



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee held on 20th April 2026
at Town Council Offices, 2A Marshall Avenue, Bridlington at 2:00pm

The meeting was held with Councillors Mike Heslop-Mullens, Cyril Marsburg, Thelma Milns (Chair), Tim Norman & Angela Walker.

Five (5) Members in attendance

The Deputy town Clerk recorded the minutes of the meeting and the Responsible Finance Officer was in attendance.

Section A:

89.25/26 Welcome from the Chair and reading of the Recording and Fire declarations:

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

90.25/26 To receive and accept apologies for absence:

RESOLVED: There were none

91.25/26 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.

92.25/26 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:

93.25/26 To review the Staff Holiday Figures for year ending 2025/26:

RESOLVED: The committee resolved to carry over the remaining holiday entitlement to 2026/27 for the new employees and to carry the hours owing to the Maintenance Team for this year only. The Committee resolved that holiday entitlement going forward must be taken within the holiday entitlement period and no holiday entitlement will be carried forward in future years.

94.26/26 To consider the monthly Health and Safety recording sheet:

RESOLVED: The clarification was given to the committee regarding the leaflet stand being removed due to being faulty and regarding the changing of a fuse by a member of the Maintenance team. The monthly Health and Safety recording sheet for February/March 2026 and verbal clarification were noted.

95.25/26 To consider the proposal for staffing the Community Hub and the office:

RESOLVED: *the committee resolved to use split shifts for the cleaning of the hub as and when required. The Responsible Finance Officer was requested to provide the committee with a profit and loss prediction for the hub allowing for a 10% flex either way. Recruitment is to take place for a Community Development Officer (20hrs) and a General support Officer (20hrs). Current Administrative Officers contacts to increase from 16hrs to 20hrs per week with key holder responsibilities, additionally the hourly rate for the Administrative Officers was agreed.*

96.25/26 To consider the draft report from ERNLLCA regarding the Town Clerk role:

RESOLVED: *The committee agreed a salary and hours for the role and wording of the advertisement.*

97.25/26 To receive and approve the job descriptions for the Responsible Finance Officer and Deputy Town clerk:

RESOLVED: *the committee approved the job descriptions for the Responsible Finance Officer and Deputy Town clerk and resolved not to have them reviewed by ERNLLCA.*

98.25/26 To receive the updates from Worknest:

RESOLVED: *The committee asked for further updates.*

99.25/26 To consider the correspondence from an employee:

RESOLVED: *The committee sought clarification and reasoning for the cleaning routine for the St Johns toilets. The committee resolved that the toilets should be cleaned when locking up on an evening so as to enable staff in the morning to proceed to the Skatepark Health and Safety check promptly.*

Signed:

Mayor of Bridlington

Date: