



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee held on 3rd February 2026
at Town Council Offices, 2A Marshall Avenue, Bridlington at 11:30am

The meeting was held with Councillors T Milns (Chair), M Heslop-Mullens & Angela Walker.
Three (3) Members in attendance
The Deputy Town Clerk recorded the minutes of the meeting.

Section A:

59.25/26 Welcome from the Chair and reading of the Recording and Fire declarations:

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

60.25/26 To receive and accept apologies for absence:

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

61.25/26 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.*

62.25/26 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:

63.25/26 To review the Staff Holiday figures for the year ending 2025/26:

***RESOLVED:** The committee noted the Staff Holiday figures for the year ending 2025/26*

64.25/26 To the monthly Health and Safety recording sheet to be brought in now we have 7 staff:

***RESOLVED:** The committee noted the Health and Safety recording sheet for January and requested that clarification be given to incidents that need to be recorded in other documents e.g. the accident book.*

65.25/26 To receive and consider the Employee Handbook as provided by Worknest:

***RESOLVED:** The committee resolved to check with Worknest the legal duty for page 21 Annual sickness and absence leave and add a reference to 2.7 to the Town Councils Information Technology Policy.*

66.25/26 To receive and consider the Handy Team and Officer contract of Employment as provided by Worknest:

RESOLVED: *The committee approved the contracts of employment and agreed on the weeks required for item 10 of the contract.*

67.25/26 To receive the request form the Responsible Finance Officer regarding holiday entitlement and toil:

RESOLVED: *The committee approved the request.*

68.25/26 To consider a date for the interviews for the Administrative Officer:

RESOLVED: *The committee agreed a date for the interviews for Administrative Officers., allowing 30 minutes per interview with 10 minutes for consideration and a lunch break to be allocated.*

69.25/26 To consider the interview questions for the post of Administrative Officer:

RESOLVED: *The committee agreed the questions for the post of Administrative Officer interviews.*

70.25/26 To receive and consider the Health and Safety Policy produced by Worknest after the site visit:

RESOLVED: *The committee agreed the Health and Safety Policy produced by Worknest and requested that a suitable fire extinguisher be purchased for the Council Vehicle.*

71.25/26 To receive and consider the Health and Safety Handbook produced by Worknest after the site visit:

RESOLVED: *The committee agreed the policy and to ensure that the drivers of the vehicle have the 2 yearly eye tests. To amend page 13 to include no vaping.*

72.25/26 To consider staffing in the office and Community Hub:

RESOLVED: *Deputy Town Clerk to consult with the Handy Team regarding staffing the Community Hub.*

73.26/26 To consider items for inclusion for the next Staffing Committee meeting Tuesday 17th March 2026 at 11.30am:

RESOLVED: *Community Hub staffing*

Signed:

Mayor of Bridlington

Date: