



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee held on 30th September 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 Responsible Financial Officer (RFO) recorded the minutes of the meeting.

Section A:

27.25/26 Welcome from the Chair and reading of the Recording and Fire declarations:

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

28.25/26 To receive and accept apologies for absence:

RESOLVED: *Apologies for absence were received and accepted from Cllr Cyril Marsburg due to ill health.*

29.25/26 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: *There were no dispensations required.*

30.25/26 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:

31.25/26 To consider the adoption of the Holiday Request Forms for all staff annual leave:

RESOLVED: *The committee approved the forms for adoption with a few minor amendments.*

32.25/26 To consider the implementation of the Handy Person team rota:

RESOLVED: *The committee agreed with the implementation of a structured rota now that the team is growing and asked the office to create one in conjunction with the team members.*

33.25/26 To review the Staff Holiday figures for year ending 2025/26:

RESOLVED: *The committee noted the details and resolved to ask staff to ensure holiday is used and that there is a zero balance at year end (31st March).*

34.25/26 To consider the monthly Health and Safety recording sheet:

RESOLVED: *The committee noted that there was nothing new to report.*

35.25/26 To consider items for inclusion for the next Staffing Committee meeting on Tuesday 11th November:

RESOLVED: *No items were requested at this time.*

Signed:

Mayor of Bridlington

Date: