

Dianne Rickaby
Locum Town Clerk & RFO



Whitby
Town Council

Anne Cowey
Deputy Clerk Civic Officer

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Dear Councillor,

4 September 2024

You are **summoned** to attend the **MEETING** of the **TOWN COUNCIL OF WHITBY** to be conducted at the Pannett Gallery on **Tuesday 10th September 2024 at 6:00pm**, the agenda for which is set out below.

Dianne Rickaby

Locum
Town Clerk

To: Councillors Abbott, Barnett, Bolton, Brown, Coughlan, Dalrymple, Harrison, Harston, Layman, Mulheran, Nock, Redfern, Riddolls, Smith, A Smith, Turner and Wild

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

1. APOLOGIES

To receive and resolve upon apologies for inability to attend.

2. DECLARATION OF INTERESTS

To declare any interests which members have in the following agenda items.

3. PUBLIC PARTICIPATION

Standing Orders will be suspended for up to 15 minutes to allow for questions or statements submitted by members of the public¹ (limited to 3 mins per person).

4. EXTERNAL REPORTS

To receive reports on behalf of external bodies if present

- a. Anglo American
- b. North Yorkshire Police
- c. North Yorkshire Council

5. MINUTES

- a. To **approve**, as an accurate record, minutes of the following meetings:
 - i. Full Council 2 July 2024
 - ii. Extraordinary Council 15 August 2024
- b. To **receive** the (draft) minutes of the following committee meetings:
 - i Pannett Art Gallery 25 July 2024
 - ii Finance Policy & General Purposes Committee 6 August 2024

¹ Anyone who wishes to register to participate under this Item, please contact the Town Clerk (town.clerk@whitbytowncouncil.gov.uk)

6. COMMITTEE RECOMMENDATIONS**a) Finance Policy & General Purposed Committee 6 August 2024
037/24 APPROVAL OF EXPENDITURE**

MOVED by Councillor Nock, seconded by Councillor Coughlan

RESOLVED that the schedule of expenditure up to 30 June 2024 in the sum of £99,127.14 net (as attached) is approved and submitted to Full Council.

b) Any other matters of recommendation or referral from the minutes noted above at item 5.

7. NOTICES OF MOTION

Proposed by Cllr Riddolls and Seconded by Cllr Layman

(1) Reporting on contracts

"We (The Council) request that DANFO abide by the current contract, especially concerning the providing of monthly figures to the client office (WTC)."

(2) Whitby Neighbourhood Plan

That the Council recognises Joyce Stangoe, chair of the Whitby Neighbourhood Plan (WNP) steering group and receives an update on the progress of, and issues facing the WNP.

8. CASUAL VACANCY – CO-OPTION TIMETABLE**9. COMMITTEE VACANCIES**

To consider appointment to committee vacancies on the:-

Human Resources Committee (1)

Harbour Committee (3 + 2 Substitutes)

Planning & Licensing Committee (3 + 1 Substitute)

Joint Management Committee (1)

Pannett Art Gallery Committee (2 Substitutes)

Town Development and Improvement Committee (2 Substitutes)

10. REPORTS FROM REPRESENTATIVES ON EXTERNAL BODIES

An opportunity for members appointed to represent the town council on named bodies to report on activity since the July Council meeting.

11. REPORT OF WHITBY NEIGHBOURHOOD PLAN STEERING GROUP

The group meets monthly. Members of the Working Group may report on activity since the last Council meeting.

12. MAYOR'S REPORT

Civic engagements since July 2024 and other activities undertaken to note.

13. CLERK'S REPORT – verbal report

14. FLOODING AWARENESS - STANDING ITEM

Tides above 5.5 metres up until 5 No 2024.

- 17 - 24 September
- 3 -19 October

15. EXCLUSION OF PRESS AND PUBLIC on agenda item

Under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 5 below, due to the confidential nature of the business to be transacted.

16. APPOINTMENT OF CLERK & RFO – Locum Clerk's update report.

Human Resources Committee

30 July 2024

Human Resources Committee

8 August 2024

Human Resources Committee (informal meeting due to public notice)

15 August 2024

Human Resources Committee

4 September 2024

WHITBY TOWN COUNCIL

Minutes of the Meeting of the Town Council of Whitby, duly convened, and conducted in Pannett Art Gallery on Tuesday 2 July 2024 at 6:00pm.

Present Councillor R Dalrymple (Chair), and Councillors, A Abbott, P Bolton, A Brown, H R Coughlan, M Harrison, J Harston, J Layman, E Mulheran, J Nock, C Riddolls, S Smith and S Turner.

Also M King, Town Clerk and A Cowey Deputy Clerk with M Parsons and H King (Anglo American) and two members of the public.

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.

090/24 APOLOGIES

Apologies were received from Councillors, Barnett, Goodberry and Wild

MOVED by Councillor Abbott, seconded by Councillor Coughlan and

RESOLVED that the apologies received from Councillor R Barnett, G Goodberry and L Wild are accepted.

091/24 DECLARATION OF INTERESTS

No declarations of interests

092/24 PUBLIC PARTICIPATION

A member of the public asked where the levelling up funding had been spent as the town appears to be in a terrible condition, with empty shops, overgrown paths, unrepaired pavements, unkempt cemetery etc.

The following questions were emailed by a member of the public

'Can Whitby Council prepare an annual report to be presented to the Annual Town meeting to give Whitby residents an update on the work carried out by the Council and demonstrate value for money on the precept collected?'

'Can a date be given for the Annual Town Meeting, so residents are aware of this date and better able to plan and attend the meeting to ensure better communication across the town?'

'Can a set time be given for the public to discuss any issues with Town Councillors to improve communication with residents and businesses possibly via monthly meetings with Councillors thirty minutes before the Whitby Town Council monthly meeting'

093/24 EXTERNAL REPORTS

a. Anglo American

Mr Parsons reported on the challenging two or three months Anglo American has had with unsolicited takeover bids and strategic reviews that have been made within the global company. The outcome that Anglo American will consolidate and its future lays with Iron Ore, Copper and Crop Nutrients.

There has been a significant reduction in the budget for Woodsmith Mine and

priorities have had to be made to work within this. The priorities being retaining the right to mine – mineral rights - planning permission – continuing its role in the community – continue sinking the service shaft – stopping the production shaft and pausing the tunnelling which could start up at a reduced rate in 4 or 5 months.

There is an impact on the size of the workforce with Anglo American employees reducing from 350 to 160 over the next three months- there will be a total workforce of 900 including contractors. Apprentices will be kept on, to continue their training.

Members asked questions regarding production -too early to see, production will be ramped up again when conditions allow- What plans will be in place to help local employees to find alternative employment – Anglo American have been in touch with authorities actively seeking work people, training and support, with some of the workforce redeployed to other projects in the region - How will confidence be affected with the new product on markets – They are working with partners throughout the world and have confidence in the market - The prioritisation of foreign labour – this is rumour, the proportion of local people retained will still be high

b. North Yorkshire Police

Apologies for inability to attend were received from North Yorkshire Police who are on joint training with the RNLI

c. North Yorkshire Council

Due to the pre-election period of sensitivity, apologies were received from Councillors Trumper and Swannick. Both Councillors offered to answer any questions sent to them following the elections.

MOVED by Councillor Abbott, seconded by Councillor Nock

RESOLVED that the external report is received

094/24

MINUTES

MOVED by Councillor Coughlan, seconded by Councillor Nock and

RESOLVED that the minutes of the Annual meeting of Full Council held on 14 May 2024 and the meeting of Council held on the 25 June 2024, having been circulated be taken as read and confirmed as a correct record.

MOVED by Councillor Coughlan, seconded by Councillor Turner and

RESOLVED The minutes of the Council held on the 25 June 2024 having been circulated be taken as read and confirmed as a correct record.

MOVED by Councillor Coughlan, seconded by Councillor Nock and

RESOLVED unanimously that the minutes of the following committee meetings are taken en Bloc and received

| | |
|-----------------------------------|-------------|
| Pannett Art Gallery | 21 May 2024 |
| Finance Policy & General Purposes | 4 June 2024 |

Initial

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|--------------------------------|--------------|
| Joint Management Committee | 11 June 2024 |
| Pannett Art Gallery | 18 June 2024 |
| Town Development & Improvement | 20 June 2024 |
| Human Resources | 25 June 2024 |
| Planning & Licensing | 25 June 2024 |

095/24

COMMITTEE RECOMMENDATIONS

a. FP&GP Committee 8 June 2024

032/24c APPOINTMENT OF MEMBERS TO THE SUB-COMMITTEES OF FP&GP

RECOMMEND that i) Councillors Coughlan and Dalrymple as members of the Twinning Sub Committee with other nominations (4) to be invited; and ii) Councillors Coughlan, Dalrymple, Harston, Turner and Wild as members of the Events Sub Committee.

MOVED by Councillor Brown, seconded by Councillor Turner

RESOLVED that i) Councillors Coughlan and Dalrymple are appointed members of the Twinning Sub Committee for the ensuing municipal year; and ii) Councillors Coughlan, Dalrymple, Harston, Turner and Wild are appointed members of the Events Sub Committee for the ensuing municipal year.

b. FP&GP Committee 8 June 2024
036/24 FINANCIAL REGULATIONS 2024

RECOMMENDED the revised Financial Regulations based on the model document are approved.

MOVED by Councillor Abbott, seconded by Councillor Coughlan

RESOLVED the revised Financial Regulations, based on the model document are approved and adopted.

c. FP&GP Committee 8 June 2024
037/24 APPROVAL OF EXPENDITURE

RECOMMENDED that the schedule of expenditure up to 30 April 2024 in the sum of **£33,501.80** (as attached) is approved.

MOVED by Councillor Coughlan, seconded by Councillor Turner

RESOLVED that the schedule of expenditure up to 30 April 2024 in the sum of **£33,501.80** as recommended by Finance Policy and General Purposes Committee is approved

d. TD&I Committee 20 June 2024

067/24c APPOINTMENT OF MEMBERS TO THE SUB-COMMITTEES OF TD&I

RECOMMEND that i) that Councillors Brown, Dalrymple Harrison and Riddolls be recommended to Full Council as members of the Allotments Sub Committee with other nominations (2) to be invited; and ii) that Councillors Brown, Coughlan, Smith and Wild be recommended to Full

Initial

Council as members of the Christmas Lights Sub Committee with other nominations (2) to be invited.

MOVED Councillor Brown, seconded by Councillor Layman

RESOLVED that i) that Councillors Brown, Dalrymple Harrison and Riddolls be appointed as members of the Allotments Sub Committee for the ensuing municipal year; and
ii) that Councillors Brown, Coughlan, Dalrymple, Smith, Turner and Wild be recommended to Full Council as members of the Christmas Lights Sub Committee for the ensuing municipal year.

e. HR COMMITTEE 25 JUNE 2024
079/24 Appointment of Clerk

Members were formally informed that the Town Mayor had received the Town Clerks resignation

096/24

CASUAL VACANCY – CO-OPTION TIMETABLE

To consider the procedure and timetable for co-option to the casual vacancy in the Town North Ward.

MOVED by Councillor Harston, seconded by Councillor Turner

RESOLVED that the advert is placed and the selection takes place at the September meeting of Full Council.

097/24

COMMITTEE PLACES

To consider appointments to committee vacancies on the Planning Committee (3), Joint Management Committee (1) and Town Development & Improvement Committee (1).

MOVED by Councillor Turner, seconded by Councillor Smith

RESOLVED that Councillor Brown be appointed to the Planning Committee for the ensuing municipal year, and Councillor Layman be appointed to the Town Development and Improvement Committee for the ensuing municipal year.

098/24

APPOINTMENT OF CLERK & RFO

To consider the recommendations of the Human Resources Recruitment Working Group on the process and timetable for the appointment of a Town Clerk and Responsible Financial Officer.

MOVED by Councillor Turner, seconded by Councillor Abbott

RESOLVED that the job advert – description – specification and contract as recommended by the Human Resources Working Group be approved and the advert placed through SLCC – YLCA – NALC – INDEED – WTC website and (NYC if possible)

Initial

099/24 REPORTS FROM REPRESENTATIVES ON EXTERNAL BODIES

Councillors Abbott and Coughlan were asked if there was any further information regarding artifacts from Whitby housed at the former Scarborough Borough Council Town Hall.

MOVED by Councillor Turner, seconded by Councillor Nock

RESOLVED that NYC is contacted urgently regarding mayoral chains for the Rural District Council to be brought back to Whitby from Scarborough and displayed at Whitby Museum.

MOVED by Councillor Turner, seconded by Councillor Abbott

RESOLVED that the external reports are received.

100/24 REPORT OF WHITBY NEIGHBOURHOOD PLAN STEERING GROUP

Councillor Brown reported on the work being carried out by the Neighbourhood Plan Steering Group. £10,000 Locality funding has been secured to carry out the work involved in producing the above plan. Public consultation will be carried out next giving residents the opportunity to say what they would like to see in Whitby in the autumn.

MOVED by Councillor Nock, seconded by Councillor Brown

RESOLVED that a monthly report on the work carried out and achieved is circulated to members.

MOVED by Councillor Smith, seconded by Councillor Riddolls

RESOLVED that notes of the meetings are attached to future agendas

101/24 MAYOR'S REPORT

The Town Mayor reported on his Civic engagements since the last meeting of Full Council including Armed Forces Day Flag Raising, Armed Forces Day and a visit to the Town Council Offices by Dutch students.

MOVED by Councillor Coughlan, seconded by Councillor Abbott

RESOLVED that the Mayor's Report is received.

102/24 CLERK'S REPORT

Councillors reported on the number of complaints received on Saturday regarding the Swing Bridge breaking down and the lack of notices informing the public and motorists what is happening.

MOVED by Councillor Turner, seconded by Councillor Abbott

RESOLVED that NYC and Councillors Trumper and Swannick are notified of the urgent need for a structure in place to inform the public when the Swing Bridge is shut

MOVED by Councillor Mulheran, seconded by Councillor Turner

Initial

RESOLVED that Councillor Wilkinson is invited back to a Town Council Meeting to inform and answer question about the amalgamation of the schools in Whitby, cc the Leader of NYC Councillor Carl Les.

MOVED by Councillor Nock, seconded by Councillor Turner

RESOLVED that Paul Tompson NYC is contacted regarding the cleaning of paths and which areas are being cleared.

MOVED by Councillor Abbott, seconded by Councillor Riddolls

RESOLVED that the next scheduled meeting of Full Council is deferred to 10 September at 6pm to following Planning and Licensing which will be convened at 5pm.

MOVED by Councillor Nock, seconded by Councillor Layman

RESOLVED that the Clerk's report is received.

103/24

FLOODING AWARENESS - STANDING ITEM

MOVED Councillors Abbott, seconded by Councillor Turner

RESOLVED that the following tides above 5.5 metres up until 30 September 2024 are received.
23-26 July
20-25 August

Signature 10 September 2024

Initial

WHITBY TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Town Council of Whitby, duly convened, and conducted in Pannett Art Gallery on Tuesday 15 August 2024 at 6:00pm.

Present Councillor R Dalrymple (Chair), and Councillors, A Abbott, A Brown, H R Coughlan, M Harrison, J Layman, E Mulheran, C Riddolls, S Smith, S Turner and L Wild.

Also M King, Town Clerk and A Cowey Deputy Clerk with M Parsons and H King (Anglo American) and two members of the public.

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.

146/24 APOLOGIES

Apologies were received from Councillor J Nock.

MOVED by Councillor Abbott, seconded by Councillor Smith and

RESOLVED that the apologies received from Councillor Nock are accepted.

147/24 DECLARATION OF INTERESTS

No declarations of interests

148/24 PUBLIC PARTICIPATION

No Members of the public present

149/24 EXCLUSION OF PRESS AND PUBLIC

MOVED by Councillor Riddolls, seconded by Councillor Abbott

That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 5 below, due to the confidential nature of the business to be transacted.

150/24 STAFFING – RECRUITMENT OF CLERK AND RFO

MOVED by Councillor Smith, seconded by Councillor Mrs Coughlan

RESOLVED that following the recommendation of the Human Resources Committee, Candidate 7 – Mr Adam Chugg is appointed to the position of Town Clerk and RFO subject to references.

Signature 2024

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WHITBY TOWN COUNCIL

Minutes of the meeting of the **PANNETT ART GALLERY** Committee conducted on **Tuesday 25 July 2024** at 11am in the Normanby Room, Whitby Museum, Pannett Park, Whitby.

Present: Councillors Wild (Chair) and A Brown, R Dalrymple, and C Riddolls

Also: A Cowey - Deputy Clerk and H Berry – Curator.

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972

119/24 **APOLOGIES FOR ABSENCE**

Apologies for inability to attend were received from Councillors Coughlan, Mulheran and Turner.

MOVED by Councillor Dalrymple, seconded by Councillor Brown

RESOLVED that the above apologies are received.

120/24 **DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**

There were no declarations of interest.

121/24 **PUBLIC PARTICIPATION**

No public participation

122/24 **MINUTES**

MOVED by Councillor Dalrymple, seconded by Councillor Brown

RESOLVED unanimously that the minutes of the Pannett Art Gallery Committee held on the 16 July 2024 having been circulated be taken as read and signed as a correct record of the meeting

123/24 **POLICIES**

The following Policies were considered:

- Forward Plan including Key Aims and Delivery Programme 2024-26 Policy
- Audience Development, Diversity, Inclusion and Access Plan
- Collections Development Policy
- Collections Documentation Policy
- Collections Care and Conservation
- Access Policy
- Care and Conservation Policy
- Documentation Plan

MOVED by Councillor Dalrymple. seconded by Councillor Brown

RESOLVED unanimously that the Forward Plan is approved and adopted by the Pannett Art Gallery Committee including the Statement of Purpose

MOVED by Councillor Riddolls. seconded by Councillor Brown

RESOLVED unanimously that the above Collection Development Policy is approved and adopted by the Pannett Art Gallery Committee

MOVED by Councillor Dalrymple. seconded by Councillor Brown

RESOLVED unanimously that the Collection Documentation Policy is approved and adopted by the Pannett Art Gallery Committee

MOVED by Councillor Riddolls. seconded by Councillor Dalrymple

RESOLVED unanimously that the Care and Conservation Policy is approved and adopted by the Pannett Art Gallery Committee

MOVED by Councillor Brown. seconded by Councillor Dalrymple

RESOLVED unanimously that the Access Policy approved and adopted by the Pannett Art Gallery Committee

MOVED by Councillor Brown, seconded by Dalrymple

RESOLVED unanimously that the Documentation Policy is approved and adopted by the Pannett Art Gallery Committee

MOVED by Councillor Dalrymple. seconded by Councillor Riddolls

RESOLVED unanimously that the Audience Development, Diversity, Inclusion and Access Plan, approved and adopted by the Pannett Art Gallery Committee

MOVED by Councillor Dalrymple. seconded by Councillor Riddolls

RESOLVED unanimously that the Recording Practices Plan is, approved and adopted by the Pannett Art Gallery Committee

MOVED by Councillor Dalrymple, seconded by Councillor Riddolls

RESOLVED unanimously that Clare Hunt is approved as Pannett Art Galley's Mentor.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance Policy & General Purposes** Committee held in Pannett Art Gallery, Whitby, on **Tuesday 6 August 2024** at 6pm.

Present Councillor Wild (Chair) and Councillors Barnett, Coughlan, Nock, Riddolls (sub.) and Turner.

Also Mr King, Town Clerk.

NOTICE OF MEETING – Public Notice of the Meeting has been given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.

127/24 APOLOGIES FOR ABSENCE

Apologies for inability to attend had been notified by Cllrs Abbott, Dalrymple and Harston

MOVED by Councillor Coughlan, seconded by Councillor Nock.

RESOLVED that the apologies of Cllrs Abbott and Barnett are accepted.

128/24 DECLARATION(S) OF INTERESTS & REQUEST FOR DISPENSATION

None.

129/24 PUBLIC PARTICIPATION

None.

130/24 MINUTES OF THE MEETING HELD ON 4 JUNE 2024

MOVED by Councillor Turner, seconded by Councillor Nock.

RESOLVED that minutes of the Finance Policy & General Purposes Committee held on the 4 June 2024 are approved as a correct record.

131/24 ACTION OUTSTANDING FROM PREVIOUS MEETINGS

The Clerk referenced that the actions from the previous meeting had been progressed. Work was still underway with the insurance loss-adjuster who had authorised investigations by an independent lift maintenance company. The clerk confirmed that Boro Lifts would provide servicing going forward. Further developments would be reported as these arose.

MOVED by Councillor Turner, seconded by Councillor Nock.

RESOLVED that the information is noted.

132/24 NOTICES OF MOTION

MOVED by Cllr Riddolls, seconded by Cllr Barnett

- a. That the FP&GP Committee sets up a working group to investigate the lost revenue attributed to the toilets operated by the council's contractor (and any other relevant issues), based on all existing paperwork and correspondence between the relevant parties, with an initial report being

submitted to the Council Meeting on 10 September 2024.

There was an in-depth discussion, where it was noted that the committee had previously raised these issues with Danfo and that Danfo's response had been recorded.

MOTION NOT CARRIED

2 in favour, 4 against.

MOVED by Cllr Riddolls, seconded by Cllr Barnett

- b. That the FP&GP Committee sets up a working group to ensure what the gallery (as our chosen meeting room) is brought up to the standard that meets current guidelines with respect to all disabilities for councillors, members of staff and the general public. We again need all communications with the proper officer on how to bring the gallery up to the necessary standard to cover all disabilities, especially the report by the representative of the Whitby Disability Group and the subsequent report from the consultants brought in to guide us through the necessary legislation. This needs to include the history of how we are at the position we are at the present time. An initial report being submitted to the Council Meeting on 10 September 2024.

As amended by the proposer and seconder:

RESOLVED that for future meetings of full council, tables are closely arranged in a 'T' shape, without a central gap, to bring the public further up the gallery and that the council should acquire an omni-directional microphone for use with the existing PA system to improve audibility in the room.

133/24

COUNCILLOR SAFETY

The committee considered the recommendations of the Local Government Association for providing training and support services, technology, guidance, and clear mechanisms for accessing direct support when needed to aid councillor safety from on-line and physical intimidation and harassment.

MOVED by Councillor Wild, seconded by Councillor Nock

RESOLVED that the Council acknowledges potential safety concerns of members by making personal alarms available to members and that the Clerk is delegated to purchase required alarms at reasonable cost.

134/24

APPROVAL OF EXPENDITURE

Submitted: a schedule of invoices dated to 30 June 2024.

MOVED by Councillor Nock, seconded by Councillor Coughlan

RESOLVED that the schedule of expenditure up to 30 June 2024 in the sum of £99,127.14 net (as attached) is approved and submitted to Full Council.

Initial

135/24 COST CENTRE EXPENDITURE & INCOME TO 30 JUNE 2024

Submitted: a summary of income and expenditure to 30 June 2024, by budget heading.

MOVED by Councillor Turner, seconded by Councillor Turner

RESOLVED that cost centre income and expenditure to 30 June is noted.

Signature 8 October 2024

Appendix A – APPROVAL OF EXPENDITURE TO 30 JUNE 2024

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/05/24 and 01/07/24

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Details | Heading |
|-------------------|-----------|-------|----------|-------------|------------|-------------|---------------------------|-----------|
| | 03/05/24 | 7 | | £42,727.87 | £32,198.46 | £10,529.41 | Danfco Uk Ltd | 5002/2/2 |
| | 03/05/24 | 51 | | £417.92 | £69.65 | £348.27 | ADT Fire & Security PLC | 5001/9 |
| | 03/05/24 | 86 | | -£13,901.02 | £0.00 | -£13,901.02 | Danfco Uk Ltd | 5002/2/2 |
| HMRC May | 07/05/24 | 52 | | £13.51 | £0.00 | £13.51 | Barclays Bank | 5000/1/13 |
| | 13/05/24 | 53 | | £15.70 | £0.00 | £15.70 | HMRC | 6000/2 |
| | 16/05/24 | 55 | | £94.80 | £15.80 | £79.00 | SAGE UK Ltd | 5000/1/9 |
| | 17/05/24 | 83 | | -£1,333.43 | £0.00 | -£1,333.43 | Everflow Limited | 5002/2/1 |
| | 20/05/24 | 56 | | £480.00 | £80.00 | £400.00 | Cuttlefish Media | 5000/1/10 |
| | 20/05/24 | 57 | | £698.88 | £116.48 | £582.40 | Toye Kenning & Spencer | 5000/2/3 |
| | 20/05/24 | 58 | | £90.00 | £15.00 | £75.00 | Vinyl Signs of Whitby | 5000/2/5 |
| | 20/05/24 | 59 | | £90.00 | £15.00 | £75.00 | Vinyl Signs of Whitby | 5001/12 |
| | 20/05/24 | 60 | | £404.40 | £67.40 | £337.00 | Andrews Air Conditioning | 5001/15 |
| | 20/05/24 | 61 | | £451.86 | £75.31 | £376.55 | Andrews Air Conditioning | 5001/15 |
| | 20/05/24 | 62 | | £388.34 | £64.72 | £323.62 | Andrews Air Conditioning | 5001/15 |
| | 20/05/24 | 64 | | £210.00 | £35.00 | £175.00 | Whitby Advertiser | 5002/42 |
| ADT May | 20/05/24 | 65 | | £5,651.57 | £941.93 | £4,709.64 | ADT Fire & Security PLC | 5001/9 |
| ADT May | 20/05/24 | 66 | | £1,128.83 | £188.14 | £940.69 | ADT Fire & Security PLC | 5001/9 |
| ADT May | 20/05/24 | 67 | | £711.00 | £118.50 | £592.50 | ADT Fire & Security PLC | 5001/9 |
| ADT May | 20/05/24 | 68 | | £2,651.33 | £441.89 | £2,209.44 | ADT Fire & Security PLC | 5001/9 |
| | 20/05/24 | 81 | | £180.00 | £0.00 | £180.00 | Brian Oakley | 5001/11 |
| | 21/05/24 | 25 | | -£25.00 | £0.00 | -£25.00 | YLCA | 5000/2/2 |
| | 22/05/24 | 71 | | £2,029.05 | £338.17 | £1,690.88 | TotalEnergies Gas & Power | 5001/2 |
| Barclaycard | 23/05/24 | 74 | | £15.15 | £2.52 | £12.63 | Boyes of Whitby | 5000/1/1 |
| Barclaycard | 23/05/24 | 75 | | £34.00 | £5.67 | £28.33 | The Works Stores Ltd | 5000/1/1 |
| Barclaycard | 23/05/24 | 76 | | £4.05 | £0.68 | £3.37 | Poundland Ltd | 5000/1/1 |
| | 23/05/24 | 77 | | £2,779.85 | £463.31 | £2,316.54 | ENGIE Gas Limited | 5001/1 |
| | 28/05/24 | 32 | | £1,125.22 | £0.00 | £1,125.22 | Everflow Limited | 5002/2/1 |

Appendix A – APPROVAL OF EXPENDITURE TO 30 JUNE 2024

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/05/24 and 01/07/24

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Details | Heading |
|-------------------|-----------|-------|----------|------------|---------|------------|----------------------------|------------|
| | 28/05/24 | 78 | | £85.79 | £14.30 | £71.49 | Cathedral Hygiene | 5001/6 |
| | 30/05/24 | 8 | | -£351.87 | £0.00 | -£351.87 | Macy Browns | 5002/2/1 |
| | 31/05/24 | 37 | | £3,387.20 | £564.53 | £2,822.67 | Vistech Security Ltd | 5001/7 |
| | 31/05/24 | 69 | | £10,142.73 | £0.00 | £10,142.73 | ADT Fire & Security PLC | 5001/9 |
| | 31/05/24 | 79 | | £6,000.00 | £0.00 | £6,000.00 | North Yorkshire Council | 5002/18 |
| | 31/05/24 | 80 | | £23.99 | £4.00 | £19.99 | Normans Business Solutions | 5000/1/1 |
| | 31/05/24 | 82 | | £25.79 | £4.30 | £21.49 | Document Solutions | 5000/1/2 |
| | 04/06/24 | 95 | | £875.00 | £145.83 | £729.17 | Phoenix Fireworks Limited | 5002/19 |
| | 04/06/24 | 96 | | £8.50 | £0.00 | £8.50 | Barclays Bank | 5000/1/13 |
| | 17/06/24 | 112 | | £94.80 | £15.80 | £79.00 | SAGE UK Ltd | 5000/1/9 |
| | 19/06/24 | 89 | | £984.73 | £0.00 | £984.73 | Everflow Limited | 5002/2/1 |
| | 19/06/24 | 97 | | £80.00 | £0.00 | £80.00 | Whitby Area Development | 5000/2/15 |
| | 21/06/24 | 72 | | £2,038.15 | £339.69 | £1,698.46 | TotalEnergies Gas & Power | 5001/2 |
| Barclaycard | 24/06/24 | 98 | | £35.90 | £5.98 | £29.92 | Royal Academy of Arts | 5000/1/1 |
| Barclaycard | 24/06/24 | 99 | | £103.95 | £17.32 | £86.63 | Argos Whitby | 5000/1/6/4 |
| Barclaycard | 24/06/24 | 100 | | £109.76 | £0.00 | £109.76 | York City Council | 5000/2/1 |
| | 24/06/24 | 101 | | £273.60 | £45.60 | £228.00 | Siemens Financial Services | 5000/1/5 |
| | 25/06/24 | 102 | | £497.28 | £82.88 | £414.40 | ENGIE Gas Limited | 5001/1 |
| | 26/06/24 | 35 | | £1,508.51 | £0.00 | £1,508.51 | Everflow Limited | 5002/2/1 |
| | 26/06/24 | 103 | | £326.40 | £54.40 | £272.00 | ADT Fire & Security PLC | 5001/10 |
| | 26/06/24 | 104 | | £114.04 | £19.01 | £95.03 | Wiff Noble Construction & | 5001/12 |
| | 26/06/24 | 105 | | £561.24 | £93.54 | £467.70 | Toye Kenning & Spencer | 5000/2/3 |
| | 26/06/24 | 106 | | £60.81 | £0.00 | £60.81 | Pitney Bowes | 5000/1/4 |
| | 27/06/24 | 107 | | £85.79 | £14.30 | £71.49 | Cathedral Hygiene | 5001/6 |
| DocSol June | 28/06/24 | 108 | | £200.20 | £33.37 | £166.83 | Document Solutions | 5000/1/5 |

Paid Expenditure Transactions

01/04/24

Start of year

paid between 01/05/24 and 01/07/24

Payment

| Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Details | Heading |
|--------------|-----------|-------|----------|-------------|---------------------------|------------|---------------------------|----------|
| DocSol June | 28/06/24 | 109 | | £40.41 | £6.74 | £33.67 | Document Solutions | 5000/1/2 |
| | 28/06/24 | 110 | | £350.00 | £0.00 | £350.00 | Gordon Fletcher | 5000/1/7 |
| | 28/06/24 | 111 | | £18,016.80 | £3,002.80 | £15,014.00 | Bruynzeel Storage Systems | 5001/1/4 |
| | | | | £92,797.68 | | | Storage | |
| | | | | £46,047.48 | Confidential Transactions | | | |
| Total | | | | £138,845.16 | £39,718.02 | £99,127.14 | | |

WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING & LICENSING** Committee held in Pannett Art Gallery, on **Tuesday 27 August 2024** at 6:00pm.

Present Councillor J Harston (Chair) with Councillors R Dalrymple, E Mulheran and J Nock (Substitute)

Also A Cowey Deputy Clerk

NOTICE OF MEETING – Public Notice of the Meeting has been given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.

141/24 APOLOGIES

Apologies for inability to attend were received from Councillor Bolton

MOVED by Councillor Harston, seconded by Councillor Dalrymple

RESOLVED that apologies received from Councillor Bolton are accepted

142/24 DECLARATION(S) OF INTEREST

There were no declarations of interest

STANDING ORDERS SUSPENDED

143/24 PUBLIC PARTICIPATION

No public present

STANDING ORDERS REINSTATED

144/24 PLANNING APPLICATIONS

RESOLVED that the Planning Applications, as detailed at Annex A, were considered and the Planning Committees recommendations duly recorded and submitted to the Planning Authority.

145/24 LISTED BUILDINGS

Councillors were informed that North Yorkshire Council will be issuing a Formal Enforcement Action on 15 ST Hilda's Terrace.

Concern was raised about the windows and signage on 'Wendys' building and the sign on a grade ii listed building on Baxtergate adjacent to the Whitby Way

146/24 LICENSING

Nothing to report

Signature

Planning Applications Consider on 27 August 2024

| | | | | |
|----------|---|--|------------------------------|-------------------------------------|
| 1 | <i>Plan Number</i> 24/047/AMENDED | <i>District Reference</i> ZF24/00349/LB | <i>Road/Street</i> | <i>Date of meeting</i> |
| | <i>Applicant</i> Rev. Margaret Kirk | <i>House Name</i> Flowergate Old Chapel | <i>Road</i> 1A Flowergate | <i>Locality</i> |
| | <i>Town</i> | <i>County</i> North Yorkshire | <i>Post Code</i> YO213BA | <i>Application date</i> 21/08/24 |

24/047 - Amended plan Scheme amended received amended plans and heritage statement

Comment

Support the Amended Application

| | | | | |
|----------|--|---|--|---------------------------------------|
| 2 | <i>Plan Number</i> 24/060 | <i>District Reference</i> ZF24/00943/LB | <i>Road/Street</i> Old Market Place | <i>Date of meeting</i> 23.07.24 |
| | <i>Applicant</i> Mr Kieran Robinson | <i>House Name</i> Upper Floors (above Ladbrokes) | <i>Road</i> Custom House | <i>Locality</i> 1 Old Market Place |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO213BT | <i>Application date</i> 05/07/24 |

Replacement windows in timber - Mr Kieran Robinson, Upper Floors (above Ladbrokes), Custom House, 1 Old Market Place, WHITBY, North Yorkshire, YO213BT

Comment

Support this application subject to the use of heritage style windows

| | | | | |
|----------|-------------------------------------|--|-------------------------------------|-------------------------------------|
| 3 | <i>Plan Number</i> 24/061 | <i>District Reference</i> ZF24/00899/FL | <i>Road/Street</i> Arundel Place | <i>Date of meeting</i> 23.07.24 |
| | <i>Applicant</i> Mr Robin Heap | <i>House Name</i> Car Parking Spaces | <i>Road</i> Arundel Place | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> | <i>Application date</i> 09/07/24 |

Installation of 1 no electric vehicle charging station and ancillary equipment, Robin Heap, Car Parking Spaces, Arundel Place, WHITBY, North Yorkshire

Comment

support this application subject to following highways guidance

| | | | | |
|----------|---|--|--|-------------------------------------|
| 4 | <i>Plan Number</i> 24/062 | <i>District Reference</i> ZF24/00834/FL | <i>Road/Street</i> Normanby Terrace | <i>Date of meeting</i> 23.07.24 |
| | <i>Applicant</i> Spa House (Whitby)Ltd | <i>House Name</i> | <i>Road</i> 1 Normaby Terrace | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> | <i>Application date</i> 09/07/24 |

Demolition of existing rear extensions and erection of 2 storey rear extension to create new dwelling, Spa House (Whitby)Ltd, 1 Normaby Terrace, WHITBY, North Yorkshire

Comment

REFUSE - totally out of keeping with the area - poor design

Initial

| | | | | |
|----------|-------------------------------------|--|--|-------------------------------------|
| 5 | <i>Plan Number</i> 24/063 | <i>District Reference</i> ZF24/01043/LB | <i>Road/Street</i> High Street, Ruswarp | <i>Date of meeting</i> 10.08.24 |
| | <i>Applicant</i> Margaret Peters | <i>House Name</i> Croft Cottage | <i>Road</i> 17 High Street | <i>Locality</i> Ruswarp |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO211NH | <i>Application date</i> 15/07/24 |

Installation of replacement window, Margaret Peters, Croft Cottage, 17 High Street, Ruswarp, WHITBY, North Yorkshire, YO211NH

Comment

Support this application subject to the use of traditional heritage style windows

| | | | | |
|----------|-------------------------------------|---|---|-------------------------------------|
| 6 | <i>Plan Number</i> 24/064 | <i>District Reference</i> ZF24/01047/LB | <i>Road/Street</i> High Street, Ruwarp | <i>Date of meeting</i> 10.08.24 |
| | <i>Applicant</i> Mr Dom Woodward | <i>House Name</i> St Bartholomews Church | <i>Road</i> High Street | <i>Locality</i> RUSWARP |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO211NH | <i>Application date</i> 19/07/24 |

Works associated with conversion of former Church into 2no dwellings - amended layout, Mr Dom Woodward, St Bartholomews Church, High Street, RUSWARP, WHITBY, North Yorkshire, YO211NH

Comment

Support this application - Whitby Town Council supports the recommendations from Historic Buildings and Places

| | | | | |
|----------|--------------------------------|--|--|-------------------------------------|
| 7 | <i>Plan Number</i> 24/065 | <i>District Reference</i> ZF24/01018/FL | <i>Road/Street</i> Crescent Terrace | <i>Date of meeting</i> 13.08.24 |
| | <i>Applicant</i> Mrs J Ward | <i>House Name</i> Riviera Hotel | <i>Road</i> 4 Crescent Terrace | <i>Locality</i> North Terrace |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO213EL | <i>Application date</i> 29/07/24 |

Proposed alterations and first floor rear extension, Mrs J Ward, Riviera Hotel, 4 Crescent Terrace, North Terrace, WHITBY, North Yorkshire, YO213EL

Comment

Support this application

| | | | | |
|----------|---------------------------------------|--|---------------------------------------|-------------------------------------|
| 8 | <i>Plan Number</i> 24/066 | <i>District Reference</i> ZF24/01124/HS | <i>Road/Street</i> Crescent Avenue | <i>Date of meeting</i> 13.08.24 |
| | <i>Applicant</i> Mr Simon Williams | <i>House Name</i> | <i>Road</i> 32 Crescent Avenue | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO213ED | <i>Application date</i> 29/07/24 |

Demolish existing single storey rear extension and erect a replacement single storey rear extension, Mr Simon Williams, 32 Crescent Avenue, WHITBY, North Yorkshire, YO213ED

Comment

Support subject to neighbour consultation

Initial

| | | | | |
|----------|--------------------------------------|--|-----------------------------------|-------------------------------------|
| 9 | <i>Plan Number</i> 24/067 | <i>District Reference</i> ZF24/01126/LB | <i>Road/Street</i> High Street | <i>Date of meeting</i> 13.08.24 |
| | <i>Applicant</i> Ms Vicki Hipkiss | <i>House Name</i> | <i>Road</i> 28A High Street | <i>Locality</i> RUSWARP |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO211NH | <i>Application date</i> 30/07/24 |

Replacement of porch canopy with upvc and timber front door with composite, Ms Vicki Hipkiss, 28A High Street, RUSWARP, WHITBY, North Yorkshire, YO211NH

Comment

Support this application

| | | | | |
|-----------|-------------------------------------|--|----------------------------------|-------------------------------------|
| 10 | <i>Plan Number</i> 24/068 | <i>District Reference</i> ZF24/00974/LB | <i>Road/Street</i> Baxtergate | <i>Date of meeting</i> 13.08.24 |
| | <i>Applicant</i> Mr Paul Garland | <i>House Name</i> The Black Swan Hotel | <i>Road</i> 69 Baxtergate | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO211BL | <i>Application date</i> 30/07/24 |

Installation of replacement external lighting and signage with associated painting of building, Mr Paul Garland, The Black Swan Hotel, 69 Baxtergate, WHITBY, North Yorkshire, YO211BL

Comment

Support this application

| | | | | |
|-----------|-------------------------------------|--|-------------------------------------|-------------------------------------|
| 11 | <i>Plan Number</i> 24/069 | <i>District Reference</i> ZF24/01099/HS | <i>Road/Street</i> Church Square | <i>Date of meeting</i> 13.08.24 |
| | <i>Applicant</i> David Gibb | <i>House Name</i> Flat 2 | <i>Road</i> 9 Church Square | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO213EG | <i>Application date</i> 30/07/24 |

Retrospective application for the installation of replacement windows in upvc David Gibb, Flat 2, 9 Church Square, WHITBY, North Yorkshire, YO213EG

Comment

Support this application - although concerned that there is only one photograph of one window not all three - and yet another retrospective application.

| | | | | |
|-----------|-------------------------------------|--|----------------------------------|-------------------------------------|
| 12 | <i>Plan Number</i> 24/070 | <i>District Reference</i> ZF24/00974/LB | <i>Road/Street</i> Baxtergate | <i>Date of meeting</i> 13.08.24 |
| | <i>Applicant</i> Mr Paul Garland | <i>House Name</i> The Black Swan Hotel | <i>Road</i> 69 Baxtergate | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO211BL | <i>Application date</i> 30/07/24 |

Installation of replacement external lighting and signage with associated painting of building, Mr Paul Garland, The Black Swan Hotel, 69 Baxtergate, WHITBY, North Yorkshire, YO211BL

Comment

Support this application

Initial

| | | | | |
|-----------|--|--|--|-------------------------------------|
| 13 | <i>Plan Number</i> 24/071 | <i>District Reference</i> ZF24/00450/FL | <i>Road/Street</i> Cleveland Terrace | <i>Date of meeting</i> 27.08.24 |
| | <i>Applicant</i> Mr Michael Bradley | <i>House Name</i> The Manse | <i>Road</i> Flat 3 20 Cleveland Terrace | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO211PB | <i>Application date</i> 13/08/24 |

Conversion of ground floor storage area into a self contained flat, with associated external alterations, Mr Michael Bradley, The Manse, Flat 3 20 Cleveland Terrace, WHITBY, North Yorkshire, YO211PB

Comment

REFUSE - Rooms too small

| | | | | |
|-----------|-------------------------------------|--|---------------------------------|-------------------------------------|
| 14 | <i>Plan Number</i> 24/072 | <i>District Reference</i> ZF24/00912/FL | <i>Road/Street</i> The Carrs | <i>Date of meeting</i> 27.08.24 |
| | <i>Applicant</i> W & V Uppington | <i>House Name</i> Carr Mount | <i>Road</i> The Carrs | <i>Locality</i> RUSWARP |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO211RL | <i>Application date</i> 14/08/24 |

Change of use of existing dwelling and attached converted barn in holiday use to a single dwellinghouse, W & V Uppington, Carr Mount, The Carrs, RUSWARP, WHITBY, North Yorkshire, YO211RL

Comment

REFUSE- there is no justification for lifting the original covenant restricting use to holiday let only.

| | | | | |
|-----------|--------------------------------|--|----------------------------------|-------------------------------------|
| 15 | <i>Plan Number</i> 24/073 | <i>District Reference</i> ZF24/01009/HS | <i>Road/Street</i> The Avenue | <i>Date of meeting</i> 27.08.24 |
| | <i>Applicant</i> Mr D Smith | <i>House Name</i> | <i>Road</i> 8 the Avenue | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO213NH | <i>Application date</i> 14/08/24 |

Erection of single storey rear extension with raised decking area, Mr D Smith, 8 the Avenue, WHITBY, North Yorkshire, YO213NH

Comment

Support this application subject to neighbourhood consultation

| | | | | |
|-----------|--|--|------------------------------------|-------------------------------------|
| 16 | <i>Plan Number</i> 24/074 | <i>District Reference</i> ZF24/01141/FL | <i>Road/Street</i> East Terrace | <i>Date of meeting</i> 27.08.24 |
| | <i>Applicant</i> Kirbys (Whitby) Ltd (Richard Carmichael) | <i>House Name</i> Kirbys Flats | <i>Road</i> 1-4 East Terrace | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO213HB | <i>Application date</i> 14/08/24 |

Replacement of multiple long leasehold flat windows (initially Flats 1-9, 12 and 21) with Georgian style, 6 over 6, sliding sash windows with slimline double glazed Accoya timber sashes and frames to East and Sought Elevations and Ultimate Rose (heritage) UPVC to West elevation and basement flat east elevation, Kirbys (Whitby) Ltd (Richard Carmichael), Kirbys Flats, 1-4 East Terrace, WHITBY, , YO213HB

Comment

Support this application subject to the use of heritage style windows

Initial

| | | | | |
|-----------|--|--|------------------------------------|-------------------------------------|
| 17 | <i>Plan Number</i> 24/075 | <i>District Reference</i> ZF24/01142/LB | <i>Road/Street</i> East Terrace | <i>Date of meeting</i> 27.08.24 |
| | <i>Applicant</i> Kirbys (Whitby) Ltd (Richard Carmichael) | <i>House Name</i> Kirbys Flats | <i>Road</i> 1-4 East Terrace | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO213HB | <i>Application date</i> 14/08/24 |

Replacement of multiple long leasehold flat windows (initially Flats 1-9, 12 and 21) with Georgian style, 6 over 6, sliding sash windows with slimline double glazed Accoya timber sashes and frames to East and Sought Elevations and Ultimate Rose (heritage) UPVC to West elevation and basement flat east elevation, Kirbys (Whitby) Ltd (Richard Carmichael), Kirbys Flats, 1-4 East Terrace, WHITBY, North Yorkshire, YO213HB

Comment

Support this application subject to the use of heritage style windows

| | | | | |
|-----------|--|--|--|---|
| 18 | <i>Plan Number</i> 24/076 | <i>District Reference</i> ZF24/01163/FL | <i>Road/Street</i> Old Market Place | <i>Date of meeting</i> 27.08.24 |
| | <i>Applicant</i> Mr Kieran Robinson | <i>House Name</i> Upper Floors (above Ladbrokes | <i>Road</i> | <i>Locality</i> Custom House Old Market |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO213BT | <i>Application date</i> 14/08/24 |

Replacement windows in timber Mr Kieran Robinson, Upper Floors (above Ladbrokes, Custom House, Old Market Place, WHITBY, North Yorkshire, YO213BT

Comment

Subject to the use of heritage style windows

| | | | | |
|-----------|---------------------------------------|--|-------------------------------------|-------------------------------------|
| 19 | <i>Plan Number</i> 24/077 | <i>District Reference</i> ZF24/01208/LB | <i>Road/Street</i> Church Street | <i>Date of meeting</i> 27.08.24 |
| | <i>Applicant</i> Ms Madeleine Gair | <i>House Name</i> Whitby Book Shop | <i>Road</i> 88 Church Street | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO224BH | <i>Application date</i> 14/08/24 |

Installation of replacement timber windows and doors along wit a scheme of repair to other windows and doors, Ms Madeleine Gair, Whitby Book Shop, 88 Church Street, WHITBY, North Yorkshire, YO224BH

Comment

Support this application subject to the use of heritage style windows

| | | | | |
|-----------|---------------------------------------|--|-------------------------------------|-------------------------------------|
| 20 | <i>Plan Number</i> 24/078 | <i>District Reference</i> ZF24/01207/FL | <i>Road/Street</i> Church Street | <i>Date of meeting</i> 27.08.24 |
| | <i>Applicant</i> Ms Madeleine Gair | <i>House Name</i> Whitby Book Shop | <i>Road</i> 88 Church Street | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO224BH | <i>Application date</i> 15/08/24 |

Installation of replacement windows, Ms Madeleine Gair, Whitby Book Shop, 88 Church Street, WHITBY, North Yorkshire, YO224BH

Comment

Support this application subject to the use of heritage style windows

Initial

| | | | | |
|-----------|---|--|--------------------------------------|-------------------------------------|
| 21 | <i>Plan Number</i> 24/078 | <i>District Reference</i> ZF24/01100/HS | <i>Road/Street</i> Riverside View | <i>Date of meeting</i> 27.08.24 |
| | <i>Applicant</i> Mrs Lorna Lancaster | <i>House Name</i> | <i>Road</i> 15 Riverside View | <i>Locality</i> Larpool Lane |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO224NZ | <i>Application date</i> 15/08/24 |

Installation of replacement windows and doors with Upvc, Mrs Lorna Lancaster, 15 Riverside View, Larpool Lane, WHITBY, North Yorkshire, YO224NZ

Comment

Support this application subject to the use of like for like windows

Initial

WHITBY TOWN COUNCIL

Minutes of the extraordinary meeting of the **HUMAN RESOURCES** Committee held in the Normanby Room, Whitby Museum, Whitby on Tuesday 30 July 2024 at 10:00am.

Present: Councillors R Dalrymple (Chair), A Abbott, A Brown, H Coughlan C Riddolls, S Smith and L Wild.

Also: Three members of the public

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972. The meeting was convened in accordance with Schedule 12, paragraph 9(1) of the Act.

125/24 APOLOGIES FOR ABSENCE

There were no apologies for absence.

126/24 ELECTION OF CHAIR

MOVED by Councillor Coughlan, seconded by Councillor Riddolls

RESOLVED that Cllr Smith be elected Chair of the Human Resources Committee for the remainder of the municipal year 2024-25.

WHITBY TOWN COUNCIL

Minutes of the extraordinary meeting of the **HUMAN RESOURCES** Committee held in the Staithe Gallery, Pannett Gallery, Whitby on Thursday 8 August 2024 at 200pm.

Present: Councillors S Smith (Chair), A Abbott, A Brown, H Coughlan C Riddolls and L Wild.

Also: M King, Town Clerk

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972. Called at short notice subject to Standing Order 3c and Section1(4) of Public Bodies (Admission to Meetings) Act 1960.

136/24 APOLOGIES FOR ABSENCE

There were apologies offered by Cllr Dalrymple

MOVED by Councillor Wild, seconded by Councillor Brown

RESOLVED that Cllr Dalrymple's apologies be accepted.

137/24 DECLARATION OF INTERESTS

None

138/24 PUBLIC PARTICIPATION

None

139/24 EXCLUSION OF PRESS AND PUBLIC IN RESPECT OF ITEM 140/24

MOVED by Councillor Wild, seconded by Councillor Brown

RESOLVED That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 140/24 below, due to the confidential nature of the business to be transacted.

140/24 STAFFING - RECRUITMENT OF CLERK AND RFO

MOVED by Councillor Brown, seconded by Councillor Wild

"That Cllr Riddolls should stand down as a member of the recruitment panel"

A recorded vote was requested

| For | Against |
|------------|----------------|
| Brown | Abbott |
| Coughlan | Riddolls |
| Wild | Smith |

The Chair gave his casting vote against the motion and in favour of the status quo.

MOTION NOT CARRIED

MOVED by Councillor Brown, seconded by Councillor Abbott

RESOLVED that interviews take place on Thursday 15 August and that there is no informal gathering held on Wednesday 14 August.

MOVED by Councillor Smith, seconded by Councillor Wild

RESOLVED that the recommendations of the shortlisting panel are approved and the four identified candidates be invited for interview at 10:00, 11:00, 13:00 and 14:00 on Thursday 15 August 2024. Each interview to start with a 10-minute presentation on the topic approved in the meeting.

MOVED by Councillor Wild, seconded by Councillor Cavanagh

RESOLVED that the Clerk obtain a quotation(s) for the provision of locum clerking services for consideration at the next meeting.

MOVED by Councillor Smith, seconded by Councillor Siddalls

RESOLVED that a meeting of the Human Resources Committee be held at 17:00 on Thursday 15 August and that the Town Mayor be requested to convene a meeting of Council at 18:00 on that day to ratify any appointment decision.

Signed..... 22 October 2024

Initial

WHITBY TOWN COUNCIL

Minutes of the extraordinary meeting of the **HUMAN RESOURCES** Committee held in the Staithes Gallery, Pannett Gallery, Whitby on Thursday 15 August 2024 at 5.00pm.

Present: Councillors S Smith (Chair), A Abbott, A Brown, H Coughlan, B Dalrymple, C Riddolls and L Wild.

Also: A Cowey, Deputy Clerk

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972. Called at short notice subject to Standing Order 3c and Section1(4) of Public Bodies (Admission to Meetings) Act 1960.

141/24 APOLOGIES FOR ABSENCE

There were no apologies for in ability to attend

142/24 DECLARATION OF INTERESTS

None

143/24 PUBLIC PARTICIPATION

None

144/24 EXCLUSION OF PRESS AND PUBLIC IN RESPECT OF ITEM 140/24

MOVED by Councillor Coughlan, seconded by Councillor Smith

RESOLVED That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 145/24 below, due to the confidential nature of the business to be transacted.

145/24 STAFFING - RECRUITMENT OF CLERK AND RFO

The applicants were interviewed for the position of Clerk and RFO

MOVED by Councillor Smith, seconded by Councillor Coughlan

RESOLVED that Candidate 7 – Mr Adam Chugg is appointed to the position of Town Clerk and RFO subject to references.

MOVED by Councillor Smith, seconded by Councillor Brown

RESOLVED that a locum Town Clerk is recruited for three days a week until the Town Clerk can begin his employment at WTC.

The following was asked to be noted

A discussion took place regarding the recruitment process and possible non compliance, and that whilst there may not have been full compliance the interview process was vigorous and robust.

WHITBY TOWN COUNCIL

Minutes of the extraordinary meeting of the **HUMAN RESOURCES** Committee held in the Staithes Gallery, Pannett Gallery, Whitby on Thursday 15 August 2024 at 5.00pm.

Present: Councillors S Smith (Chair), A Abbott, A Brown, H Coughlan, B Dalrymple, C Riddolls and L Wild.

Also: A Cowey, Deputy Clerk

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972. Called at short notice subject to Standing Order 3c and Section1(4) of Public Bodies (Admission to Meetings) Act 1960.

141/24 APOLOGIES FOR ABSENCE

There were no apologies for in ability to attend

142/24 DECLARATION OF INTERESTS

None

143/24 PUBLIC PARTICIPATION

None

144/24 EXCLUSION OF PRESS AND PUBLIC IN RESPECT OF ITEM 140/24

MOVED by Councillor Coughlan, seconded by Councillor Smith

RESOLVED That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 145/24 below, due to the confidential nature of the business to be transacted.

145/24 STAFFING - RECRUITMENT OF CLERK AND RFO

The applicants were interviewed for the position of Clerk and RFO

MOVED by Councillor Smith, seconded by Councillor Coughlan

RESOLVED that Candidate 7 – Mr Adam Chugg is appointed to the position of Town Clerk and RFO subject to references.

MOVED by Councillor Smith, seconded by Councillor Brown

RESOLVED that a locum Town Clerk is recruited for three days a week until the Town Clerk can begin his employment at WTC.

The following was asked to be noted

A discussion took place regarding the recruitment process and possible non compliance, and that whilst there may not have been full compliance the interview process was vigorous and robust.

WHITBY TOWN COUNCIL

Minutes of the extraordinary meeting of the **HUMAN RESOURCES** Committee held in the Normanby Room, Pannett Gallery, Whitby on Wednesday 4 September 2024 at 11 am.

Present: Councillors S Smith (Chair), A Abbott, A Brown, H Coughlan, B Dalrymple, C Riddolls and L Wild.

Also: Dianne Rickaby – Locum Clerk (DR)

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972. .

146/24 APOLOGIES FOR ABSENCE

There were no apologies for in ability to attend

147/24 DECLARATION OF INTERESTS

None

148/24 PUBLIC PARTICIPATION

A member of the public addressed the meeting and welcomed the new Locum Clerk. He also stated that he is all for making Whitby a better place to live and if there is anything he can do to help the council he happy to do so.

The Chair thanked member of the public for his attendance and offer.

149/24 EXCLUSION OF PRESS AND PUBLIC IN RESPECT OF ITEM 140/24

MOVED by Councillor Smith, seconded by Councillor: H Coughlan

RESOLVED That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 145/24 below, due to the confidential nature of the business to be transacted.

145/24 STAFFING - RECRUITMENT OF CLERK AND RFO

The locum Clerk gave an update on the review she had undertaken of the contract & terms of employment drawn up by the HR Committee. DR advised that the contract that had been drafted was very much out of date, and examples of this were shared with the members. DR advised that she had drawn up a new contract based on the NALC model contract, ensuring that full compliance with employment laws and procedures.

Members recommended that the new contract be adopted and DR to continue with the recruitment process, ensuring the successful applicant's checks and information are completed. A starting date to be confirmed.

DR asked for a date for her contract. It was noted that the new Clerk may be commencing on 1st October 2024, therefore a two-week hand over will be required taking the locum contract up to mid-October.

MOVED by Councillor Wild, seconded by Councillor Coughlan

RESOLVED that the Locum Clerk will remain in position until a two week hand over had been completed.

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