



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee held on 26th August 2025
at Town Council Offices, 2A Marshall Avenue, Bridlington at 2:15pm

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

Section A:

22.25/26 Welcome from the Chair and reading of the Recording and Fire declarations:

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

23.25/26 To receive and accept apologies for absence:

RESOLVED: *There were no absences.*

24.25/26 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.*

25.25/26 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:

26.25/26 To consider the correspondence from the Town Clerk:

RESOLVED: *The committee considered the correspondence and agreed that it was essential to have the proper provision in place to enable the office to continue to function effectively in the absence of the Town Clerk. Therefore, the committee resolved to bring forward the intended review of the Senior Administrator role - to become the role of Deputy Town Clerk with effect from 1st September 2025. A suitable pay increment was also agreed to be awarded to reflect the new role and responsibilities.*

Signed:

Mayor of Bridlington

Date: