



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee held on 14.01.25
at Town Council Offices, 2A Marshall Avenue, Bridlington at 12 Noon

The meeting was held with Councillors T Milns (Chair), Heslop-Mullens, Norman & Angelia Walker.
Four (4)

Members in attendance. The Clerk facilitated and recorded the meeting.

Section A:

21.24/25 Welcome from Chair and reading of the recording and Fire declarations:

RESOLVED: *The Chair welcomed members and read out the recordings and fire declarations.*

22.24/25 Apologies for Absence:

RESOLVED: *Apologies were received from Cllr Marsburg*

23.24/25 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.*

24.24/25 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 members of the 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:

25 .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.*

26.24/25 To review the Admin Assistant rates and roles following the completion of the FILCA qualification

RESOLVED: *Following discussions from the staffing committee it was RESOLVED that the current Admin Assistant would be formally congratulated for her completion of her ILCA and FILCA courses and her job title changed to that of Senior Administrator, with a pay increase to her per hour pay rate to reflect the new role and responsibilities, to start the day after the Full council Approval. She will with the support of the Town clerk look at completing the CILCA qualification and on completion of this progress to Deputy Town Clerk, with a further pay review on completion. The Admin assistant was invited into the meeting following discussions to be formally congratulated.*

27.24/25 To Consider the staff pay increase for 2025/2026:

RESOLVED: *it was RESOLVED that the staff pay increase for 2025/2026 would be inline with March CPI figure to a maximum of 4% if it is above this amount.*

Signed:

Mayor of Bridlington

Date: