



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee held on 22nd May 24
at Town Council Offices, 2A Marshall Avenue, Bridlington at 12 noon

The meeting was held with Councillors T Milns (Chair), Heslop-Mullens, Norman. (3) three Members in attendance. The Clerk facilitated and recorded the meeting.
The Mayor Cllr Arrand attended in his Ex-Officio capacity

Section A:

01.24/25 To Elect a Chair

RESOLVED: *Cllr T Milns was proposed and seconded No other names were put forward it was APPROVED that Cllr T Milns would be the Chair for the following year.*

02.24/25 To Elect a vice-chair

RESOLVED: *Cllr Heslop-Mullens was proposed and seconded No other names were put forward it was APPROVED that Cllr Heslop-Mullens would be the Vice-Chair for the following year.*

03.24/25 Apologies for Absence:

RESOLVED: *Cllrs Marsburg & Angie Walker*

04.24/25 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.*

05.24/25 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 no 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:

06.24/25 To review the Staff Holiday figures to date:

RESOLVED: *The Staff holiday figures are looking ok at this time all staff are actively taking holidays.*

07.24/25 To consider the Six-month review of Administrative Officer and Maintenance Staff roles, and to look at the ongoing training requirements required including the projected costings of any courses, and additional hours required.

RESOLVED: Admin – The Chairman offered the Admin member of staff a permanent contract which was accepted, the Admin officer was asked if she would be willing to attend the ILCA course which was accepted. The Admin officer left the room. It was AGREED that there would be an increase in £1 per hour on completion on the ILCA and payment of up to an additional 40 hours to help complete the course. On completion of ILCA enrolment on to FiLCA will be looked at with the same up to 40 hour payment to aid course completion, further discussions on completion will need to be had to consider if a role change to Deputy town clerk should be considered.

Maintenance – It was agreed that the pay gap should be maintained between National minimum wage in comparison to the starting salary and therefore a pay increase to £13.52 per hour from the 1st May going forward will be implemented, the payment of 2 miles per day allowance for car usage will remain. The Vice chair brought both Maintenance staff in to formally offer them permanent contracts, and explained the new hourly rate and that millage would be remaining the same. All of this was accepted by both.

All training other than PAT testing was to be pursued by the Clerk booking staff on where required.

08.24/25 Consideration of Maintenance role and use of own vehicles or the Council purchasing a separate van.

RESOLVED: decision made to defer this item to a suitable Full council agenda once costings have been obtained from relevant sources, also considering the feelings and wishes of the Maintenance team in relation to they best type of vehicle.

09.24/25 To consider the Clerks ongoing training requirements with CiLCA, including additional hours and purchase of supporting literature.

RESOLVED: to APPROVE payment of up to 200 hours additional payment to aid completion of the CiLCA outside of working hours, and to purchase a copy of The Clerks Manual.

10.24/25 To consider paperwork for the recruitment requirements of future staff, including roles and expectations.

RESOLVED: APPROVED to advertise the included job description and employee specification through ERNLLCA, ERYC and the Job Centre. It was discussed that once the person is in place it should be noted that any suggested projects should be directed to the Clerk for approval and not directly through the Project Officer.

11.24/25 To receive and consider the appraisals from the Town Clerk and RFO for 2023/24, and to feedback on the Appraisal process for 2023/24:

RESOLVED: the staffing Committee have received and considered the appraisals from the Town Clerk and RFO for 2023/24, they support the staff's comments made on their documents.

Signed:

Mayor of Bridlington

Date: