541.48
BACS 14	27-May	Cllr Angie Walker	Civic travel Expenses	£54.00
		PPL PRS Ltd	PRS Licence for events	£209.38
DR	28-May	HSBC	Bank charges to 6/5/25	£17.00
BACS 15/16/17	30-May	Staff Costs	May Staff costs	£9,889.84
Bill payment (same day)	30-May	J Rounding	Reimburse for spares & repairs from West BS	£19.79
Bill payment (same day)	30-May	N Vickers	Reimburse for microphones bought from Ebay	£39.99
Petty Cash	30-May	Petty Cash Expenses	May Petty Cash Expenses	£30.29
Allotments Petty Cash	30-May	Allotments Petty Cash Expenses	No allotments petty cash expenditure in May	£0.00
BACS 18	03-Jun	Flex Elecs	fixed Electrical Testing for Office, Hub and St Johns Toilets	£637.00
		Echo Media Group	June Edition	£672.00
		ERYC	Business Rates payment 3/10	£435.00
		Cllr Rick Arrand	Civic travel Expenses	£36.95
		Victoria Carpets	Carpet and fitting to phase 3 rear store area	£1,650.00
DD	01-Jun	Sage Global systems	Payroll Subscription June	£14.40
DD	05-Jun	Octopus Energy	St johns Toilets Electric May	£51.51
			Total Payments	£25,578.83
Recommendation:		The accounts are approved for payment		

RESOLVED: The statement of balances and schedule of accounts was approved.

30. To receive notice of items for inclusion on the next agenda for Wednesday 16th July 2025:

RESOLVED: No items were suggested at this time.

Signed:

Mayor of Bridlington

Date: