



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee held on 19th August 2025
at Town Council Offices, 2A Marshall Avenue, Bridlington at 11.30am

The meeting was held with Councillors C Marsburg, T Milns (Chair), M Heslop-Mullens & Angela Walker.
Four (4) Members in attendance
The Responsible Financial Officer (RFO) recorded the minutes of the meeting.

Section A:

10.25/26 Welcome from the Chair and reading of the Recording and Fire declarations:

RESOLVED: *Cllr Thelma Milns opened the meeting (with Recording and Fire Declarations)*

11.25/26 To receive and accept apologies for absence:

RESOLVED: *apologies were received from Cllr T Norman due to work commitments. Cllr M Heslop-Mullens had advised he would be attending but would be a little late due to a prior appointment.*

12.25/26 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.*

13.25/26 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:

14.25/26 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 RFO updated the committee on the current situation.*

15.25/26 To consider the Monthly Health and Safety recording sheet:

RESOLVED: *The RFO advised the committee that there were no new matters to report.*

16.25/26 To receive an update on the vehicle for the maintenance team:

RESOLVED: *The staffing committee received an update and asked that the report from the RFO be forwarded to the Environment committee for a decision on the missing elements.*

17.25/26 To Consider the proposals in respect of lone working in the office (verbal Cllr Mike Heslop-Mullens):

RESOLVED: *The committee resolved to create a Lone Working Policy for adoption and implementation as soon as practical.*

18.25/26 To consider the report from the RFO regarding arrangements for Health Appointments:

RESOLVED: *The committee approved the suggestions made in the report and requested that they be integrated into an Absence Policy to cover this and all other types of absences.*

19.25/26 To Consider the proposals in respect of lone working in the office (verbal Cllr Mike Heslop-Mullens):

RESOLVED: *The committee resolved to create a Lone Working Policy for adoption and implementation as soon as practical.*

20.25/26 To Consider the request from the Project Officer for a change in working pattern:

RESOLVED: *The committee resolved to approve the request but with the stipulation that the amended days/hours should be during the office opening hours (core hours).*

21.25/26 To consider items for inclusion for the next staffing committee meeting on Tuesday 30th September 2025:

RESOLVED: *No items were listed for inclusion at this time.*

Signed:

Mayor of Bridlington

Date: