



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee held on 17th March 2026
at Town Council Offices, 2A Marshall Avenue, Bridlington at 2:00pm

The meeting was held with Councillors T Milns (Chair), Tim Norman & Angela Walker.
Three (3) Members in attendance
The Deputy town Clerk recorded the minutes of the meeting.

Section A:

80.25/26 Welcome from the Chair and reading of the Recording and Fire declarations:

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

81.25/26 To receive and accept apologies for absence:

RESOLVED: *Apologies for absence were received and accepted from Cllr Cyril Marsburg due to ill health and Cllr Mike Heslop-Mullens.*

82.25/26 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.*

83.25/26 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:

84.25/26 To review the Staff Holiday Figures for year ending 2025/26:

RESOLVED: *The committee resolved to the DTC to consult with R.Lenski regarding holiday hours.*

85.26/26 To consider the monthly Health and Safety recording sheet:

RESOLVED: *The monthly Health and Safety recording sheet for January/February 2026 was noted*

86.25/26 To consider the job description for Town Clerk and personal specification:

RESOLVED: *The job description for Town Clerk and personal specification were approved and advertising for the position can now be actioned. "Salary and package to be discussed" to be noted on the advertisement.*

87.25/26 To consider the job description for the Maintenance Team:

RESOLVED: *The job description for the Maintenance Team was approved*

88.25/26 To consider the email received from Worknest regarding the Community Hub Staff

RESOLVED: *the email from Worknest was noted and future actions from this are to be addressed as they arise*

Signed:

Mayor of Bridlington

Date: