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Dear Councillor,

20 May 2021

Your attendance is requested at an advisory meeting of the members of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted on-line, via Zoom¹, on **Tuesday 25 May 2021 at 6:30pm**, the agenda for which is set out below.


Michael King
Town Clerk

To: Councillors Mrs H Coughlan, R Dalrymple, J Harston,
G Jackson, L Wild, Mrs N Wilson and C Winspear

NOTICE OF MEETING – this meeting is held under the town council's adopted scheme of delegation as an advisory meeting for decisions delegated to the Proper Officer.

AGENDA

- 1. CHAIR**
To elect a Chair of the Finance Policy and General Purposes Committee for the ensuing year.
- 2. APOLOGIES**
To receive apologies for inability to attend.
- 3. VICE-CHAIR**
To appoint a Vice-chair of the Finance Policy and General Purposes Committee for the ensuing year.
- 4. TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR.**
Following the election of the Chair and Deputy Chair of the Planning Committee at the first meeting of the Committee in each Council year, the order of business shall be as follows:
 - a. Confirmation of the accuracy of the minutes of the last meeting of the Committee held 22 April 2021 **(page 3)**
 - b. Review of the terms of reference of the Committee.
 - c. Review of the terms of reference of any sub-committee(s) of the Finance Policy & General Purposes Committee and appoint members as required.
 - i. Twinning Sub Committee.

¹ Log: <https://us02web.zoom.us/j/83999338790?pwd=MnZlQjJGb2dKbC8xSCtYdVYvb1JlQz09>
Meeting ID: 839 9933 8790
Passcode: 354514

- ii. Events Sub Committee.
- d. Review of delegation arrangements to employees and to any sub-committee(s) of the Finance Policy & General Purposes Committee.
- e. Review of the anticipated Committee workload for the coming year.

5. DECLARATION OF INTERESTS

To declare any disclosable pecuniary interests or any other interests which members may have in the following agenda items and attached planning applications and consider any dispensation requests.

6. 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 public (limited to 3 mins per person).

General Purposes & Policy

7. ACTION OUTSTANDING FROM PREVIOUS MEETINGS

Verbal update from the Clerk on items outstanding from earlier meetings.

8. ACTIONS DELEGATED TO FP&GP AT THE ANNUAL MEETING

- a. Confirmation of Arrangements for Insurance Cover In Respect of all Insured Risks
- b. Review of the Council's and/or Staff Subscriptions to Other Bodies

9. SCARBOROUGH CULTURAL STRATEGY CONSULTATION QUESTIONNAIRE

(page 7)

To consider a corporate response to the attached eleven questions.

Finance

10. APPROVAL OF EXPENDITURE AND INCOME

(to follow)

To approve payments and receipts on behalf of the Council and the Pannett Art Gallery to 21 May 2021.

Note: to ensure that invoiced expenditure up to the date of the meeting is included, the list for approval will be circulated on Monday 24 May.

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), **£21,291.49** (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.

**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
0003	£212.08	5000/2/5	Grenke Leasing	Telecoms Equipment
0007	£78.00	5000/2/9	SAGE UK Ltd	Payroll Software
0008	£31.72	5000/2/5	EE Limited	Mobile Phone Contract
0012a	£2,247.26	5000/2/17	Ellis Whittam	Legal advisory service
0012b	£132.60	5000/2/12	Ellis Whittam	Employment legal insurance
0015	£123.84	5000/2/9	Edge IT systems Ltd	Microsoft 365 monthly fees
0009	£468.01	5000/4/2	Total Gas and Power	Electricity
0016	£193.24	5000/2/5	Document Solutions	Telephones & Broadband
0011	£346.19	5000/4/10	Pickups	Bailer and heating repairs
0017	£123.99	5000/5/7	Business Stream	Pannett Gallery & Museum supply
0010	£1,063.32	5000/4/1	ENGIE Gas Limited	Gas
	£47.83	5000/4/6	Initial	Hygiene Services
Total	£5,068.08			
	£16,223.41		Confidential Transactions	

Total	£21,291.49
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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			

Scarborough Cultural Strategy Consultation Questionnaire

INTRODUCTION

A Cultural Strategy for the Borough of Scarborough is currently being developed and we'd like your help. We've set out a number of questions that we think will be useful to draw out the thoughts and ideas of people across the Borough, whether you are directly involved in cultural activity or not.

Please feel free to answer as many questions as you like or to skip questions. The deadline for responses is Monday 14 June 2021. Thank you for your time.

ABOUT THE CULTURAL STRATEGY

COAST (the Local Cultural Education and Community Partnership) are leading on the development of a long term cultural strategy to guide the development of culture for the next 10 years across the Borough of Scarborough. This work is funded by Arts Council England, Scarborough Borough Council and IVE with COAST commissioning Beam to research and produce the strategy. We are an arts organisation based in Wakefield and working across the north of England.

The priorities for the strategy are to:

- Support community growth, wellbeing, social mobility and inclusivity
- Promote the role of culture to support the local economy and attract inward investment
- Position Scarborough Borough as a centre for creative learning
- Work with education partners to support talent development and retention
- Market Scarborough Borough's cultural offer as a visitor destination.

PROGRESS TO DATE

Since January 2021, Beam has carried out initial research and had conversations to help us understand the area, the current cultural activities, the issues and the opportunities. Our findings have fed into this series of question areas.

WHAT HAPPENS NEXT?

The deadline for responses is Monday 14 June 2021. After all of the feedback is collated, it will be built into the first draft of the Cultural Strategy. This draft will be discussed with COAST and Scarborough Borough Council, before the final version is produced.

The plan is for the strategy to be completed and adopted in summer 2021.

Report

1. What do we mean by Culture?

Our research has led us to develop a working definition of culture that we believe reflects the distinctive and varied culture of the Borough of Scarborough. We are referring to culture in the broadest sense of creative activity, arts, cultural events and heritage - all the elements that help create a sense of place through the people, the buildings, the landscapes and the traditions.

We see the Culture for the Borough of Scarborough as being:

- The coast and the vale
- The amusement arcades and the museums
- The fish & chips and the art galleries
- The sport and the walks in the countryside
- The fossils and the regeneration
- The historic buildings and the beaches
- The residents and the tourists
- The summer and the all year round
- The large scale performances and the gigs in bars
- The night at the theatre and the day at the cricket
- The traditional seaside and the 'capital of quirk'

The Borough means different things to different people and these differences are what makes the area so special.

Culture in Scarborough shouldn't be about either / or but about also / and.

With the working definition of culture, we've tried to capture the variety, contrasts and character of the area. Have we got it right, have we missed anything?

2. The Role of Culture

The working definition of culture highlights the contrasts in the area, but these contrasts can also be potential clashes. There can be misunderstandings about the role of culture, how it contributes to the Borough (financially, socially and in terms of image), why money is spent on it and whether it's a priority.

***Do you see culture as having a value as part of your life and the future of the area?
What do you think others in the Borough feel about the role of culture?***

3. What the Borough Offers

The culture definition indicates the variety that the Borough has to offer to different people. The Borough is fortunate to have a range of theatres, performance spaces, heritage sites, tourist attractions, museums, galleries, arts organisations, performers and artists.

Do people know enough about what is on offer and appreciate its variety? Is there too much focus on visitors and not enough on local people?

4. The Stories that Make the Borough Special

Variety and contrasts make the Borough special - seaside heritage; coastal location; natural landscapes; outdoor life; tourism; archaeology; geology & fossils; sporting successes and historic buildings.

What are the stories and features of the Borough that you think make the area special and deserve to be shared more?

5. The Role of a Cultural Strategy

The aim is to make the cultural strategy as easy to read and practical as possible.

Are there any particular activities or priorities you'd like to see included? What difference can the strategy make?

6. Your thoughts on the Borough of Scarborough

When discussing 'the borough of Scarborough' many people may immediately think of the town rather than the Borough. The borough includes many areas with their own distinctive identities, sense of place and local pride. Scarborough, Whitby, Filey, Goathland, Staithes, Runswick Bay, Robin Hoods Bay, Cayton Bay, Ruswarp, Sleights, Danby and Grosmont amongst others make up the area.

What connects these places, or is there no clear connection beyond a local government boundary? Can culture help create an idea of the area as a whole, or strengthen the identities of individual places?

7. Culture as part of local business & jobs

Tourism is a large part of the local economy, alongside engineering, fishing, manufacturing and minerals, and an emerging creative economy. There is a big emphasis on seasonal work and locally and there appear to be problems related to educational attainment, low aspirations and young people leaving the area for work.

Can culture play a larger part in the local economy, creating new and different jobs and opportunities?

8. Culture as Part of Regeneration

Culture is seen as a major part of the regeneration of the Borough whether through new buildings, changes to the High Street or working in different ways. Culture can play a role in working with local communities, increasing a sense of place, supporting local organisations, and looking beyond physical building projects to help transform the Borough.

What role do you think culture has to play in the regeneration of the area?

9. Young People & Education

A key focus of the COAST group is to work with young people, both in schools and outside to encourage them to be involved in cultural activity. This is for the enjoyment of culture, to help them develop as people and potentially improve their life and employment chances.

What cultural activities are there currently for young people (both inside and outside school)? What would you like to see available?

10. Coordination and Promotion of Cultural Activity

The Borough has a range of arts organisations, artists, performers, venues, theatres, visitor attractions, creative people and heritage sites.

Do these groups work together enough, to coordinate funding bids, ensure events and activities don't clash, to share promotion? How can cultural activity be better promoted so that people, whether locals or visitors can find out what is happening?

11. One Big Idea

If you had one big idea for transforming culture in the Borough or something you'd like to see happen, what would it be?