




PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

30 March 2023

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted at the **Pannett Gallery**, on **Tuesday 4 April 2022 at 6:00pm**, the agenda for which is set out below.


Michael King
Town Clerk

To: Councillors A Abbott, Mrs H Coughlan, R Dalrymple,
J Harston, A Jones, Mrs L Wild and Mrs N Wilson

Councillors P Croft, G Goodberry(subs.)

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. APOLOGIES FOR ABSENCE

To resolve on apologies for inability to attend.

2. DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

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

3. 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

4. MINUTES OF MEETING HELD ON 7 FEBRUARY 2023

(page 3)

To approve the minutes of the last meeting.

5. ACTION OUTSTANDING FROM PREVIOUS MEETINGS

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

6. DRAFT PARISH CHARTER CONSULTATION

(page 9)

To consider a response to the draft Parish Charter consultation.

7. APPROVAL OF EXPENDITURE

(page 35)

To approve payment of invoices dated to 30 March 2023.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **FINANCE, POLICY AND GENERAL PURPOSES** Committee held in the Pannett Gallery on Tuesday 7 February 2023 at 6:00pm.

Present: Councillors Dalrymple (Chair), Abbott, Mrs Coughlan, Harston, Jones, Mrs Wild and Mrs Wilson.

Also: M King, Town Clerk, Cllrs Goodberry and Mrs Turner.

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

345/22 APOLOGIES FOR ABSENCE

None.

346/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

STANDING ORDERS SUSPENDED

347/22 PUBLIC PARTICIPATION

No Public Participation

STANDING ORDERS REINSTATED

348/22 MINUTES OF MEETING HELD ON 6 DECEMBER 2022

MOVED by Councillor Mrs Wilson seconded by Councillor Jones and unanimously

RESOLVED that minutes of the meeting held on 6 December 2022 be approved and signed by the Chair as a correct record.

349/22 ACTION OUTSTANDING FROM PREVIOUS MEETINGS

The Clerk provided a verbal update on items from earlier meetings. It was noted that actions had been taken other than as listed on this agenda.

MOVED by Councillor Harston, seconded by Councillor Jones and unanimously

RESOLVED that the information be noted.

350/22 REVIEW OF INTERNAL CONTROLS

a) Risk Register

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

RESOLVED that the revised Risk Register be adopted.

b) Asset Register

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

RESOLVED that the revised Asset Register including the additions and the write-offs of 2 (off) gazebos and Christmas Lighting be approved.

351/22 APPROVAL OF EXPENDITURE

Submitted: a schedule of invoices dated from 1 December 2022 to 31 January 2023.

MOVED by Councillor Abbott, seconded by Councillor Jones and unanimously

RESOLVED that the schedule of expenditure up to 31 January in the sum of **£82,502.10** (as attached) is approved and submitted to Full Council.

352/22 INTERNAL AUDITOR'S REPORT

Submitted: The independent Internal Auditor's report.

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

RESOLVED that (a) the report is received; and
(b) the Clerk formally requests a statement on the total amount of admission money from the Museum.

353/22 MEDIUM TERM FINANCIAL PLAN

Submitted: a revised plan for approval. The committee identified that future provisions for polls and future provision for the Pier Footbridge payment be kept under review,

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

RESOLVED that the Medium-Term Financial Plan is approved.

354/22 RESERVES REVIEW

Submitted: the month ten position and recommend movements for consideration. The committee identified that, the following potential movements should be prioritised for action at year-end:

Transfers from the Christmas Lights and Toilets reserves to the General Fund in respect to in-year expenditure and transfer to the Mayoral Allowance and Election & Polls reserves from the General Fund in respect of underspends.

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

RESOLVED that (a) the reserves position is noted; and
(b) the potential movements identified should be prioritised for recommendation at year-end.

355/22 PROVISION OF TABLET COMPUTERS FOR COUNCILLORS

The Chair suspended Standing Orders during the debate to enable Cllrs Goodberry and Mrs Turner to participate. Members considered whether or not to obtain quotations for alternative approaches to providing tablet computers

and as to the means of funding this from current budgets. Standing Orders were reinstated for the vote.

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

RESOLVED that (a) it is noted that there is no budget provision for the purchase or lease of equipment for members in the 2023/24 budget; and (b) that obtains quotations for 19 (off) tablet computers for councillors, with appropriate software, support and training to enable effective corporate working.

Signature..... 4 April 2023

draft

Appendix A

APPROVAL OF EXPENDITURE TO 31 JANUARY 2023

Date	Tran	Net	Organisation	Detail
05/12/2022	290	£13.00	Barclays Bank	Commission Charges 13 Oct - 12 Nov
07/12/2022	291	£28.25	Botham's of Whitby	Summer Whitby Mug - 2 off
07/12/2022	292	£25.50	Post Office	Mayor's Christmas Cards - Special D
16/12/2022	294	£71.00	SAGE UK Ltd	Payroll Subscription December 2022
20/12/2022	295	£2,720.00	Blachere Illumination UK Ltd	Additional fittings
20/12/2022	296	£477.98	PHS Group	Consumables
20/12/2022	297	£459.34	ADT Fire & Security PLC	Work on fire system (15/11/22)
20/12/2022	299	£206.40	Whistlestop Café	Refreshments - Christmas Festival
20/12/2022	300	£150.83	Harrisons Van Hire	Hire of 2 vans - 21/11 - 22/11
20/12/2022	301	£7.07	Amazon Services Europe S.A.R.L	Furniture lock - brass cam
21/12/2022	289	£13.11	EE Limited	Mobile Phone Charge (December)
21/12/2022	302	£1,690.27	TotalEnergies Gas & Power	Electricity (PAG & Museum) December
21/12/2022	303	£228.00	Siemens Financial Services Limited	Telephone lease charge and fee (reb
23/12/2022	288	-£1,000.00	Macy Browns	Reimbursement of Water Charges - Ne
23/12/2022	304	£85.60	Amazon Services Europe S.A.R.L	Microphones and cables
23/12/2022	305	£458.33	Vaillant Group UK Limited	Call-out repair of boiler
23/12/2022	306	£10.82	Boyes of Whitby	Consumables Christmas Festival
23/12/2022	307	£60.00	Holmans Bookshop	Books for Christmas festival
23/12/2022	308	£8.73	Yorkshire Trading Company	Consumables
23/12/2022	309	£7.50	Argos Whitby	Cable for sound desk connection
23/12/2022	310	£62.50	B&M (Whitby)	Consumables - Christmas Festival
23/12/2022	311	£556.44	Preservation Equipment Ltd	Dehumidifiers, acid free paper and
23/12/2022	312	£28.35	David Duggleby	Painting courier costs
23/12/2022	313	£208.00	Pitney Bowes	Meter reading and transaction fee b
28/12/2022	314	£1,085.30	Everflow Limited	Water Bill - December
28/12/2022	315	£71.49	Cathedral Hygiene	Air Freshener Servicing (November)
28/12/2022	316	£156.23	Document Solutions	November Bill
03/01/2023	338	£50.68	Pitney Bowes	Quarterly rental in advance
05/01/2023	320	£176.73	Grenke Leasing	Quarterly Charge - Photocopier Leas
05/01/2023	321	£720.69	ENGIE Gas Limited	Gas Charges - December 2022
09/01/2023	319	£8.80	Barclays Bank	Commission Charges 13 Nov - 12 Dec
10/01/2023	277	£935.00	Fools Paradise Ltd	Reckless Inventions as Cocky Robins
16/01/2023	318	£71.00	SAGE UK Ltd	Payroll Subscription January 2023
23/01/2023	355	£13.11	EE Limited	Mobile Phone Charge (January)
25/01/2023	322	£956.88	ENGIE Gas Limited	Gas Charges - January 2022
26/01/2023	350	£1,727.32	Everflow Limited	Water Bill - January
27/01/2023	339	£2.30	Pitney Bowes	Meter reading and transaction fee b
27/01/2023	354	£71.49	Cathedral Hygiene	Air Freshener Servicing (December)
30/01/2023	203	£9,391.70	Blackwall Green	Public toilet insurance
30/01/2023	317	£312.50	Society of Local Council Clerks	Practitioners' Conference (1-2 Febr
30/01/2023	323	£2,339.47	Business Stream	Water Charges - Museum 24 Sep
30/01/2023	324	£153.76	Business Stream	Water Charges - Allotment 24 Sep
30/01/2023	325	£180.00	Scarborough Borough Council	PreApp Advice on Pannett extension
30/01/2023	326	£117.25	H E Wooley LTD	Fire Extinguisher Testing
30/01/2023	327	£68.61	Normans Business Solutions	Stationery
30/01/2023	328	£10.32	Normans Business Solutions	Stationery
30/01/2023	331	£250.00	Gordon Fletcher	Interim Audit Fee
30/01/2023	332	£56.40	PHS Group	Consumables
30/01/2023	333	£30.92	Sapphire Print Solutions	November Invoice - Printing Charges
30/01/2023	334	£760.00	Medics UK	Medical Cover - Christmas Festival
30/01/2023	335	£242.50	Medics UK	Medical Cover - Armed Forces Day
30/01/2023	336	£39.86	Rentokil Initial UK Ltd	Hygiene Services December 22

Date	Tran	Net	Organisation	Detail
30/01/2023	337	£227.50	Scarborough Lifts	Engineer visit to the lift in the W
30/01/2023	340	£125.00	Yorkshire Society	Subscription 2022-23
30/01/2023	341	£22.27	Sapphire Print Solutions	December Invoice - Printing Charges
30/01/2023	344	£39.86	Rentokil Initial UK Ltd	Hygiene Services January 23
30/01/2023	345	£250.00	European Water Technology	RPZ Testing January 2023
30/01/2023	347	£800.00	Powercare	Christmas Festival stage pyros
30/01/2023	348	£250.00	Powercare	Christmas Lighting Cross Street rep
30/01/2023	349	£260.00	Scarborough Lifts	Annual maintenance cover
30/01/2023	352	£416.00	Society of Local Council Clerks	Membership 2023
30/01/2023	353	£80.00	Keighley Town Council	Mayor's Dinner Tickets (2 off)
31/01/2023	346	£155.15	Document Solutions	December Bill
		£29,203.11		
		£53,298.99	Confidential Transactions	
		£82,502.10		

draft

WHITBY TOWN COUNCIL
FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE – 4 MARCH 2023
DRAFT PARISH CHARTER CONSULTATION

1. Introduction

- 1.1 North Yorkshire County Council approved a draft parish charter and a consultation approach on the draft charter at a meeting of its executive on Tuesday 10 January 2023. Comments on the draft are requested from parish councils.

2. Background to the Report

- 2.1 The development of a Parish Charter, defining the relationship between the new North Yorkshire Council and the parish sector as well as setting out how North Yorkshire Council and parishes will work together in partnership, is seen a priority for the new authority. The importance of parishes and effective partnership working is essential to achieve the vision and aims of the new authority. However, as there will be an ongoing programme of transformation beyond the new Council's start date (1 April 2023), it has been agreed the development of the parish charter will be a staged process. Once the initial version is adopted it will be reviewed and updated after six months and thereafter on an annual basis. A representative group of town and parish councillors and clerks have worked together with officers from across the district, borough and county councils to co-produce this initial version and will continue to be involved through the further development of the Charter.
- 2.2 North Yorkshire (County) Council is inviting parishes to take part in this initial consultation on the draft Parish Charter. The consultation runs until 12 April 2023.
- 2.3 The draft charter is attached (with my recommended comments) – Annex A.
- 2.4 A draft response to the accompanying questionnaire is also attached – Annex B.

3. Conclusion

- 3.1 The council's feedback will help inform further development of the Parish Charter in 2023.

Recommendation – That the council's response to the consultation (Annex B) be approved.

Michael King
Clerk

Annex A

Draft Parish Charter

**A Charter for Partnership Working and Understanding between
North Yorkshire Council and the parish sector in North
Yorkshire**

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Foreword/Welcome

FOREWORD: REPRESENTATIVES FROM PARISH COUNCILS INVOLVED IN THE CO-PRODUCTION OF THE DRAFT CHARTER

The Working Group is pleased to support this Charter which seeks to set out the arrangements for partnership working between the new North Yorkshire Council and local City, Town and Parish Councils and Parish Meetings. Each is responsible for providing local services to the residents of North Yorkshire and we recognise that close working relationships between North Yorkshire Council and their senior officers can only lead to better delivery of these services for our residents.

The development of this Charter is just a starting point and further work will be undertaken as the new Council works to bring together the operations of the former county, district and borough councils.

Whilst it remains the right of each parish sector council or meeting to determine whether or not it wishes to support the principles identified within the Charter, the potential benefits to local communities should encourage all parishes and North Yorkshire Council to work collaboratively.

The working group is made up of Town and Parish Councillors nominated by YLCA branches in Craven, Hambleton, Harrogate, Richmondshire, Ryedale, Scarborough and Selby. Along with the Yorkshire Local Councils Associations Team Support and Member Liaison Officer and a representative from the Society of Local Council Clerks. The group has been supported by the Yorkshire Local Councils Associations and a small team of officers from different teams and councils.

FOREWORD: LEADER OF NORTH YORKSHIRE COUNCIL

Parish and Town Councils and Parish Meetings are an important part of local government and have a vital role in acting on behalf of the communities they represent. North Yorkshire Council is committed to working with Parish and Town Councils and Parish Meetings across the county to connect with local communities, understand their needs and respond to their priorities.

This Charter has been developed in partnership with representatives of Parish and Town Councils and Parish Meetings in North Yorkshire and sets out how we will work together for the benefit of our communities. There is much work still to do to bring together the operations of all the eight councils involved in Local Government Reorganisation in North Yorkshire and new working arrangements will develop over time. The Charter recognises this and commits North Yorkshire Council to developing and reviewing areas and working arrangements for inclusion in the Charter in more detail.

I am delighted to support this Charter and look forward to working closely with our Parish and Town Councils and Parish Meetings as leader of the new North Yorkshire Council.

Councillor Carl Les

Leader of North Yorkshire County Council (will lead North Yorkshire Council)

1.0 Context – Local Government Reorganisation

- 1.1 The new unitary North Yorkshire Council ~~will be~~ was formed on 1 April 2023, following Local Government Reorganisation, ~~which will result in~~ on the abolition of North Yorkshire County Council and seven District/Borough Councils.
- 1.2 The new Council has set out its aim to work in new ways, offering:
- Improved efficiency and effectiveness of local government services
 - Reduced duplication, bringing together services and making savings
 - A local office in every district area
 - A range of local customer access points across North Yorkshire
 - A council of 90 councillors, representing 89 new divisions
 - Six local area committees
 - New community partnerships to support the needs and aspirations of towns and surrounding areas
 - New ways of working with, and empowering the parish sector
- 1.3 In working to establish the new Council, the importance of the parish sector and the need for effective partnership working to achieve its vision and aims as set out in its newly adopted Corporate Plan has been recognised from the outset.
- 1.4 The development of a Parish Charter, to define the relationship between North Yorkshire Council and the parish sector and set out how the principal authority and parish authorities will work together in partnership, was seen as a priority in the work leading up to vesting day, 1 April 2023. It is recognised that there is still much work to do to bring together the operations of all the eight councils including an ongoing programme of transformation beyond the new Council's start date in April 2023.
- 1.5 It is not possible to finalise detailed working arrangements with the parish sector at present as these will be transformed over time. It has therefore been agreed that the development of this Charter should be a staged process, with ongoing consultation with the parish sector and learning from experiences during the first months of operation of the new Council. These will then be incorporated in the Charter through a regular review, monitoring and update process.
- 1.6 It is recognised that there are a number of key areas that North Yorkshire Council and the parish sector will wish to develop more detailed working relationships. These include, but are not limited to, the following:
- Parish Sector Elections and Polls

- Financial Arrangements
- Planning
- Community Services – such as highways, street lighting, grass cutting, local assets
- Resilience planning/emergency response e.g., flooding

1.7 It is also recognised that this document is very much a working document, therefore commencing within the first six months of its operation, and on an on-going basis North Yorkshire Council commits to developing and reviewing these and other areas for inclusion in this Charter in more detail.

1.8 This document is the culmination of the first stage in this process and sets out a number of key principles by which North Yorkshire Council will work with the parish sector in their areas. It also sets out further stages in the process by which a more detailed Charter will be agreed, reviewed and updated on a continuing basis.

2.0 Introduction

2.1 At the time of writing of this Charter, there are currently 731 parishes in North Yorkshire. **Of these, 507 parishes (or groups of parishes) raised a precept in 2022/23¹. The majority of these parishes have ~~There are also a number of parish meetings without~~ a parish council.** In some areas small parishes may work together with neighbouring parishes to run a grouped, joint or common parish council. Parish councils may be created in accordance with legislation and local community demand. All parish sector authorities are parish councils but can choose to alter their style (e.g., town or city council) but they all have the same role. In this document the term the 'parish sector' is used to encompass all these various arrangements.

2.2 The parish sector is the first tier of Local Government in England, with Members elected every four years. They have a range of powers and are principally funded by an annual precept. **The total council tax raised by North Yorkshire's parishes in 2022/23 was £9.3 million.**

2.3 The purpose of this Charter is to define the relationship between North Yorkshire Council and the parish sector. It has been designed to facilitate effective partnership working and understanding between the two tiers of local government within North Yorkshire at a time of significant change.

2.4 It sets out a framework for defining and developing joint principles to enable North Yorkshire Council and the parish sector to work effectively together to improve the economic, social and environmental well-being of North Yorkshire.

2.5 North Yorkshire Council acknowledges that the parish sector is the grassroots level of local government. The parish sector acknowledges the strategic role and

¹

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1076207/Council_Tax_Statistics_for_Town_and_Parish_Councils_in_England_-_2022_to_2023.xlsx

responsibilities of North Yorkshire Council. The parish sector and North Yorkshire Council recognise each other as independent authorities legitimised through the democratic process and legal independence.

- 2.6 North Yorkshire Council supports and encourages the development of the parish sector as democratically accountable bodies having local governance responsibilities and local representational authority to shape the decisions that affect their communities. North Yorkshire Council recognises the potential for the devolvement of appropriate services and decision-making responsibilities and will support this devolvement by mutual agreement to the parish sector. This will be where the sector has the ability to discharge them, where it is cost neutral to North Yorkshire Council and where it is appropriate.
- 2.7 North Yorkshire Council will encourage the parish sector to adopt recognised good governance standards. These include standards set by National Association of Local Councils in their Local Council Award Scheme.
- 2.8 The parish sector will ensure that North Yorkshire Council is informed about relevant local issues of which they are aware to support its decision-making as appropriate.
- 2.9 The implementation of the Charter, and its effectiveness, will continue to be monitored by regular meetings of the North Yorkshire Parishes' Joint Liaison Group and the document will be reviewed and updated after a six month period and then annually thereafter. The terms of reference of the North Yorkshire Parishes' Joint Liaison Group are attached at appendix 1.

3.0 Partnership Working

- 3.1 Successful partnership working between North Yorkshire Council and the parish sector can only be achieved if all partners understand and respect each other's roles and work cooperatively to serve the community. It is recognised that both North Yorkshire Council and parish sector Councillors and the Chairs of parish meetings are elected to their roles for the benefit of their diverse communities. It is also acknowledged that many parishes have very limited resources. In addition, the new North Yorkshire Council is committed to delivering improved efficiency and effectiveness in services, reducing duplication, and achieving savings. Effective partnership working is key in achieving this commitment.
- 3.2 North Yorkshire Council recognises that the parish sector across North Yorkshire are:
- Bodies which draw on their local democratic accountability and expertise to take decisions and actions, and to collaborate with responsible bodies including North Yorkshire Council and other public sector bodies, to benefit their communities
 - Key providers of some local public services, as authorised by statute
 - Facilitators and supporters of action by the wider community, providing resources, encouragement and a 'stamp of approval' to community initiatives

- 3.2a North Yorkshire council recognises the community leadership role and responsibilities of the parish sector in response to ultra-local priorities set out in a range of plans and programmes.
- 3.3 The parish sector recognises the strategic role and responsibilities of North Yorkshire Council and its priorities as set out in its Council Plan.
- 3.4 North Yorkshire Council and the parish sector will work together in partnership to:
- Promote and protect social, economic and environmental well-being for the benefit of our local communities, to ensure vibrancy and future sustainability
 - Strive to eliminate all forms of discrimination and promote equality of opportunity
 - Promote an active democracy to ensure all members of every North Yorkshire community are able to have a say in our future and to help develop a shared vision, identity and sense of belonging
 - Welcome all feedback and aim to act quickly and efficiently to address issues within their power
 - Respect and promote the role of both elected and co-opted councillors as representatives of their communities through positive communication, leadership and engagement, all undertaken to high ethical standards
 - Give importance and recognition to issues and ideas raised at each level of local government
 - Ensure efficient, effective and value for money management, supported by adequate training

4.0 Communication

- 4.1 Effective communication is the basis for any successful working relationship, it needs to be a two-way process utilising a variety of methods. The Yorkshire Local Councils Associations has an important role in facilitating communication and providing coordinated feedback and training.
- 4.2 North Yorkshire Council will:
- Use a variety of methods to communicate with the parish sector - selecting the most effective method, dependent on the issue and which parish(es) are impacted
 - Make best use of the information technology available to promote quick and efficient communication
 - Respond to enquiries and reported issues from the parish sector in line with the Customer Charter - the policy is to acknowledge communications within five working days of receipt, and normally provide a full response (if required) as soon as reasonably practicable and in any event within 20 working days. If

this is not possible an explanation will be given as to why, along with an indication of when a full reply will be provided

- Ensure working arrangements with the parish sector are reviewed regularly via the North Yorkshire Parishes' Joint Liaison Group and information is published online
- Notify the parish sector via email of all programmed maintenance and improvement schemes relating to highways and other matters of significant impact within their boundaries
- Circulate notification of the publication of Area Constituency Committee agendas and papers on our website to parish clerks at the same time as they are sent to our members
- Provide opportunities for members of the public, including elected Members (Councillors) and parish clerks, to ask a question or make a statement at the start of ordinary meetings (Executive and committees), if notice including the full text of the question or statement has been given in writing or by electronic mail to the Democratic Services team
democratic.services@northyorks.gov.uk no later than midday three working days before the day of the meeting.
- **Respond to any invitation from the parish sector to speak at meetings on matters of mutual interest**

4.3 The parish sector will:

- Make every effort to attend and be represented at relevant North Yorkshire Council meetings and events when invited
- Make best use of the available information technology to communicate with North Yorkshire Council
- Encourage Councillors to have access to and use of electronic communication
- Where practicable support, provide and encourage all clerks to have access to a council-owned computer and council (rather than personal) email account
- Send a substantive reply to correspondence from North Yorkshire Council within 28 working days (not including responses to consultation documents), unless there are exceptional reasons why this cannot happen
- Provide up to date contact details/changes to contact details for both Parish Clerks and Chairs to North Yorkshire Council's Democratic Services team on democratic.services@northyorks.gov.uk in a timely manner
- Use a variety of appropriate methods to communicate and consult with communities, e.g., through setting up group chats using messaging apps, village magazines and flyers
- Raise any issues relating to dissatisfaction with North Yorkshire Council's actions, the response to a request for information, or failures to consult, by

making a formal complaint through the Council's complaints procedure, noting that these issues can also be raised with the relevant elected Member of North Yorkshire Council, the local Area Committee and the North Yorkshire Parishes' Joint Liaison Group

- Report all non-urgent highway defects via the Parish Portal online reporting system (this was designed following engagement with the parish sector and includes a full record of all reports made to North Yorkshire Council's Highways department together with available updates for each case, more information is available in **appendix 2**)
- Provide the opportunity for North Yorkshire Council officers and Members to speak at meetings on matters of mutual interest

5.0 Consultation and Engagement

5.1 North Yorkshire Council will:

- Engage with the parish sector on key issues that are likely to affect or be of particular interest to their area
- Engage regularly with the parish sector through the North Yorkshire Parishes' Joint Liaison Group
- Follow Government practice and allow 12 weeks for consultation where possible
- Provide the parish sector with sufficient information to enable them to reach an informed view on matters upon which they are being consulted
- Support the engagement process through North Yorkshire Council Councillors
- Consult the parish sector in respect of planning, licensing and highways matters
- Take account of the views of the parish sector during the North Yorkshire Council budget setting process, providing information in a timely manner
- Provide briefing or training sessions to Councillors and clerks from the parish sector on complex consultation issues and where capacity allows
- Provide feedback to the parish sector on the results of consultation
- Use plain English and keep information jargon free when consulting with the parish sector
- Offer information in different formats where that is appropriate

5.2 The parish sector will:

- Provide a representative at North Yorkshire Council engagement meetings, whenever practicable to do so
- Recognise the strategic role of North Yorkshire Council in tackling issues that look beyond individual parish boundaries

- Respond within consultation deadlines set by North Yorkshire Council, unless otherwise agreed e.g., by considering having an extraordinary meeting to meet the deadline
- Work with North Yorkshire Council to seek mutually acceptable solutions to issues

6.0 Finance

6.1 Financial arrangements will be informed by the overarching principles of fairness, efficiency and transparency.

6.2 North Yorkshire Council will:

- Consult the parish sector on proposed changes to service provision and on budget implications in a timely manner
- Provide information in a timely manner, such as the tax base, to support and assist the parish sector in determining their precepts
- Pay the precept to the parish sector
- In October each year, provide a detailed breakdown of election costs to which the parish sector are expected to pay or contribute to if requested and which will inform precept decisions

6.3 The parish sector will:

- Provide precept information by the mutually agreed deadline
- Be responsible for the full cost of any parish sector by-election or Parish Poll within their parish

7.0 Local Services and Assets

7.1 The parish sector is able to provide some local services and organise activities which take place within their area. Many parish sector councils across North Yorkshire already provide and operate a range of services, including parks, playing fields, cemeteries, closed churchyards, public toilets and allotments.

7.2 North Yorkshire Council will:

- Support the parish sector to maintain their own local services and assets if they wish to, and where it is practicable for them to do so
- Consider, in accordance with relevant legislation and the Council's own policy and procurement arrangements, proposals for the transfer of some locally based services and assets to the parish sector. This will exclude decision making on matters such as planning applications and traffic regulation orders and a range of services which the North Yorkshire Council

are is not able to delegate because of their particular statutory nature, e.g., children's education, social care

7.3 The parish sector will:

- Manage, maintain and resource the provision of local services and facilities, where appropriate in consultation with North Yorkshire Council

7.4 It should be recognised that the above principles are general and there can be local variations.

8.0 Practical Support

8.1 North Yorkshire Council offers practical support to the parish sector in a number of areas. This will be reviewed and further information provided as services are transformed following vesting day. North Yorkshire Council Councillors can provide information to the parish sector about issues in their areas and take the views of the local community into account in the decision-making process. They also have locality budgets which allow them to respond to local needs by recommending funding to support specific activities. The following sets out the practical support available to the parish sector at the current time.

8.2 North Yorkshire Council will:

- Offer the parish sector access to some services (e.g. printing, purchasing and training) at a mutually agreed price and as part of joint procurement opportunities. The ability to join a street lighting energy contract and street lighting maintenance contract may be possible and will be assessed on a case-by-case basis (applies to parish sector authorities only)
- Provide a first point of contact when the parishes are developing or refreshing **Neighbourhood Plans** or parish plans, through the relevant North Yorkshire Council team
- Consider whether there are areas of a parish plan where it could help the parish sector
- Provide a point of contact for support and possible grant funding opportunities for community-based projects
- Provide the parish sector with advice and guidance to develop a Community Resilience Scheme, through the Resilience and Emergencies Team. This will enable the parish sector to increase their local community's resilience in the first few hours of an incident such as flooding, before the emergency services arrive
- Provide advice, guidance and support to the parish sector on their rights in respect of Community Right to Bid, Community Right to Challenge and the Community Right to Build as set out in the Localism Act

- Offer opportunities for the parish sector to manage some services and assets, including transfer of appropriate budget, where this is cost neutral to North Yorkshire Council and there is a sound business case

8.3 Further information on how to report issues, e.g., matters relating to highways, and contact details are set out in appendix 2.

9.0 Next Steps – Further development, Monitoring and Review

9.1 As stated previously, this document represents the first stage in the process towards developing a more comprehensive Parish Charter which will include detailed working arrangements between North Yorkshire Council and the parish sector in its area. It commits North Yorkshire Council to work with the parish sector to agree detailed arrangements regarding specific service areas such as planning, elections, finance, economic development etc.

9.2 Implementation of the Charter will be monitored by the North Yorkshire Parishes' Joint Liaison Group.

9.3 The Charter will be reviewed commencing within the first six months of its operation and on an on-going basis. On-going reviews will be on an annual basis and following each North Yorkshire Council election, as a minimum, to ensure that it remains relevant.

Appendix 1

Terms of Reference

North Yorkshire Parishes' Joint Liaison Group

These arrangements provide the framework for the operation of the Group.

1. Title

The group shall be called the North Yorkshire Parishes' Liaison Group.

1.1 Background

At the time of writing of this Charter, there are currently 731 parishes in North Yorkshire. **Within this total t**There are **also** a number of parish meetings without a parish council. In some areas small parishes may work together with neighbouring parishes to run a grouped, joint or common parish council. Parish councils may be created in accordance with legislation and local community demand. All parish sector authorities are parish councils but can choose to alter their style (e.g., town or city council) but they all have the same role. In this document the term the 'parish sector' is used to encompass all these various arrangements.

2. Objectives

The objectives of the group are:

- To provide a means for liaison between North Yorkshire Council (NYC) and the parish sector on matters of common interest
- To co-ordinate local networking and joint activity
- To support the development of working relationships between North Yorkshire Council and the parish sector
- To provide a means for sharing and discussing information that is relevant to both North Yorkshire Council and the parish sector
- To create a reliable dialogue between group members to ensure the parish sector and North Yorkshire Council issues inform strategic decision and policy making on both sides

3. North Yorkshire Council Representatives

- The NYC Executive portfolio holder for locality engagement
- NYC Executive members and senior officers relevant to the issues being considered at the meeting (as nominated by the NYC Executive portfolio holder for locality engagement)

4. Parish Sector Representatives

- Each **branch** of the YLCA shall appoint a representative to the Group

(Branches should be aligned to the NYC Area Committee boundaries.)

- Representatives may be accompanied by a Parish Clerk

- The two elected Parish Council North Yorkshire Standards Committee representatives will attend the meeting on occasions where there is information to share
- A parish sector spokesperson will be elected by parish sector representatives to manage shared communications between North Yorkshire Council and the parish sector on liaison issues

5. Chair

- The Group shall be chaired by the Executive member of North Yorkshire Council or her/his nominee
- The Vice Chair shall be the parish sector's spokesperson

6. Yorkshire Associations of Local Councils and Society of Local Council Clerks

- A representative of Yorkshire Local Councils Associations (YLCA) and Society of Local Council Clerks (SLCC) shall be entitled to attend meetings of the Group

7. Meetings of the Group

- Meetings of the Group shall take place quarterly and additional meetings shall be called as necessary. Dates for meetings shall be fixed for the year (as far as practicable) at the first meeting in each municipal year
- Additional meetings of the Group shall take place as soon as practical on a request being made and supported by ~~25% of parish sector authorities~~ **resolution of two or more YLCA Branch meetings.**
- Should there be no issues raised for an agenda by the parish sector or North Yorkshire Council, a meeting can be cancelled with the agreement of the Chair and the parish sector's spokesperson

8. Agenda and Minutes

- Agendas for meetings shall be circulated at least five working days before meetings and minutes shall be circulated as soon as practical after meetings of the Group
- Preparation and circulation of agendas and minutes shall be undertaken by a North Yorkshire Council Officer
- The parish sector can submit items for inclusion on the agenda through the parish sector spokesperson. Agenda items will be at the joint unanimous discretion of the Chair and Vice-Chair

9. North Yorkshire Council Officers

North Yorkshire Council shall arrange the attendance of relevant officers at meetings of the Group (subject to availability) to reflect the matters on the agenda

10. Subgroups

The Group may appoint subgroups to undertake specific tasks and report back to the Group

11. Review of Arrangements

These arrangements can be reviewed as required

Appendix 2

How to Report Issues/Contact Details

In relation to Highways issues, the parish sector should:

- Use the North Yorkshire Council website where possible to find information about our services and news updates including road, footpath closures, temporary traffic lights and diversions
- Report all non-urgent highway defects via the North Yorkshire Council [Parish Portal](#) online reporting system
- Report all urgent highway issues by telephone to 01609 780780.
- Report highway emergencies outside normal office hours by contacting North Yorkshire Police on 101, website: (<https://www.northYorkshire.Police.uk/contact/>). Highway emergencies include any highway hazards such as flooding, mud/diesel spillages, carriageway debris, fallen trees and any road or footway defects which may be a danger to highway users.
- Gather evidence or feedback to assist us in our highways service delivery, including reporting road defects (e.g., potholes and drainage problems), and reporting misuse of weight restricted routes by heavy goods vehicles. This feedback can be provided via email to the local Highway Area Office or to Customer.Services@northyorks.gov.uk

In relation to social care emergencies (out of hours support), the parish sector should:

- Report any social care emergencies that arise outside of normal office hours by telephoning 01609 780780

NB Further contact details and reporting arrangements will be included when arrangements and procedures have been finalised. It is intended that all relevant contact details will be provided before 31 March 2023.

a) Draft Parish Charter Consultation

A Parish Charter will define the relationship and understanding between the two tiers of local government.

Recognising and supporting the importance of city, town and parish councils and parish meetings (parishes) and facilitating effective partnership working is essential to achieve the vision and aims of the new North Yorkshire Council

Due to the nature of local government reorganisation, it has been agreed that the development of the charter will be a staged process, with ongoing consultation, monitoring and update.

A representative group of town and parish councillors and clerks have worked together with officers from across the district, borough and county councils to co-produce this initial version and will continue to be involved throughout the development of the Charter. This work has been supported by the Yorkshire Local Councils Association and Society of Local Council Clerks.

Please review the draft parish charter and complete the following short survey to let us know your views.

This survey is anonymous. Please do not include any personal data into the free text boxes that could identify you or another individual.

Q1. Complete whichever section is appropriate

a) What is the name of your city/town/parish council or parish meeting?

Whitby Town Council

Q2. To what extent do you agree with the principles of partnership working as set out in section 3.0 of the draft charter.

a) Strongly disagree	
b) Somewhat disagree	
c) Neither agree nor disagree	
d) Somewhat agree	
e) Strongly agree	X

Q3. To what extent do you agree with the principles of communication as set out in section 4.0 of the draft charter.

a) Strongly disagree	
b) Somewhat disagree	
c) Neither agree nor disagree	
d) Somewhat agree	
e) Strongly agree	X

Q4. To what extent do you agree with the principles of consultation and engagement as set out in section 5.0 of the draft charter.

a) Strongly disagree	
b) Somewhat disagree	
c) Neither agree nor disagree	
d) Somewhat agree	
e) Strongly agree	X

Q5. To what extent do you agree with the principles for financial arrangements as set out in Section 6.0 of the draft charter

a) Strongly disagree	
b) Somewhat disagree	
c) Neither agree nor disagree	
d) Somewhat agree	
e) Strongly agree	X

Q6. To what extent do you agree with the principles for managing and maintaining local services and assets as set out in Section 7.0 of the draft charter

a) Strongly disagree	
b) Somewhat disagree	
c) Neither agree nor disagree	
d) Somewhat agree	
e) Strongly agree	X

Q7. To what extent do you agree with the principles for practical support for parishes as set out in Section 8.0 of the draft charter.

a) Strongly disagree	
b) Somewhat disagree	
c) Neither agree nor disagree	
d) Somewhat agree	

e) Strongly agree	X

Q8. a) To what extent do you agree with the proposed Terms of Reference for the North Yorkshire Council and Parishes Joint Liaison Group set out in Appendix 1 of the draft charter.

a) Strongly disagree	
b) Somewhat disagree	X
c) Neither agree nor disagree	
d) Somewhat agree	
e) Strongly agree	

b) Again, with reference to the proposed arrangements for the North Yorkshire Council and Parishes Joint Liaison Group set out in Appendix 1 of the draft charter, it is intended that anyone interested would have the opportunity to participate. Are there any suggestions that could improve achieving this aim?

Clarify the executive authority and representative structure on the YLCA side, so that it is clear how individual parishes access this arrangement.

Q9. The draft charter sets out a number of key areas where North Yorkshire Council and parishes intend to develop more detailed working relationships, including and not limited to the following:

- Local Council Elections and Polls
- Financial Arrangements
- Planning
- Community Services including highways and lighting

Are there any other areas you feel should be considered – please specify below.

Community events and celebrations – where the unitary authority can be the enabler of, road closures, street lighting, etc, while the local council can work with residents to design and deliver the local activity.

Working together to facilitate discussion and action through network arrangements, including with other statutory and voluntary bodies.

Q10 Would your city, town, parish council or parish meeting choose to formally adopt (endorse) a final version of the charter, assuming it was based on the principles and details in this draft charter? If there are particular reasons or comments, please include these in the text box under Q11.

Please select yes or no

- Yes ✓
- ~~No~~

Q11 If there is other feedback you would like to give on the draft charter please give details below.

Revised text suggested in the attached draft with revisions marked

- 1.7 The new unitary North Yorkshire Council ~~will be~~ **was** formed on 1 April 2023, following Local Government Reorganisation, ~~which will result in on~~ the abolition of North Yorkshire County Council and seven District/Borough Councils.
- 2.1 At the time of writing of this Charter, there are currently 731 parishes in North Yorkshire. ~~Of these, 507 parishes (or groups of parishes) raised a precept in 2022/23². The majority of these parishes have~~ **There are also a number of parish meetings without** a parish council. In some areas small parishes may work together with neighbouring parishes to run a grouped, joint or common parish council. Parish councils may be created in accordance with legislation and local community demand. All parish sector authorities are parish councils but can choose to alter their style (e.g., town or city council) but they all have the same role. In this document the term the 'parish sector' is used to encompass all these various arrangements.
- 2.2 The parish sector is the first tier of Local Government in England, with Members elected every four years. They have a range of powers and are principally funded by an annual precept. ~~The total council tax raised by North Yorkshire's parishes in 2022/23 was £9.3 million.~~

2

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1076207/Council_Tax_Statistics_for_Town_and_Parish_Councils_in_England_-_2022_to_2023.xlsx

3.2a North Yorkshire council recognises the community leadership role and responsibilities of the parish sector in response to ultra-local priorities set out in a range of plans and programmes.

4.2 North Yorkshire Council will:

- Respond to any invitation from the parish sector to speak at meetings on matters of mutual interest

6.3 The parish sector will:

- Be responsible for the full cost of any parish sector by-election or Parish Poll within their parish

7.1 The parish sector is able to provide some local services and organise activities which take place within their area. Many parish sector councils across North Yorkshire already provide and operate a range of services, including parks, playing fields, cemeteries, closed churchyards, public toilets and allotments.

7.4 It should be recognised that the above principles are general and there can be local variations.

8.2 North Yorkshire Council will:

- Provide a first point of contact when the parishes are developing or refreshing Neighbourhood Plans or parish plans, through the relevant North Yorkshire Council team

9.3 The Charter will be reviewed commencing within the first six months of its operation and on an on-going basis. On-going reviews will be on an annual basis

Appendix 1

1.2 Background

At the time of writing of this Charter, there are currently 731 parishes in North Yorkshire. Within this total tThere are also a number of parish meetings without a parish council. In some areas small parishes may work together with neighbouring parishes to run a grouped, joint or common parish council. Parish councils may be created in accordance with legislation and local community demand. All parish sector authorities are parish councils but can choose to alter their style (e.g., town or city council) but they all have the same role. In this document the term the 'parish sector' is used to encompass all these various arrangements.

7. Meetings of the Group

- Additional meetings of the Group shall take place as soon as practical on a request being made and supported by ~~25% of parish sector authorities~~ resolution of two or more YLCA Branch meetings.

Thank you for completing the survey. **The survey closes on 12 April 2023.** Your feedback will help to inform the further development of the Parish Charter in 2023.

Date	Tran	Net	Organisation	Detail
01/02/2023	362	71.00	SAGE UK Ltd - Payroll Subscription	February 2023
01/02/2023	367	186.15	Howden Joinery Group - Supplies for Gallery refit	
03/02/2023	363	180.00	Brian Oakley - External window clean - February	
05/02/2023	364	498.73	TotalEnergies Gas & Power - Electricity (PAG & Museum)	February
07/02/2023	356	22.50	Morphy Richards - Kettle in the front kitchen	
07/02/2023	401	12.00	HM Land Registry - Land search - Larpool woods/viaduct	
08/02/2023	379	1,057.94	ENGIE Gas Limited - Gas Charges - February 2022	
09/02/2023	372	325.00	Vinyl Signs of Whitby - To clean down, re-cover and apply	
09/02/2023	373	36,394.90	Tetra Tech Limited - PANNETT ART GALLERY EXTENSION RIBA II Milestone 3	
09/02/2023	374	39.86	Rentokil Initial UK Ltd - Hygiene Services February 23	
09/02/2023	429	191.50	Society of Local Council Clerks - SLCC Enterprises - Manuals	
11/02/2023	402	18.00	Amazon - Heavy Duty Stapler	
12/02/2023	375	673.00	Pitney Bowes - Meter reading and transaction fee based on usage	
14/02/2023	403	458.33	Vaillant Group UK Limited - Boiler servicing	
15/02/2023	376	380.00	Mayoral Expenses	
15/02/2023	387	309.66	Vistech Security Ltd - Park/Museum Patrols - February	
15/02/2023	388	155.15	Document Solutions - January Bill	
16/02/2023	389	295.00	Made By Cooper Ltd. - King Charles Coronation Pin Badge	
20/02/2023	382	5,518.22	Everflow Limited - Water Bill - February	
20/02/2023	384	8.50	Barclays Bank - Commission Charges 13 Jan - 12 Feb	
20/02/2023	390	149.99	Screwfix - 4 tread platform ladder	
21/02/2023	378	13.11	EE Limited - Mobile Phone Charge (February)	
21/02/2023	405	17.65	Amazon - Wire clips for banner wire	
21/02/2023	407	3.33	Yorkshire Trading Company (Whitby) - Office supplies	
21/02/2023	408	2.25	Boyes of Whitby - Office supplies	
27/02/2023	381	71.49	Cathedral Hygiene - Air Freshener Servicing (January)	
28/02/2023	391	666.96	Vistech Security Ltd - Park/Museum Patrols - March	
28/02/2023	398	12.17	Wilf Noble Construction & Plant Hire Ltd - Building Supplies (February)	
01/03/2023	422	13.07	Sapphire Print Solutions - February Invoice - Printing Charges	
01/03/2023	426	228.00	Siemens Financial Services Limited - Telephone lease charge	
02/03/2023	393	1,297.07	Green End Electrical - Supply and install replacement door access system	
02/03/2023	411	18.00	Mayoral Expenses - mileage (40 miles @45p)	
04/03/2023	415	138.60	Hilton Gateshead - Room and car parking	
05/03/2023	394	961.73	TotalEnergies Gas & Power - Electricity (PAG & Museum)	March
09/03/2023	392	71.00	SAGE UK Ltd - Payroll Subscription March 2023	
09/03/2023	395	16.06	Normans Business Solutions - Stationery	
09/03/2023	396	39.86	Rentokil Initial UK Ltd - Hygiene Services March 23	
09/03/2023	397	155.15	Document Solutions - February Bill	
10/03/2023	380	878.17	ENGIE Gas Limited - Gas Charges - March 2023	
15/03/2023	416	181.00	Green End Electrical - Callouts regarding light sensors and door keypad	
15/03/2023	417	1,237.80	Green End Electrical - Supply and install lights, design as agreed.	
15/03/2023	418	50.00	YLCA - Road Safety (S Smith, J Nock)	
16/03/2023	404	18.63	Barclays Bank - Commission Charges 13 Feb - 12 March (accrued)	
18/03/2023	412	105.60	Mayoral Expenses	
18/03/2023	413	66.75	Oakwood Hall Hotel - Accommodation and Breakfast - Keighley Civic Dinner	
18/03/2023	414	64.80	Mayoral Expenses	
18/03/2023	419	3,297.32	Everflow Limited - Water Bill - March	
20/03/2023	410	18.00	Mayoral Expenses - mileage (40 miles @45p)	
20/03/2023	420	156.00	Comgas Heating Limited - Carry out gas safety certificate to pipework only.	
21/03/2023	424	13.11	EE Limited - Mobile Phone Charge (March)	

Date	Tran	Net	Organisation	Detail
22/03/2023	423	66.67	Whitby Area Development Trust - Hire of James Cook Theatre - 22 March 2023	
24/03/2023	409	10.00	Mayoral Expenses	
27/03/2023	427	71.49	Cathedral Hygiene - Air Freshener Servicing (February)	
27/03/2023	428	60.81	Pitney Bowes - Meter reading and transaction fee based on usage	
28/03/2023	421	22.82	Sapphire Print Solutions - March Invoice - Printing Charges	
		56,989.90		
		38,476.12	Confidential Transactions	
		95,466.02		