



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee held on 1st July 2025
at Town Council Offices, 2A Marshall Avenue, Bridlington at 11.30am

The meeting was held with Councillors T Milns (Chair), M Heslop-Mullens, T Norman, & Angela Walker.
Four (4)

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

Section A:

01.25/26 Welcome from Town Clerk and reading of the Recording and Fire declarations:

RESOLVED: *The Town Clerk opened the meeting (with Recording and Fire Declarations)*

02.25/26 To Elect a Chair:

RESOLVED: *Cllr Thelma Milns was put forward and seconded as Chair and unanimously voted in.*

03.25/26 To receive and accept apologies for absence:

RESOLVED: *apologies were received from Cllr C Marsburg who had an appointment*

04.25/26 To Elect a Vice Chair

RESOLVED: *Cllr Mike Heslop-Mullens was put forward and seconded as Vice Chair and unanimously voted in.*

05.25/26 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: *there were no declarations of interest declared.*

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

RESOLVED: *no dispensations required.*

06.25/26 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 Non-Pecuniary interests):

RESOLVED: *there were no members of 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:

06.25/26 To review the Staff Holiday figures for year ending 2025/26:

RESOLVED: *The staffing committee noted that most staff were doing well at utilising their holidays and have asked that the Town clerk keeps an eye on those that have a lot to use and ask them to ensure they use it in a timely way. The Staffing committee also requested that only two people from the office should be on leave at one time, unless it is for a medical appointment or sickness. Town clerk is to look at the Policy on leave and bring it up to date to cover this.*

07.25/26 To consider the Monthly Health and Safety recording sheet to be brought in now we have 7 staff:

RESOLVED: *The Cllrs APPROVED the new monthly Health and Safety recording sheet.*

08.25/26 To consider the extended probationary review of the project officer role: (Report from Project officer, Verbal report from Town clerk)

RESOLVED: *The staffing committee would like to compliment the Project Officer on the work she is doing and would ask that Cllrs direct any new work through the Town Clerk to stop the Project Officer becoming overwhelmed with work.*

The staffing committee were happy to end the probationary period as it stands for the project officer and continue to monitor work ongoing ensuring Council priorities are being met.

09.25/26 To Consider items for inclusion for the next Staffing Committee meeting Tuesday 19th August 2025:

Review of Staff Holidays

Health and Safety issues – if there are any

Update on the Van for the maintenance team

Signed:

Mayor of Bridlington

Date: