



**BRIDLINGTON TOWN COUNCIL**  
**2A Marshall Avenue, Bridlington, YO15 2DS**  
**Tel: (01262) 409006, Email: [clerk@bridlington.gov.uk](mailto:clerk@bridlington.gov.uk)**

**To members of the Staffing Committee: Councillors Mike Heslop-Mullens, Cyril Marsburg, Thelma Milns, Tim Norman & Angela Walker (and to all other members for their information):**

I hereby give you notice of an Staffing Committee meeting which will be held in the Town Council's Offices on **Tuesday 3<sup>rd</sup> February 2026 at 11.30am.**

Councillors are required to advise the office if they are unable to attend the meeting apologies must be conveyed to the Clerk.

The business to be transacted is as set out below.

Signed: *EJ Kelly*  
Ericka Kelly  
Town Clerk  
Date: Wednesday 28<sup>th</sup> January 2026

**AGENDA**

**Section A:**

1. Welcome from Town Clerk and reading of the Recording and Fire declarations:
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):

**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:

5. To review the Staff Holiday figures for year ending 2025/26:
6. To consider the Monthly Health and Safety recording sheet to be brought in now we have 7 staff:
7. To receive and consider the Employee Handbook as provided by Worknest:
8. To receive and consider the Handy Team and Officer contract of Employment as provided by Worknest:
9. To receive the Request from the Responsible finance Officer regarding holiday entitlement and toil:
10. To consider a date for the interviews for Administrative Officers:
11. To consider the interview questions for the posts of Administrative Officer:

12. To receive and consider the Health and Safety Policy produced by Worknest after site visit:
13. To receive and consider the Health and Safety Handbook produced by Worknest after site visit:
14. To consider staffing in the office and Community Hub:
15. To Consider items for inclusion for the next Staffing Committee meeting Tuesday 3<sup>rd</sup> February 2025: