



**BRIDLINGTON TOWN COUNCIL (BTC)**  
**2A Marshall Avenue, Bridlington, YO15 2DS**  
**Tel: (01262) 409006**

**To members of the Newsletter Committee: - Councillor's C Marsburg, M Milns, T Milns(Chair), R Pollard & Andy Walker:**

You are hereby summoned to attend a meeting of the Newsletter Committee to be held in the Town Council Offices on **Wednesday 29<sup>th</sup> October 2025 at 12.15 pm** for the purpose of transacting the business listed on the following agenda: -

Should you be unable to attend the meeting you **must** convey your apology via the Clerk.

Signed: *EJ Kelly*  
Ericka Kelly  
Town Clerk  
23<sup>rd</sup> October 2025

**AGENDA**

1. Welcome (with Notification of Recording & Fire Disclaimer):
2. To receive and accept apologies for absence:
3. 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.
  - b) To note dispensations given to any member of the council in respect of the agenda items listed below.
4. 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):
5. To review the Echo edition published in November 2025:
6. To consider the layout of a two-page or one and a half page spread for the Echo December edition (submission deadline 10<sup>th</sup> November 2025) and items to be considered for inclusion:
  - Column for the November issue – Mayor's Christmas message
  - Town Councillor surgery list – ongoing and updated each month
  - Town Councillors Info as per previous issues
  - Town Council meetings diary for December
  - Remembrance Service article
  - Christmas office opening hours
  - Any other article
7. Consider the layout for the December edition and how many words to be allocated per article:
8. Items for inclusion on the next agenda for the January edition (meeting date Wednesday 19<sup>th</sup> November 2025 12.15pm Submission deadline 1<sup>st</sup> of December):
  - Column for the November issue – Mayors New Year message
  - Town Councillor surgery list – ongoing and updated each month
  - Town Councillors Info as per previous issues
  - Town Council meetings diary for January
  - Review of the Christmas Switch on
  - Christmas Card winners