



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee
held at Bridlington Town Council Offices,
62 Quay Road, Bridlington on 13th September 2016

Present: Councillors Copsey, Dealtry, Finlay, Heslop-Mullens, Marsburg & M Milns.
Mrs King recorded the minutes.

1.16 To elect a Chairman:

RESOLVED: *Councillor Dealtry is elected Chairman of the Staffing Committee.*

2.16 To elect a Vice Chairman:

RESOLVED: *Councillor Marsburg is elected Vice-Chairman of the Staffing Committee.*

3.16 Apologies for Absence:

RESOLVED: *There were none.*

4.16 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 none.*

- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

RESOLVED: *There were none.*

5.16 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 Interests:

RESOLVED: *There were none.*

6.16 To amend contracts to encompass front end website uploads for staff:

RESOLVED: *The committee resolved to amend staff contracts to encompass front end website uploads for staff which states:*

"The (relevant officer) is trained to upload all types of information to the Bridlington Town Council's website to ensure that the front end of the website up to date".

7.16 Review of Holiday Entitlement:

The Committee reviewed the annual entitlement forms.

RESOLVED: *The Committee resolved to accept the current figures and to request that the staff check projective balances for the remainder of the year in January to ensure appropriate leave usage is undertaken.*

8.16 Receive the Pension Enrolment Information:

RESOLVED: *The Committee noted the pension enrolment information. The member of staff who is not currently a member of the Pension Scheme will be officially invited at the appropriate time. That member of staff can then choose a course of action and officially notify the Council accordingly.*

9.16 Staffing Executive Committee:

RESOLVED: *Councillors Dealtry, Finlay and Heslop-Mullens are appointed as the three members of the Staffing Executive Committee.*

Signed:


Mayor of Bridlington

Date: 21.09.16