



BRIDLINGTON TOWN COUNCIL (BTC)
Minutes of the Full Council Meeting held on 19th November 2025
in the Town Council Offices, 2A Marshall Avenue, Bridlington at 7pm

The meeting was held with Councillors John Arthur, Thelma Milns, Mike Heslop-Mullens, Tim Norman, Ray Pollard, Carlo Verda, Andy Walker & Angela Walker (Chair), a total of nine (9).

Three (3) Members of the Public were present at the meeting.

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

166.25/26 Mayors Welcome:

Councillor Angela Walker welcomed everyone to the meeting and read out the disclaimer regarding recording of the meeting and action in the event of a fire.

167.25/26 To Receive Apologies for Absence:

RESOLVED: *Apologies received from Cllr Liam Dealtry due to ERYC engagement, Cllr Cyril Marsburg and Cllr Malcolm Milns due to ill health*

168.25/26 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: *Councillors Rick Arrand, M Heslop-Mullens, T Norman and Andy Walker declared a non-pecuniary interest on items 17a-k as all are ERYC matters, and those members all are also ERYC councillors.*

Councillor John Arthur declared on a non-pecuniary interest in item 15 as he had requested the item be placed on the agenda and 20i as a member of the Bridlington Ambassadors

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

RESOLVED: *No dispensations were given on items on the agenda.*

169.25/26 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 interests:

RESOLVED: *One attendee spoke about the following:*

A member of the public present spoke about the last Bridlington Central Action Group (BCAG) meeting during which the group gave approval of the memorial plaque for Bei Carter to be placed during her memorial on the 22nd of November at Sewerby Hall and Gardens.

170.25/26 To receive the list of Civic Duties, Responsibilities and Training for the Town Council:

RESOLVED: *The Civic Duties for 16th October 2025 to 19th November 2025 were noted as follows:*

Mayor & Mayoress

20.10.25	ERNLICA Biodiversity Conference
22.10.25	Opening of Bridlington Fair
23.11.25	Bridlington Health Forum meeting
24.10.25	CYP Community Awards
25.10.25	Rededication of the War Memorial Gardens
25.10.25	Poppy appeal Launch
29.10.25	Allotment Inspection
05.11.25	MND Association meeting
05.11.25	Bridlington Health Forum meeting
07.11.25	BBC Radio Humberside interview

08.11.25	Lobster sculpture unveiling
09.11.25	Remembrance Sunday
10.11.25	Judging the Christmas Card competition
11.11.25	Armistice Day Service
11.11.25	Bridlington Town Football Club Tournament
12.11.25	Regeneration of Bridlington Old Town meeting
14.11.25	Worknest Human Resources
18.11.25	OLASP Christmas Card visit

Total of 18 Events attended by the Mayor & Mayoress

Deputy Mayor & Deputy Consort:

09.11.25	Remembrance Sunday Service
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Total of 1 Events attended by the Deputy Mayor & Deputy Consort

Other Councillors:

21.10.25	ERNLICA Biodiversity Conference – Cllr Mike Heslop-Mullens
22.10.25	Bridlington School – Cllr Mike Heslop-Mullens
23.10.25	Bridlington Health Forum – Cllr Mike Heslop-Mullens
29.10.25	Allotment Tenant Visit – Cllr Mike Heslop-Mullens
05.11.25	Bridlington Health Forum meeting Cllrs, John Arthur, Mike Heslop-Mullens, Tim Norman and Andy Walker
08.11.25	Lobster Sculpture unveiling – Cllrs Rick Arrand and Andy Walker
09.11.25	Remembrance Sunday Service – Cllrs Rick Arrand, John Arthur, Mike Heslop-Mullens, Cyril Marsburg, Malcolm Milns, Thelma Milns, Andy Walker, Carlo Verda
09.11.25	Remembrance Sunday preparation – Cllr Liam Dealtry
11.11.25	Armistice Day Service – Cllrs Rick Arrand and Andy Walker
14.11.25	Worknest Human Resources Meeting – Cllr Mike Heslop-Mullens

Total of 10 Events attended by Other Councillors

For Information ONLY

Staff:

20.10.25	ERNLICA Biodiversity Conference – Mrs Victoria Exon and Mrs Nicola Vickers
06.11.25	Nation Allotment Society Allotment Management – Mrs Nicola Vickers
09.11.25	Remembrance Day Sunday Service – Ms Catherine Sadler, Mrs Nicola Vickers
14.11.25	Worknest Human Resources Meeting – Mrs Victoria Exon and Mrs Nicola Vickers

Total of 4 Events attended by Staff

171.25/26 To receive the minutes of the Environment Committee held on 13.10.25:

RESOLVED: *The minute of the Environment Committee held on 13.10.25 were APPROVED.*

172.25/26 To receive the minutes of the Planning Committee held on 13.10.25:

RESOLVED: *The minutes of the Planning Committee held on 13.10.25 were APPROVED.*

173.25/26 To receive the minutes of the Full council meeting held on 15.10.25 as a true record:

RESOLVED: *The minutes of the Full Council meeting held on 15.10.25 were APPROVED.*

174.25/26 To receive the minutes of the Staffing Committee held on 23.10.25:

RESOLVED: *The minutes of the Staffing Committee held on 23.10.25 were APPROVED.*

176.25/26 To receive the minutes of the Finance and General-Purpose Committee held on 28.10.25:

RESOLVED: *The minutes of the Finance and General-Purpose Committee held on 28.10.25 APPROVED*

177.25/26 To receive the minutes of the Newsletter Committee held on 29.10.25:

RESOLVED: *The minutes of the Newsletter Committee held on 29.10.25 APPROVED*

178.25/26 To receive the minutes of the Environmental Committee held on 03.11.25:

RESOLVED: *The minutes of the Environmental Committee held on 03.11.25 APPROVED*

179.25/26 To receive the minutes of the Planning Committee held on 03.11.25:

RESOLVED: *The minutes of the Planning Committee held on 03.11.25 APPROVED*

180.25/26 To consider the report from Councillor Tim Norman regarding the Westgate Park Improvements:

RESOLVED: *The council received the report and resolved to accept the running costs of the electricity and lighting. Therefore, the council resolved to proceed with the Service Level Agreement for lighting and electrics at Westgate Gardens. In respect of the proposed CCTV provision the Council resolved to advise ERYC that the associated costs of the CCTV should be added to the existing Bridlington Special Expenses provision which includes the Town CCTV. The council also resolved to express to ERYC that the Council would like to be involved in future discussions from the outset of projects, especially where it is likely that the town council will be asked to fund ongoing costs.*

181.25/26 To consider the report from Councillor John Arthur regarding the Lobster Project – approval of grant funding for the maquette and model:

RESOLVED: *The council resolved to support this first phase of the lobster sculpture project with up to eight thousand five hundred pounds plus any necessary taxation or delivery charges and noted the Project Officer's opinion that this will not adversely impact the later phases. It was further recommended that Cllr John provides Project Officer with the rationale to support the independence of this phase and opinion that later phases will not be adversely impacted. It is further recommended that this council will welcome an audit of artworks within the Parish and the establishment of a protocol to guide the commissioning of public artworks.*

182.25/26 To approve the Policy for the Use of Council Vehicles:

RESOLVED: *The council resolved to adopt the Use of Council Vehicle Policy with the added amendments to include the monitoring of mileage and who is using the vehicle and when and to add the legal requirements of no smoking within the vehicle.*

183.25/26 To receive items of correspondence:

RESOLVED: *Items of correspondence were noted unless otherwise stated.*

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| a) ERYC - | Proposed Carriageway Patching Repairs – Rylands Avenue |
| b) ERYC - | Proposed Carriageway Patching Repairs – Oatlands Road |
| c) ERYC - | Proposed Carriageway Patching Repairs – Oakwell Avenue |
| d) ERYC – TTRO | Bridlington Ice Trail 2025 – Various Roads |
| e) ERYC – PSPO | PSPO variation |
| f) ERYC – TTRO | Squire Lane |
| g) ERYC – TTRO | Ye Old Town Yuletide Fayre and Lantern Walk 2025 – Various streets |
| h) ERYC – TTRO | Main Street, Bessingby |
| i) ERYC – TTRO | St Johns Walk |
| j) ERYC – TTRO | Springfield Avenue |
| k) ERYC - | Proposed Road Safety Scheme – A165 Scarborough Road |

184.25/26 Newsletters/Agendas & Minutes – attached unless otherwise stated:

RESOLVED: *All Newsletters/Agendas & Minutes were noted unless otherwise stated. Item i to advise the Bridlington Ambassadors that Cllr John Arthur should not be listed as director and a Bridlington Town*

Council representative. Cllr Ray Pollard is the Council representative and would like to be informed by Bridlington Ambassadors of the dates for each meeting.

- i. 09.10.25 Bridlington Ambassadors – meeting minutes
- ii. 14.10.25 Bridlington Central Action Group - meeting minutes
- iii. October 2025 The countryside Charity – annual newsletter (copy in the office)
- iv. October 2025 Yorkshire Coast Community Rail Partnership – Newsletter
- v. November 2025 Parish/Town News Release
- vi. November 2025 Clerks & Councils Direct – copy in the office

185.25/26 To receive a statement of balances and to the schedule of accounts for payment:
RESOLVED: *The statement of balances and schedule of accounts was approved.*

Report to Council:			NOVEMBER		
Subject:	Statement of Balances and Schedule of Accounts for Payment				
The bank balances at 13th November 2025 stood at:					
Account Name			Account type		Balance £
Town Council			Business A/C		£12,367.00
Town Council			Deposit A/C		£548,243.43
Town Council			Petty Cash		£611.03
Town Council			Allotments Petty Cash		£0.00
Accounts paid since: 7th October 2025					
Bridlington Town Council:					
Receipts In:					
Cheque/BACS	Date	Payer	Description		Amount
CR	15-Oct	HMRC	2nd quarter VAT repayment		£1,574.49
CR	13-Nov	SSE Energy Solutions	Refund of overcharges - office gas		£113.77
Cash Receipts:					
Petty Cash receipts	31-Oct	Petty Cash receipts	October Petty Cash receipts		£110.00
Petty Cash receipts	31-Oct	Petty Cash receipts	transfer from allotments petty cash		£476.62
Allotments Petty Cash:					
Allotments Petty Cash receipts	31-Oct	Allotments Petty Cash receipts	October Allotments Petty Cash receipts		£0.00
Total Receipts					£2,274.88
Payments Out:					
Cheque/BACS	Date	Payee	Description		Amount
VE DEB CRD	07-Oct	Rex Brown Ltd c/o Amazon	Toilet rolls		£21.99
VE DEB CRD	09-Oct	Amazon	Avast internet security		£56.00
VE DEB CRD	09-Oct	Tesco	Mobiles phones for office use at events		£278.00
BACS 54	15-Oct	J Rounding - repay for sundry items	Refereshments and cleaning products for office		£10.25
		R Lenski - repay for sundry items	cleaning products and strimmer line		£25.93
		Oyston Exerior Cleaning	Office windows cleaned 8/10		£16.00
		Bob Stabler & Sons	Skip for allotments		£249.60
		Bridlington Stationers	paper		£35.33
		N Draper Artist	Artist workshops for 'Light up Brid' event x 3		£450.00
		J Oxenforth Artist	Artist workshops for 'Light up Brid' event x 2		£300.00
VE DEB CRD	22-Oct	Amazon Online	White gloves for civic attire		£6.39
BACS 55	28-Oct	Bridlington Stationers	various office stationery supplies		£64.39
		Bob Stabler & Sons	Skip for allotments		£249.60
		East Coast Fire Services	Fire safety Magnetic Door Holders for the office		£1,620.00
		ERYC	ID Badges		£12.00
		J Rounding - repay for sundry items	Key cutting		£7.99
		C Longden - repay for sundry items	Refreshments		£12.65
		Lite Ltd	Projectors (50%)		£12,060.00
BACS 56/56A/57/58	31-Oct	Staff Costs	October Staff Costs		£10,973.14
BILL PMT	27-Oct	Gallagher Insurance	Insurance for council vehicle		£1,700.00
Allotments petty cash	31-Oct	Allotments petty cash	Transfer balance to BTC petty cash		£476.52
Petty Cash	31-Oct	Petty Cash	October petty cash		£19.05
BACS 59	04-Nov	Angie Walker	Civic Engagement Expenses		£59.40
		Anthony Whitley	Half year internal audit fee		£475.00
		Bob Stabler & Sons	Skip for allotments		£249.60
		ERYC	Business Rates pmt 8/10		£434.00
		Echo Media Group	November edition		£672.00
		ERNLLCA	Conference tickets x 4		£384.00
		Lite Ltd	Projectors (50%) - balance payment		£12,060.00
		Open Tech Yorkshire	Office telephones November		£56.26
		Screwfix	Spares and repairs		£53.60
		SSE Energy Solutions	Skatepark Electric Jun to Oct		£200.56
DD	04-Nov	Sage Uk Ltd	Payroll subscription November		£14.63
VE DEB CRD	06-Nov	Business Stream	St Johns Water Bill Aug to Nov		£147.12
DD	18-Nov	Eon Next	Office Gas October		£36.14
DD	18-Nov	Eon Next	Office Electric October		£196.09
DD	18-Nov	Eon Next	St Johns Toilets Electric October		£49.01
BILL PMT	07-Nov	Clr L Dealtry - repay for fence panels	Picket fencing for around the Christmas tree		£100.00
BILL PMT	07-Nov	Screwfix	Spares and repairs		£265.27
DD	05-Nov	Investec	Vehicle lease fee - first payment		1323.72
BACS 60	11-Nov	Agilico	Photocopies and lease		471.85
		Bob Stabler & Sons	Skip for allotments		£249.60
		Bridlington Stationers	paper		£4.67
		David Boland	Website November		£130.00
		Drax Energy Solutions	Festive Lighting Data Collector		£27.74
		First Choice Medical	First Aid Cover for Christmas Event		£550.00
		Oyston Exerior Cleaning	Office windows celaned 6/11		£16.00
		Fred Marketing	Marketing for Light Up Brid Event		£2,220.00
		D3 Associates	Energy Audit for 2A Marshall Avenue		£4,800.00
VE DEB CRD	07-Nov	HSD Online	supplies for St Johns toilets		£44.95
BACS 61	12-Nov	Active Security	Remembrance Event traffic management		£1,032.00
		Bob Stabler & Sons	Skip for allotments		£249.60
		Lite Ltd	Festive Lighting contract payment 2/3		£13,051.68
		D Leeman	Remembrance Event piper		£100.00
Total Payments					£68,369.32
Recommendation:	The accounts are approved for payment				

186.25/26 To receive notice of items for inclusion on the next agenda for Wednesday 17th December 2025:

RESOLVED: *no items requested*

Signed:

Mayor of Bridlington

Date: