



PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

28 April 2021

You are summoned to attend the **ANNUAL MEETING** of the **TOWN COUNCIL OF WHITBY** to be conducted on-line, via Zoom and livestreamed on the Town Council's Facebook page - <https://www.facebook.com/WhitbyTC/> on **Tuesday 4 May at 6:00pm**, the agenda for which is set out below.

Michael King
Town Clerk

To: Councillors Barnett, Coughlan, Dalrymple, Derrick, Goodberry, Harston, Jackson, Jennison, Lapsley, Nock, Redfern, Smith, Sumner, Wild, Wilson and Winspear

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

AGENDA

1. **ELECTION OF TOWN MAYOR FOR THE MUNICIPAL YEAR 2021-22**
2. **ELECTION OF DEPUTY TOWN MAYOR FOR THE MUNICIPAL YEAR 2021-22**
3. **APOLOGIES FOR ABSENCE**
To receive and resolve upon apologies for inability to attend.
4. **DECLARATION OF INTERESTS**
To declare any interests which members have in the following agenda items.
5. **MINUTES** **Page 5**
 - a. To approve as an accurate record minutes of the following meetings:
 - i. Council 7 April 2021 5
 - b. To receive the minutes of the following meetings:
 - i. Planning 20 April 2021 11
 - ii. Finance, Policy & General Purposes 22 April 2021 15
 - iii. Town Development & Improvement 26 April 2021 19
 - iv. Planning 28 April 2021 21
6. **COMMITTEE RECOMMENDATIONS**
 - a. **Finance, Policy & General Purposes Committee F309/21 APPROVAL OF EXPENDITURE**
RECOMMENDED that the schedule of payments and receipts up to 19 April 2021 in the sum of **£10,957.97** (in respect WTC for 2020/21), **£21,375.99** (in respect WTC for 2021/22), and of **£654.00** (in respect PAG) as attached hereto is approved and submitted to Full Council and that the income in the sum of

£17,083.46 (in respect of WTC) and **£12,000** (in respect of PAG) is noted.

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b. Finance, Policy & General Purposes Committee F311/21 REVIEW OF GOVERNANCE DOCUMENTS

RECOMMENDED that the revised Standing Orders be approved and recommended to Full Council for adoption at the Annual Council Meeting.

c. Any other matters arising from the minutes noted above.

7. ITEMS FOR REVIEW AT THE ANNUAL MEETING OF THE TOWN COUNCIL

Please note that the current versions of documents, as previously and considered below, are available on the town council's website:

(<https://www.whitbytowncouncil.gov.uk/documents.html?query=&tag=Policies&sort=latest>)

a) REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES; & REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES AND WORKING PARTIES

Recommendation: That the Terms of Reference of Committees and Scheme of Delegation, as last approved on 18 October 2019, be adopted.

b) APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES

A list of Councillors' preferences will be circulated to members separately.

- i Appointment by poll, of the membership of committees which are over-subscribed on first preference. Each over-subscribed committee to be considered in turn. A poll will be held in which each member may vote for as many candidates as there are committee places (generally 7). Candidates (as self-nominated) will be ranked and places filled in the order of votes cast. In the event of a tie affecting the outcome, a run-off will be held between tied candidates.

Substitute members will be drawn from the ranked list in order.

A confirmatory vote to be moved on the conclusion of polling on all committees.

- ii Appointment by confirmatory vote, of the membership (and substitute membership) of committees which are fully or under-subscribed on first preference.

Nominations (including self-nomination) to be made at the meeting. A confirmatory vote to be moved on the conclusion of nominations to all under-subscribed committees.

c) REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS

Recommendation: That any resolution made under item 8a, above, be noted and that the Financial Regulations, as last approved on 4 February 2020, be adopted.

d) REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS AND AGENCY AGREEMENTS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES

To note that there are none in place.

e) REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

A list of those currently appointed is attached (page 25)

Nominations (including self-nomination) will be made at the meeting. A confirmatory vote to be moved on the conclusion of nominations to external bodies.

Recommendation: (i) That those standing nominated be appointed as representatives on the respective bodies and;
(ii) That substantive reports, following meetings of the external body be made to the next scheduled meeting of Full Council.

f) REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

Recommendation: That Asset Register as approved by the Finance Policy and General Purposes Committee on 16 March 2021 (256/21), be adopted.

g) CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

Recommendation: That this item is delegated to the next meeting of the Finance, Policy and General Purposes Committee.

h) REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

Recommendation: That this item is delegated to the next meeting of the Finance, Policy and General Purposes Committee.

i) REVIEW OF THE COUNCIL'S POLICIES AND PROCEDURES:

- i. COMPLAINTS PROCEDURE**
- ii. REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 2018**
- iii. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE MEDIA**
- iv. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES**

Recommendation: That the policies and procedures listed, as last adopted on 14 May 2019, or where subsequently revised by resolution, be adopted.

j) REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER s137 OF THE LOCAL GOVERNMENT ACT 1972

Recommendation: That consideration of s137 expenditure be deferred until consideration of unaudited accounts by Council in June.

k) DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF FULL COUNCIL.

Attached

(page 27)

Recommendation: That Council considers which alternative meetings calendar to adopt (Options 1 or 2);

(ii) That Council retains the flexibility to meet virtually; and

(iii) That the addendum to the scheme of delegation (page 27) is adopted (further to 9a, above, as mitigation in the event that the lawfulness of virtual meetings is not clarified or is challenged).

8. PUBLIC PARTICIPATION

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

9. EXTERNAL REPORTS

To receive reports on behalf of external bodies if present

a. County & Borough Councillors

10. MAYOR'S REPORT

Civic engagements since 7 April 2021 and other activities undertaken to note.

11. CLERK'S REPORT

The Clerk will provide a verbal update on issues and correspondence arising since the last meeting, including:

a. Scarborough Borough Council – views on Zip Wire Proposal

(page 31)

12. FLOODING AWARENESS - STANDING ITEM

Tides above 5.5 metres – to be reported at the meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83373418143?pwd=NIJFanZUYVVibWY1YU9EK0EzSExlUT09>

Meeting ID: **833 7341 8143** Passcode: **139782**

One tap mobile

02034815237,,83373418143#,,,,,0#,,139782#

02034815240,,83373418143#,,,,,0#,,139782#

Dial by your location (UK numbers)

0203 481 5237

0203 481 5240

0203 901 7895

1. Anyone who wishes to register to participate under Item 3, please contact the Town Clerk (town.clerk@whitbytowncouncil.gov.uk)

WHITBY TOWN COUNCIL

Minutes of the Ordinary meeting of the **Town Council of Whitby**, held on **Wednesday 7 April 2021** conducted on-line, via Zoom and livestreamed on the Town Council's Facebook page at 6:00pm.

Present Councillor Mrs L Wild (Mayor) and Councillors R Barnett, Mrs H Coughlan, L Derrick, G Goodberry, J Harston, G Jackson, T Jennison, J Nock, J Redfern, Mrs H Sumner, Mrs N L Wilson, and C Winspear.

Also M King, Clerk, and Mrs A Cowey, Deputy Clerk, with PSCO D White (Whitby Police) and Keisha Moore (North Yorkshire County Council).

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

285/21 APOLOGIES

Apologies for inability to attend the meeting were received from Councillor R Dalrymple.

286/21 DECLARATION(S) OF INTEREST & REQUEST FOR DISPENSATION

Councillor J Nock declared a non-pecuniary interest in agenda item 8 Licencing Application.

STANDING ORDERS SUSPENDED

287/21 PUBLIC PARTICIPATION SESSION

No public participation.

STANDING ORDERS REINSTATED

MOVED by Councillor J Harston, seconded by Councillor Mrs N Wilson and

RESOLVED unanimously that agenda item 5 -Active Travel Fund Cycle Path Proposals is moved up the agenda and discussed next.

288/21 ACTIVE TRAVEL FUND – CYCLE PATH PROPOSALS

Ms Moore gave a power point presentation on the Active Travel fund and the proposed cycle path which will be created from the Park and Ride to the Four Lane End Junction. The cycle path will be a shared pedestrian footway, with improved crossing facilities at the Four Lane End Junction.

The following questions were asked by Councillors:-

- Why the project could not be extended into town to join up with the Cinder Path – *Limitation of funding make this unattainable at this time.*
- Why is the route from the Park and Ride – *specific criteria had to be met such as the replacement of a much-used bus route, it was felt that the*

project complemented the pedestrian area including the safe pedestrianisation of the car boot area.

- *Alternative routes such as Castle Road and the Carrs were put forward – Over 300 options had been put forward overall and the proposed Park and Ride/Four Lane End Junction option was the best fit within the budget available. Other suggestions can be submitted online.*
- *Concern for the safety of pedestrians – will there be any definition between the cycle path and pedestrian footpath – separated with a painted line and coloured footpath.*

MOVED by Councillor J Harston, seconded by Councillor Mrs H Sumner and

RESOLVED unanimously that the information from the presentation is received.

289/21

EXTERNAL REPORT**a. NORTH YORKSHIRE POLICE**

A Police report was circulated to all members prior to the meeting. PSCO White went through the crime figures highlighting the increased number of fraud phone calls being received by members of the public, and number of Covid breaches within the town.

Councillors asked questions regarding:

- the increased number of scams and the need for this issue to be highlighted by the Police to the public not only through social media but also through a leaflet drop and an article in the Whitby Gazette/Whitby Advertiser;
- concerns about covid safety relating to self-catering accommodation with shared entrances etc. If a covid breach is identified regarding this type of accommodation the Police should be notified (call 101).

MOVED by Councillor Mrs H Coughlan, seconded by Councillor G Goodberry

RESOLVED unanimously that the Police Report is received.

b. COUNTY & BOROUGH COUNCILLORS

No County or Borough Councillors present.

MOVED by Councillor J Nock, seconded by Councillor G Goodberry

RESOLVED unanimously that although County and Borough Councillors are copied into each agenda for Full Council an invitation is extended to them and Mr Edwards is invited to a future meeting of the Council.

290/21

MINUTES

MOVED by Cllr T Jennison, seconded by Cllr J Nock and

RESOLVED unanimously that the Minutes of the ordinary meeting of the Full Council held on 2 March 2021, Extraordinary Council 4 March 2021 and Extraordinary Council 30 March 2021 are confirmed as an accurate record of the meeting and signed by the Town Mayor.

MOVED by Cllr T Jennison, seconded by Cllr Mrs H Coughlan and

RESOLVED unanimously that the following Committee minutes are taken on block and are received:

| | |
|------------------------------------|---------------|
| Planning | 9 March 2021 |
| Allotment Subcommittee | 15 March 2021 |
| Finance, Policy & General Purposes | 16 March 2021 |
| Events Subcommittee | 17 March 2021 |
| Town Development & Improvement | 22 March 2021 |
| Planning | 23 March 2021 |
| Joint Management Committee | 24 March 2021 |

291/21

COMMITTEE RECOMMENDATIONS
Allotments Subcommittee A248/21 RENT REVIEW

RECOMMENDED that allotment rents be increased by 60p a week an annual cost of £31.20 per full plot and 30p a week and annual cost of £15.60 these amounts do not include water charges.

MOVED by Councillor J Nock, seconded by Councillor G Goodberry and

RESOLVED unanimously that the allotment rents be increased to 31.20 per annum for a full plot and £15.60 per annum for a half plot as recommended by the Allotment Sub-Committee.

FINANCE
Finance, Policy & General Purposes Committee F254/21 approval of expenditure

RECOMMENDED that the schedule of payments up to 16 March 2021 in the sum of £21,316.33 (in respect WTC) and of £484.70 (in respect PAG) as attached hereto is approved and submitted to Full Council and that the income in the sum of £30,585.22 (in respect of WTC) is noted.

MOVED by Councillor Mrs N Wilson, seconded by Councillor J Harston and

RESOLVED unanimously that the schedule of payments up to 16 March 2021 in the sum of £21,316.33 (WTC) and £484.70 (PAG) as recommended by the Finance Policy and General Purposes Committee for payment are approved and the income in the sum of £30,585.22 (WTC) is noted.

Joint Management Committee JM279/21 report on property matters – tearoom.

RECOMMENDED that the proposed plans be recommended to Council for support.

MOVED by Councillor Mrs N Wilson, seconded by Councillor J Nock

RESOLVED unanimously that WTC support the proposed plans for the tearoom.

EVENTS SUB-COMMITTEE

RECOMMEND that the Whitby Christmas Market goes ahead, and a priority list with costings is drawn up.

RECOMMEND that the Flag Raising take place on 21st June and the flag lowered at the end of Armed Forces Day on 26th June 2021.

RECOMMEND that contact with the Falkland Islands regarding the 40th anniversary of the Falklands conflict is progressed.

MOVED by Councillor G Jackson, seconded by Councillor Mrs H Coughlan

RESOLVED that the recommendations of the Events Sub-Committee are approved.

292/21

LICENCING APPLICATION

To consider a response in respect of the application for The White Horse and Griffin, White Horse Yard.

MOVED by Councillor Mrs H Coughlan, seconded by Councillor J Nock and

RESOLVED unanimously that the information be received.

293/21

LOCAL GOVERNMENT REORGANISATION CONSULTATION

To consider a response to the Government consultation on reorganisations options for one or two unitary authorities covering North Yorkshire.

MOVED by Councillor Mrs H Coughlan, seconded by Councillor J Nock, 'that Whitby Town Council has examined proposals for reorganisation and in light of our priorities listed on page 52 we support North Yorkshire County Council'

An amendment was

MOVED by Councillor R Barnett, seconded by Councillor Mrs L Wild, 'that the Town Council hold a meeting to consider the Town Council's response and to communicate this with the people of Whitby'

AND LOST

2 in favour 8 against

SUBSTANTIVE MOTION

RESOLVED unanimously that Whitby Town Council has examined proposals for reorganisation and in light of our priorities listed on page 52 we support North Yorkshire County Council.

294/21

**MAYOR'S REPORT
CIVIC ENGAGEMENTS**

The Town Mayor reported on the numerous meetings she has attended including the planting of a tree by Whitby Naturalists Society to promote and preserve wildlife in partnership with Scarborough Borough Council and the judging of a children's writing competition.

MOVED by Councillor Mrs H Coughlan, seconded by Councillor Mrs H Sumner

RESOLVED unanimously that Whitby Town Council support the wildlife initiative.

MOVED by Councillor T Jennison, seconded by Councillor Mrs H Coughlan

RESOLVED unanimously that the Mayors report is received.

295/21

**CLERK'S REPORT
SBC BETTER HOMES CONSULTATION**

The Clerk reported on the process SBC are going through as a joint venture with a development partner to develop 10 sites across the Borough 3 being in Whitby. The package will include affordable housing as well as commercial housing, the cost of which will offset the subsidy toward the affordable housing component. There will be a public consultation later this month giving an opportunity for the Council to make a formal view in response.

MOVED by Councillor G Jackson, seconded by Councillor Mrs H Sumner

RESOLVED unanimously that the Officers are invited to the next meeting of the Full Council.

BT REMOVAL OF PHONE BOXES

Councillors were made aware of the proposals by BT to remove the phone boxes on Upgang Lane, Horners Terrace and Royal Crescent.

MOVED by Councillors Mrs L Wild, seconded by Councillor Mrs H Sumner

RESOLVED that the phone box on Royal Crescent is retained as an emergency phone due to its proximity to the beach and sea front.

MEETINGS

The Clerk reported that there would be no extension to the statutory provision enabling virtual meetings, although there is a challenge being raised. There are obstacles regarding social distancing etc if face to face meetings are reinstated. Various options were put forward on how to move forward.

MOVED by Councillor G Goodberry, seconded by Councillor Mrs N Wilson

RESOLVED unanimously that meetings continue virtually until May.

MOVED by Councillor J Harston, seconded by Councillor Mrs N Wilson

RESOLVED that the AGM is brought forward and combined with next virtual meeting of the Full Council to be held on 4 May 2021. 2 against

MOVED by Councillor G Jackson, seconded by Councillor Mrs N Wilson

RESOLVED unanimously that the Clerks Report is noted and received.

296/21

FLOODING AWARENESS – STANDING ITEM

Tides above 5.5 metres 9 to 16 April and 25 to 2 May 2021

MOVED by Councillor T Jennison, seconded by Councillor Mrs H Coughlan and

RESOLVED unanimously that this information is received.

draft

WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING** Committee conducted via zoom, on **Tuesday 20 April 2021** at 6:00pm.

Present Councillor Mrs N Wilson (Chair) with Councillors R Dalrymple, J Harston, G Jackson, and C Winspear.

Also Mrs 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.

P297/21 APOLOGIES

Apologies for inability to attend were received from Councillor J Nock.

P298/21 DECLARATION(S) OF INTEREST

There were no declarations of interest.

P299/21 MINUTES

MOVED by Councillor J Harston, seconded by Councillor C Winspear and

RESOLVED unanimously that the minutes of the Planning Committee held on 9 and 23 March 2021 having been circulated be taken as read and signed as a correct record.

STANDING ORDERS SUSPENDED

P300/21 PUBLIC PARTICIPATION

No public participation

STANDING ORDERS REINSTATED

P301/21 PLANNING APPLICATIONS

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

P302/21 LISTED BUILDINGS

The Deputy Clerk reported on a planning issued raised regarding a property on Pier Road which SBC are investigating.

P303/21 LICENSING

AB Trading (Yorkshire Ltd) – Pizza West, West Cliff, YO21 3HT - application for a premises Licence under section 17 of the licencing Act 2003 for sale of Alcohol Monday to Friday from 10:00 to 23:00 on and off premises.

Further information was received from Licencing Services regarding the above application for a licence.

MOVED by Councillor R Dalrymple, seconded by Councillor J Harston and

RESOLVED that the objections as discussed are submitted to SBC Licencing Services.

Planning Applications Considered on 20 April 2021

| | | | | |
|----------|--------------------------------------|--|---------------------------------------|-------------------------------------|
| 1 | <i>Plan Number</i> 21/035 | <i>District Reference</i> 21/00475/HS | <i>Road/Street</i> Sandpiper Place | <i>Date of meeting</i> 13.04.21 |
| | <i>Applicant</i> Mr & Mrs Pearson | <i>House Name</i> | <i>Road</i> 1 Sandpiper Place | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO224QT | <i>Application date</i> 18/03/21 |

Proposed single storey extension to the side of existing dwelling, Mr & Mrs Pearson, 1 Sandpiper Place, WHITBY, North Yorkshire, YO224QT

Comment

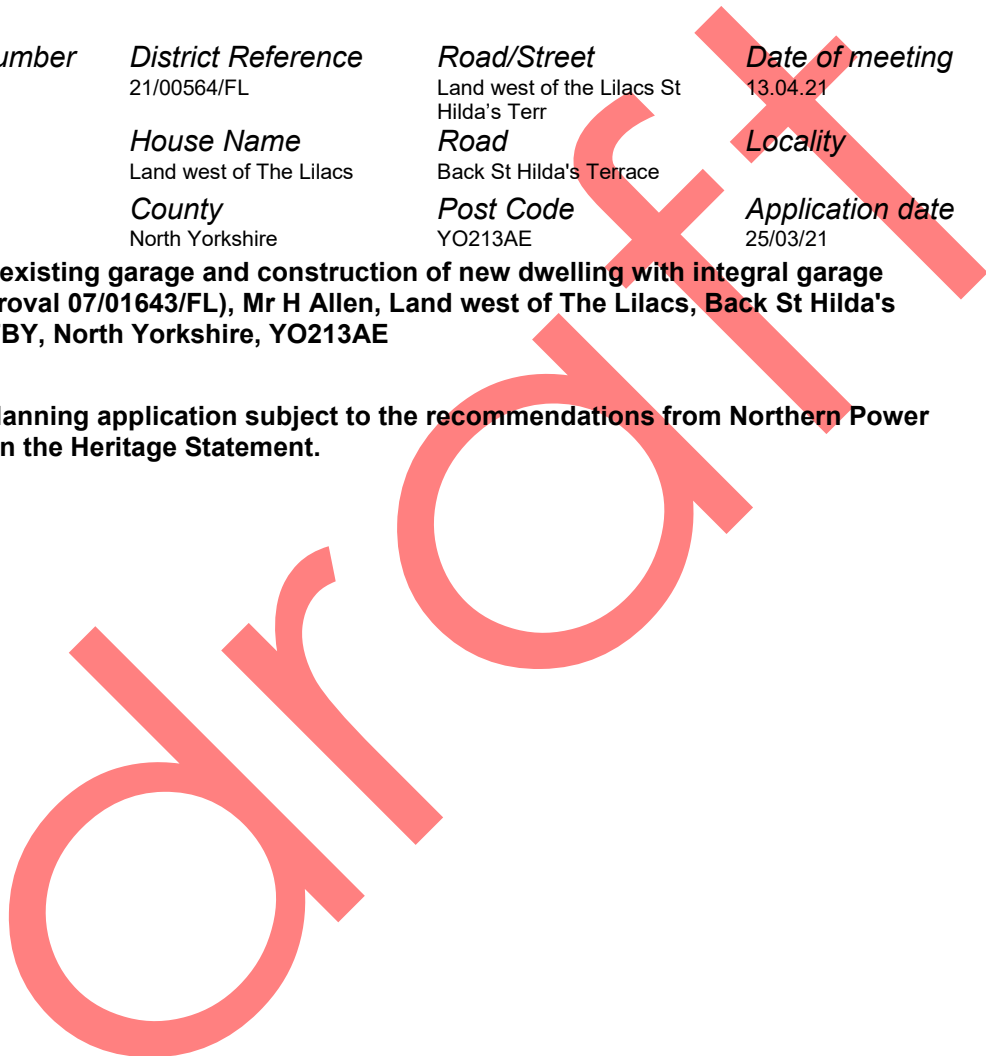
Support the planning application.

| | | | | |
|----------|--------------------------------|--|--|-------------------------------------|
| 2 | <i>Plan Number</i> 21/036 | <i>District Reference</i> 21/00564/FL | <i>Road/Street</i> Land west of the Lilacs St Hilda's Terr | <i>Date of meeting</i> 13.04.21 |
| | <i>Applicant</i> Mr H Allen | <i>House Name</i> Land west of The Lilacs | <i>Road</i> Back St Hilda's Terrace | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO213AE | <i>Application date</i> 25/03/21 |

Demolition of existing garage and construction of new dwelling with integral garage (previous approval 07/01643/FL), Mr H Allen, Land west of The Lilacs, Back St Hilda's Terrace, WHITBY, North Yorkshire, YO213AE

Comment

Support the planning application subject to the recommendations from Northern Power Grid and within the Heritage Statement.



WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held via Zoom on Thursday 22 April 2021 at 6:00pm.

Present: Councillors J Harston, (Chair), Mrs H Coughlan, B Dalrymple, Mrs L Wild, and C Winspear.

Also: M King, Town Clerk.

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

F304/21 APOLOGIES FOR ABSENCE

Apologies were received from Councillor G Jackson.

F305/21 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

F306/21 PUBLIC PARTICIPATION

No members of the public were present.

GENERAL PURPOSES & POLICY

F307/21 MINUTES

MOVED by Councillor Mrs Coughlan, seconded by Councillor Dalrymple and unanimously

RESOLVED that the Minutes of the Finance Policy & General Purposes Committee meeting, held 16 March 2021, be taken as read and confirmed as a correct record and signed by the Chairman.

F308/21 ACTION OUTSTANDING FROM PREVIOUS MEETING

The Clerk provided a verbal update on the progress of resolutions from the previous meeting, which had been referred to Council and confirmed.

MOVED by Councillor Mrs Coughlan, seconded by Councillor Winspear and unanimously

RESOLVED that the information be received.

FINANCE

F309/21 APPROVAL OF EXPENDITURE

To approve payments and receipts on behalf of the Council to 19 April (Appendix A).

MOVED by Councillor Mrs Wild, seconded by Councillor Winspear and unanimously

RESOLVED that the schedule of payments and receipts up to 19 April 2021 in the sum of **£10,957.97** (in respect WTC for 2020/21), **£21,375.99** (in respect WTC for 2021/22), and of **£654.00** (in respect PAG) as attached hereto is approved and submitted to Full Council and that the income in the sum of **£17,083.46** (in respect of WTC) and **£12,000** (in respect of PAG) is noted.

F310/21 INCOME AND EXPENDITURE UNAUDITED OUTTURN TO 31 MARCH 2021

Submitted: a trial balance statement representing the unaudited outturn figures for 2020/21.

MOVED by Councillor Mrs Wild, seconded by Councillor Harston and unanimously

RESOLVED That the information be noted.

F311/21 REVIEW OF GOVERNANCE DOCUMENTS

A) Standing Orders

Submitted: a revised set of Standing Orders as amended.

Proposed by Councillor Mrs Coughlan, seconded by Councillor Mrs Wild and unanimously

RESOLVED That the revised Standing Orders be approved and recommended to Full Council for adoption at the Annual Council Meeting.

Appendix A

**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 19 APRIL 2021
APPROVAL OF EXPENDITURE & INCOME**

Whitby Town Council

Expenditure transactions - payments

2020-21 Financial Year – WTC Expenditure

| Tn no | Gross | Heading | Invoice | Details |
|--------|------------|-----------|-----------------------------|--|
| 1300 | £1,151.54 | 5000/4/1 | ENGIE Gas Limited | Gas Supply February 2021 |
| 1301 | £18.00 | 5000/2/5 | EE Limited | Mobile Phone Contract - February 2021 |
| 1298/1 | £14.39 | 5000/2/9 | Barclaycard | Zoom Subscription |
| 1298/2 | £11.94 | 5000/3/3 | Barclaycard | Flag and Armbands (London Bridge) |
| 1299 | £418.68 | 5000/4/2 | Total Gas and Power | February Electricity Charges |
| 1297 | £6.00 | 5000/2/4 | Pitney Bowes | Paper Invoice Fee |
| 1302 | £650.45 | 5000/5/7 | Everflow Limited | March Water Charges (Toilets) |
| 1303 | £23.40 | 5000/4/6 | Cathedral Hygiene | Hygiene Contracts |
| 1283 | £192.18 | 5000/2/5 | Document Solutions | Service Charges - March |
| 1293 | £90.00 | 5000/2/18 | Society of Local Council | Virtual Practitioners Conference |
| 1294 | £1,198.80 | 5000/2/9 | Edge It Systems Ltd | Annual Contract Fee - Three Concurrent |
| 1295 | £233.20 | 5000/4/10 | H Pickup M & E Services Ltd | HV 1642-Pannett Park Gas Heating |
| 1304 | £3,780.00 | 5000/4/10 | Jack Hallam (Joiners) | Floor Repairs |
| 1305 | £3,068.59 | 5000/4/12 | Ivy Construction Ltd | Pannett Front Lobby - Sliding Door |
| 1306 | £100.80 | 5000/2/1 | CaVCA | Green Lane Community Connections PLI |
| Total | £10,957.97 | | | |

2021-22 Financial Year – WTC Expenditure

| Tn no | Gross | Heading | Invoice | Details |
|-------|------------|-----------|---------------------------|----------------------------------|
| 1001 | £212.08 | 5000/2/5 | Grenke Leasing | Telecoms Equipment |
| 1002 | £6.50 | 5000/2/5 | EE Limited | Mobile Phone Contract - February |
| 1003 | £78.00 | 5000/2/9 | SAGE UK Ltd | Payroll Software |
| 1004 | £31.72 | 5000/2/5 | EE Limited | Mobile Phone Contract |
| 1005 | £2,247.26 | 5000/2/17 | Ellis Whittam | Legal advisory service |
| 1006 | £132.60 | 5000/2/12 | Ellis Whittam | Employment legal insurance |
| 1007 | £123.84 | 5000/2/9 | Edge IT systems Ltd | Microsoft 365 monthly fees |
| 1008 | £78.00 | 5000/2/9 | SAGE UK Ltd | Payroll Software |
| 1009 | £468.01 | 5000/4/2 | Total Gas and Power | Electricity |
| 1010 | £193.24 | 5000/2/5 | Document Solutions | Telephones & Broadband |
| 1011 | £346.19 | 5000/4/10 | Pickups | Bailer and heating repairs |
| 1012 | £123.99 | 5000/5/7 | Business Stream | Pannett Gallery & Museum supply |
| 1013 | £1,063.32 | 5000/4/1 | ENGIE Gas Limited | Gas |
| 1014 | £47.83 | 5000/4/6 | Initial | Hygiene Services |
| Total | £5,152.58 | | | |
| | £16,223.41 | | Confidential Transactions | |
| Total | £21,375.99 | | | |

Income transactions - payments

WTC income

| Tn no | Cheque | Gross | Heading | Invoice | Details |
|--------------|-----------|-------------------|---------|----------|-----------------------------|
| 76 | | £15,000.00 | 4000/16 | 29/03/21 | Architectural Heritage Fund |
| 77 | | £30.00 | 4000/16 | 31/03/21 | Donation |
| 01 | (2021-22) | £1,728.46 | 4000/24 | 08/04/21 | HMRC JRS Grant |
| XX | | £325.00 | 4000/2 | 26/02/21 | Allotment Rents (various) |
| Total | | £17,083.46 | | | |

Pannett Gallery

Expenditure transactions - payments

2020-21

| Tn no | Cheque | Gross | Heading | Invoice | Details |
|----------------|--------|----------------|---------|----------|-----------------------------------|
| 42 | | £53.25 | 5002 | 28/02/21 | Global Payments - Card Charges |
| 43 | | £300.00 | 5013 | 23/01/21 | Audit of Accounts |
| 2021-22 | | | | | |
| 01 | | £6.50 | 5001 | 08/03/21 | Barclays - e-payment Plan Charges |
| 02 | | £25.00 | 5012 | 25/01/21 | Media Vision (domain hosting) |
| 03 | | £53.25 | 5002 | 31/03/21 | Global Payments - Card Charges |
| 04 | | £216.00 | 5012 | 18/04/21 | Annual maintenance of website |
| Total | | £654.00 | | | |

Income transactions - payments

PAG income

| Tn no | Cheque | Gross | Heading | Invoice | Details |
|--------------|--------|-------------------|---------|----------|-------------------------------------|
| 01 | | £12,000.00 | 4003 | 09/04/21 | SBC Covid business retention grant) |
| Total | | £12,000.00 | | | |

Minutes

WHITBY TOWN COUNCIL

Minutes of the meeting of the **TOWN DEVELOPMENT & IMPROVEMENT** Committee held on **Monday 26 April 2021** conducted on-line, via Zoom at 6:00pm.

Present Councillors J Harston (Chair), B Dalrymple, G Jackson(from item 315), T Jennison (from item 318), Mrs H Sumner, Mrs L Wild and C Winspear.

Also M King, Clerk, H Berry, Curator, Cllr J Redfern and 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.

TDI312/21 APOLOGIES FOR ABSENCE

None.

TDI313/21 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION

No declarations of interests or requests for dispensations were received.

TDI314/21 PUBLIC PARTICIPATION SESSION

None.

TDI315/21 MINUTES

MOVED by Cllr Dalrymple, seconded by Cllr Mrs Sumner and unanimously

RESOLVED that the Minutes of the Town Development and Improvement Committee held on 22 March 2021 are confirmed as an accurate record of the meeting and signed by the Chairman.

TDI316/21 CLERK'S UPDATE ON MATTERS RAISED PREVIOUSLY

The Clerk reported verbally that the issues raised in respect of road safety at the Carrs, Ruswarp were under consideration by North Yorkshire County Council Highways and that a response was anticipated to the member of the public who had raised the issue with the town council. It was also confirmed that items of maintenance raised with Scarborough Borough Council were under consideration for including in that council's capital programme.

MOVED by Cllr Dalrymple, seconded by Cllr Jackson and unanimously

RESOLVED that information be noted.

TDI317/21 HERITAGE OPEN DAYS

Dr John Field, as Chairman of the Whitby Civic Society submitted that Whitby Civic Society has already registered for the weekend of September 17- 19 to either open buildings or take video clips for an online celebration. The national theme of this year's event is Edible England. On behalf of the Whitby Civic Society, he asked Whitby Town Council to become partners in promoting the event. Costs of the event locally are limited to publicity, as owners offer their buildings for free, and in many cases supply the volunteers to open them up to visitors.

Members raised questions about the form of the publicity and about additional buildings, whose owners might be approached to participate.

MOVED by Cllr Mrs Wild, seconded by Cllr Mrs Sumner and unanimously

RESOLVED that the Clerk writes to the Civic Society with details of the council's grants application process to enable a formal request for support towards the costs of publicity material.

TDI318/21 'WILDEYE' PROJECT

Alice Sharp, of Invisible Dust, and Kirsten Carter, of the Yorkshire Wildlife Trust, presented an overview of the 'Wildeye' project which is partially funded through the Esk Estuary activities of the YWT and also, subject to confirmation, through the Whitby and Scarborough Town Deal Funds.

Members considered the issues which had been identified and sought clarification on the procedures and governance of the project.

MOVED by Cllr Mrs Wild, seconded by Cllr Jackson and unanimously

RESOLVED that the information be noted.

TDI319/21 MATTERS OF REPAIR AND MAINTENANCE REQUIRED IN TOWN

The following areas of concern were identified to be brought to the attention of the appropriate department at either the borough or county council.

1. **Street cleanliness in the Harbourside area and shopping streets.**
2. **Tin Ghaut car park** – management of the temporary barriers and signage, which are being disturbed and scattered when not in use.
3. **Grape Lane proposed closure** – to establish the date by which the closure will be enacted.

MOVED *en bloc* by Cllr Jackson, seconded by Cllr Jennison and unanimously

RESOLVED a) That the Clerk write to Scarborough Borough Council in respect of street cleanliness to establish whether there is a schedule of works and how this is monitored, and
b) That the Clerk contact North Yorkshire County Council to Establish the date of the proposed closure order for Grape Lane and the action which can be taken to better manage the temporary signage and barriers at Tin Ghaut.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING** Committee conducted via zoom, on **Wednesday 28 April 2021** at 6:00pm.

Present Councillor Mrs N Wilson (Chair) with Councillors R Dalrymple, G Jackson, J Nock and C Winspear.

Also Mrs 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.

P320/21 APOLOGIES

Apologies for inability to attend were received from Councillor J Harston.

P321/21 DECLARATION(S) OF INTEREST

There were no declarations of interest.

STANDING ORDERS SUSPENDED

P322/21 PUBLIC PARTICIPATION

No public participation

STANDING ORDERS REINSTATED

P323/21 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.

P324/21 LISTED BUILDINGS

Nothing to report.

P325/21 LICENSING

No54 Coffee House Ltd, 54 Baxtergate Whitby, North Yorkshire, YO21 1BL - application for a Premises Licence under Section 17 of the Licensing Act 2003 for the sale of alcohol on and off the premises.

RESOLVED unanimously that Planning Services and Licensing Services are contacted regarding:- There appears to have been no planning application for a change of use for this property and the planning committee does not support an off-sale licence as this property is within the cumulative impact zone.

Planning Applications Considered on 28 April 2021

| | | | | |
|----------|---------------------------------------|--|----------------------------------|-------------------------------------|
| 1 | <i>Plan Number</i> 21/037 | <i>District Reference</i> 21/00588/FL | <i>Road/Street</i> Baxtergate | <i>Date of meeting</i> 27.04.21 |
| | <i>Applicant</i> Mr Kenneth Dryden | <i>House Name</i> | <i>Road</i> 75 Baxtergate | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO211BL | <i>Application date</i> 14/04/21 |

Replacement of timber windows in upvc, Mr Kenneth Dryden, 75 Baxtergate, WHITBY, North Yorkshire, YO211BL

Comment

Support the application

| | | | | |
|----------|-----------------------------------|--|--------------------------------------|-------------------------------------|
| 2 | <i>Plan Number</i> 21/038 | <i>District Reference</i> 21/00471/FL | <i>Road/Street</i> Laburnum Grove | <i>Date of meeting</i> 27.04.21 |
| | <i>Applicant</i> Mrs K Renshaw | <i>House Name</i> | <i>Road</i> 18 Laburnum Grove | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO211HZ | <i>Application date</i> 18/03/21 |

Retrospective Change of use from garden room to beauty salon, Mrs K Renshaw, 18 Laburnum Grove, WHITBY, North Yorkshire, YO211HZ

Comment

Support the application

| | | | | |
|----------|---------------------------------|--|-------------------------------------|-------------------------------------|
| 3 | <i>Plan Number</i> 21/039 | <i>District Reference</i> 21/00404/HS | <i>Road/Street</i> Prospect Hill | <i>Date of meeting</i> 27.04.21 |
| | <i>Applicant</i> Mr M Taylor | <i>House Name</i> | <i>Road</i> 1 Prospect Hill | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO211QE | <i>Application date</i> 09/04/21 |

Proposed Kitchen & Utility Extension, Mr M Taylor, 1 Prospect Hill, WHITBY, North Yorkshire, YO211QE

Comment

Support the application

| | | | | |
|----------|--|--|------------------------------------|-------------------------------------|
| 4 | <i>Plan Number</i> 21/040 | <i>District Reference</i> 21/00638/HS | <i>Road/Street</i> Kirkham Road | <i>Date of meeting</i> 27.04.21 |
| | <i>Applicant</i> Mrs Tanya Gavaghan | <i>House Name</i> | <i>Road</i> 23 Kirkham Road | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO211JL | <i>Application date</i> 15/04/21 |

Erection of two storey side extension, Mrs Tanya Gavaghan, 23 Kirkham Road, WHITBY, North Yorkshire, YO211JL

Comment

Support the application

| | | | | |
|----------|--------------------------------|--|----------------------------------|-------------------------------------|
| 5 | <i>Plan Number</i> 21/041 | <i>District Reference</i> 21/00443/FL | <i>Road/Street</i> Baxtergate | <i>Date of meeting</i> 27.04.21 |
| | <i>Applicant</i> Mr M Fayeز | <i>House Name</i> | <i>Road</i> 24 Baxtergate | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO211BW | <i>Application date</i> 15/04/21 |

Change of use from retail (Class E) to hot food take away (Sui generis) and installation of rear flue, Mr M Fayeز, 24 Baxtergate, WHITBY, North Yorkshire, YO211BW

Comment

Support the application

| | | | | |
|----------|-------------------------------|--|--|-------------------------------------|
| 6 | <i>Plan Number</i> 21/042 | <i>District Reference</i> 21/00749/HS | <i>Road/Street</i> St Hilda's Terrace | <i>Date of meeting</i> 27.04.21 |
| | <i>Applicant</i> Mr T Ruff | <i>House Name</i> | <i>Road</i> 7 St Hilda's Terrace | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO213AE | <i>Application date</i> 15/04/21 |

Formation of new garage door opening, removal of existing chimney stack and alterations to rear roof, Mr T Ruff, 7 St Hilda's Terrace, WHITBY, North Yorkshire, YO213AE

Comment

Support the application

| | | | | |
|----------|---|--|-------------------------------------|-------------------------------------|
| 7 | <i>Plan Number</i> 21/043 | <i>District Reference</i> 21/00666/LB | <i>Road/Street</i> Lockeys Yard | <i>Date of meeting</i> 27.04.21 |
| | <i>Applicant</i> Carling/Middlebrook | <i>House Name</i> | <i>Road</i> 1 and 2 Lockeys Yard | <i>Locality</i> Grape Lane |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO224BE | <i>Application date</i> 16/04/21 |

Erection of balcony projecting 15 metres to rear of properties, Carling/Middlebrook, 1 and 2 Lockeys Yard, Grape Lane, WHITBY, North Yorkshire, YO224BE

Comment

Support the application

| | | | | |
|----------|--|--|--|-------------------------------------|
| 8 | <i>Plan Number</i> 21/044 | <i>District Reference</i> 21/00888/LB | <i>Road/Street</i> Church Street | <i>Date of meeting</i> 27.04.21 |
| | <i>Applicant</i> Bestsellers Direct Ltd (Ian White) | <i>House Name</i> | <i>Road</i> Whitby Book Clearance 146 Church Street | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO224DE | <i>Application date</i> 20/04/21 |

Painting of shop front and provision of new lettering to fascia, Bestsellers Direct Ltd (Ian White), Whitby Book Clearance, 146 Church Street, WHITBY, North Yorkshire, YO224DE

Comment

Support the application

| | | | | |
|----------|---|---|------------------------------------|-------------------------------------|
| 9 | <i>Plan Number</i> 21/045 | <i>District Reference</i> 21/00665/FL | <i>Road/Street</i> Lockeys Yard | <i>Date of meeting</i> 27.04.21 |
| | <i>Applicant</i> Carling/Middlebrook | <i>House Name</i> 1 and 2 Lockeys Yard | <i>Road</i> Grape Lane | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO224BE | <i>Application date</i> 16/04/21 |

Erection of balcony projecting 1.5 metres to rear of properties, Carling/Middlebrook, 1 and 2 Lockeys Yard, Grape Lane, WHITBY, North Yorkshire, YO224BE

Comment

Support the application

REPRESENTATIVES OF WHITBY TOWN COUNCIL ON OUTSIDE BODIES 2019/2020

| OUTSIDE BODY OR WORKING PARTY | COUNCILLORS REPRESENTING WHITBY TOWN COUNCIL |
|---|---|
| Emergency Plan Working Party (Town Development & Improvement) | Steve Smith, Linda Wild, Colin Winspear |
| Town Hall & Market Working Group (Finance Policy & General Purposes) | Lee Derrick, Jonathan Harston, Garath Jackson, Hero Sumner, Linda Wild, Bob Dalrymple, Vacant |
| Whitby In Bloom (4) | Jonathan Harston, Vacant, Vacant, Vacant |
| Friends of Pannett Park Management Group (2) | Heather Coughlan Hero Sumner |
| Yorkshire Local Councils Association (2+) | Garath Jackson Hero Sumner |
| North York Moors Nat Park Coastal Area Parish Forum (2) | Hero Sumner Linda Wild |
| Esk Valley Railway (1) | Jonathan Harston |
| Harbour Users Consultative Group (1) | Garath Jackson (Steve Smith, Linda Wild subs) |
| Woodsmith Project Liaison Group¹ (1) | Linda Wild |
| Hambleton & Richmondshire CCG Stakeholders (2) | Bob Dalrymple |
| s106 York Potash Steering Group | Steve Smith |

¹ Formerly York Potash Consultative Group

**WHITBY TOWN COUNCIL – CALENDAR OF MEETINGS
2021 – 2022**

Meetings to be held, subject to prevailing government guidance

Option 1 – Monthly Cycle

| MAY | 2021 | |
|---------------------------------|------------------------------------|--|
| 4 11 18 24 25 | 18:00 (unless indicated) | FULL COUNCIL – Annual Meeting Planning Committee Finance Policy and General Purposes Committee Town Development and Improvements Committee Planning Committee |
| JUNE | | |
| 1 8 8 15 22 28 | 18:30 | FULL COUNCIL Planning Committee Harbour Finance Policy and General Purposes Committee Planning Committee Town Development and Improvements Committee |
| JULY | | |
| 6 13 20 26 27 | | FULL COUNCIL Planning Committee Finance Policy and General Purposes Committee Town Development and Improvements Committee Planning Committee |
| AUGUST | | |
| 3 10 17 23 24 | | FULL COUNCIL Planning Committee Finance Policy and General Purposes Committee Town Development and Improvements Committee Planning Committee |
| SEPTEMBER | | |
| 7 14 14 21 27 28 | 18:30 | FULL COUNCIL Planning Committee Harbour Finance Policy and General Purposes Committee Town Development and Improvements Committee Planning Committee |
| OCTOBER | | |
| 5 12 12 19 25 26 | 18:30 | FULL COUNCIL Planning Committee Human Resources Finance Policy and General Purposes Committee Town Development and Improvements Committee Planning Committee |
| NOVEMBER | | |
| 2 9 16 22 23 | | FULL COUNCIL Planning Committee Finance Policy and General Purposes Committee Town Development and Improvement Committee Planning Committee |

| | | |
|---------------------|--------------|---|
| DECEMBER | | |
| 7 | | FULL COUNCIL |
| 14 | | Planning Committee |
| 16 | | Finance Policy and General Purposes Committee |
| JANUARY 2022 | | |
| 11 | | FULL COUNCIL – Budget Setting |
| 12 | | Planning Committee |
| 18 | | Finance Policy and General Purposes Committee |
| 24 | | Town Development and Improvements Committee |
| 25 | | Planning Committee |
| FEBRUARY | | |
| 1 | | FULL COUNCIL |
| 8 | | Planning Committee |
| 15 | 18:30 | Harbour Committee |
| 21 | | Finance Policy and General Purposes Committee |
| 22 | | Town Development and Improvement Committee |
| | | Planning Committee |
| MARCH | | |
| 1 | | FULL COUNCIL |
| 8 | | Planning Committee |
| 8 | 18:30 | Human Resources |
| 15 | | Finance Policy and General Purposes Committee |
| 21 | | Town Development and Improvement Committee |
| 22 | | Planning Committee |
| APRIL | | |
| 5 | | FULL COUNCIL |
| 12 | | Planning Committee |
| 13 | | <i>PARISH ASSEMBLY (Annual Town Meeting)</i> |
| 20 | | Finance Policy and General Purposes Committee |
| | | Due to Easter |
| 25 | | Town Development and Improvement Committee |
| 26 | | Planning Committee |
| MAY | | |
| 3 | | FULL COUNCIL – Annual Meeting |

MEETINGS CAN BE SUBJECT TO CHANGE FOR OPERATIONAL REASONS

Option 2 – Eight Week Cycle

| MAY | 2021 | |
|---------------------------|--|---|
| 4 11 25 25 | 18:00 (unless indicated) 18:30 | FULL COUNCIL – Annual Meeting Planning Committee Planning Committee Finance Policy and General Purposes Committee |
| JUNE | | |
| 8 8 14 22 29 | 18:30 | Planning Committee Harbour Town Development and Improvements Committee Planning Committee FULL COUNCIL |
| JULY | | |
| 6 13 26 | | Planning Committee Finance Policy and General Purposes Committee Planning Committee |
| AUGUST | | |
| 3 9 17 24 | | Planning Committee Town Development and Improvements Committee Planning Committee FULL COUNCIL |
| SEPTEMBER | | |
| 14 14 21 28 | 18:30 | Planning Committee Harbour Finance Policy and General Purposes Committee Planning Committee |
| OCTOBER | | |
| 4 12 12 19 26 | 18:30 | Town Development and Improvements Committee Planning Committee Human Resources FULL COUNCIL Planning Committee |
| NOVEMBER | | |
| 9 16 23 29 | | Planning Committee Finance Policy and General Purposes Committee Planning Committee Town Development and Improvement Committee |
| DECEMBER | | |
| 7 14 21 | | Planning Committee Finance Policy and General Purposes Committee Planning Committee (If required) |
| JANUARY | 2022 | |
| 11 11 18 31 | 18:30 | Planning Committee Harbour FULL COUNCIL – Budget Setting Town Development and Improvements Committee |
| FEBRUARY | | |
| 1 15 22 22 | 18:30 | Planning Committee FULL COUNCIL Planning Committee Human Resources |

| MARCH | | |
|--------------|--------------|--|
| 1 | 18:30 | Finance Policy and General Purposes Committee |
| 8 | | Planning Committee |
| 8 | | Harbour |
| 15 | | Town Development and Improvement Committee |
| 22 | | Planning Committee |
| 29 | | FULL COUNCIL |
| APRIL | | |
| 5 | | Planning Committee |
| 12 | | Finance Policy and General Purposes Committee |
| 19 | | Planning Committee |
| 20 | | <i>PARISH ASSEMBLY</i> (Annual Town Meeting) Due to Easter |
| 25 | | Town Development and Improvement Committee |
| 26 | | Planning Committee |
| MAY | | |
| 3 | | FULL COUNCIL – ANNUAL MEETING |

SCHEME OF DELEGATION - ADDENDUM

1. Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
 - A Committee may delegate its powers to an officer.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
5. In an emergency the Proper Officer is empowered to carry out any function of the Council
6. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken. Such consultation may be held through an informal meeting of all members or of members of a specific committee.

Delegation to The Proper Officer

7. As a temporary measure, to allow for effective decision making whilst Covid-19 restrictions and considerations are in place, the Proper Officer may be empowered to take **any and all decisions recommend to them by the relevant Committee or Full Council**
8. This empowerment does not affect the delegations already in place via Standing Orders or Financial regulations.
9. The Proper Officer may not take additional decisions that would normally be taken by a Committee or Full Council unless that Committee or Full Council has met in a meeting suitably convened under the requirements of the Local Government Act 1972 and made available to the public to view (where not covered by confidentiality) and expressly agreed for that decision to be enacted via this temporary delegation.

Full Council matters

9. The following items are reserved for Full Council decision only and cannot be delegated to an Officer.
 - To appoint the Chairman and Vice-Chairman in May each year
 - To sign off the Governance Statement by 30 June each year
 - To set the Precept
 - To appoint the Head of Paid Service (Town Clerk)
 - To make byelaws
 - To borrow money
 - To consider any matter required by law to be considered by Council

Clerks Report – Views on Zip Wire Proposal

A response is requested to the following request from Scarborough Borough Council's Estates Department.

The Borough Council has been approached by a company that would like to bring a zip wire attraction to West Cliff. They are looking to install a platform either on the car park by the Pavilion (using c3-4 spaces) or on the grassed area near the statue. The wire will then take customers over to the pier. The attraction would be in situ from June for the summer period and potentially up to Christmas.

We are currently working through the practicalities (not least ensuring that there would be no damage to the Pier) but before making a decision we would like to know what the Town Council thinks of the proposal and the impact it might have. If you have any comments or concerns please let me know as soon as possible.

Further information related to the proposal has been forwarded to members separately.