



PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

10 August 2023

You are **summoned** to attend an **EXTRAORDINARY MEETING** of the **TOWN COUNCIL OF WHITBY** to be conducted in the Normanby Room, Whitby Museum on **Tuesday 15 August 2023 at 2:00pm**, the agenda for which is set out below.

Cllr Robert Dalrymple
Town Mayor

To: Councillors Abbott, Barnett, Mrs Brown, Mrs Coughlan, Croft, Dalrymple, Goodberry, Harrison, Harston, Hinchliffe, Jones, Nock, Redfern, Riddolls, Smith, Mrs Sumner, Mrs Turner, Mrs Wild and Mrs Wilson

NOTICE OF MEETING – This meeting has been called in accordance with schedule 12, paragraph 9(1) of the Local Government Act 1972. Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of that Act.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and resolve upon apologies for inability to attend.
Apologies have so far been offered by Cllrs Harston, Jones, Smith & Mrs Wilson.

2. DECLARATION OF INTERESTS

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

3. PUBLIC PARTICIPATION

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

4. COMPOSITION OF COMMITTEES

MOVED by Cllr Abbott, seconded by Cllr Riddolls

This motion with the support of Cllrs Barnett, Croft, Goodberry, Harrison, Hinchliffe, Jones, Smith and Sumner (SO7a & SO26b)

'That a new Standing Order (to follow 4d) be added to read:

'The composition of committees shall be:

'i) Each of the 19 councillors is expected to serve as a voting member on at least two of Finance Policy & General Purposes, Human Resources, Pannett Art Gallery, Planning, Harbour, and Town Development & Improvement committees,

'ii) The seven members of the Pannett Art Gallery Committee, together with the Mayor and Deputy Mayor, will form the nine voting Council members of the Joint Management Committee (together with the six members appointed by the Whitby Literary & Philosophical Society).

'iii) Councillors will be allocated to committees in accordance with their expressed preferences, wherever numbers so permit. (Using the process set out in appendix A)'

5. CALL IN

MOVED by Cllr Abbott, seconded by Cllr Riddolls

'That Councillors should be allowed to "call in decisions" so that matters can be discussed and perhaps referred back to committee for further work on any topic that Councillors as a group vote on during a full Council meeting (by the addition of Standing Orders 3bb-3dd as set out in appendix B).'

6. PUBLICATION OF MINUTES

MOVED by Cllr Abbott, seconded by Cllr Riddolls

'That Standing Order 12g be added to read:

'Minutes to meetings need to be published within 5 days of a meeting.'

Committee Places Allocation Procedure

It is resolved that each member of the Town Council is expected to serve on two of the (six) committees, with places allocated by ballot, based on personal preferences, which have been drawn at random to achieve an overall recommendation to the Annual Meeting. The ballot mechanism requires members to submit their preference in advance to the Town Clerk to enable the following procedure to be carried out:

1. Each member indicates a preference for the (six) principal committees, in order.
2. The nineteen preference slips are pulled at random, from a 'hat' to establish a rank order 1-19.
3. The first preference of the Councillor ranked 'first' in the draw is recorded against the first available Committee.
4. This process continues for the first preference of each councillor up until each committee is complete.
5. If a committee's places are filled, the next ranked councillor's second preference would be taken, and that Councillor moved to the top of the list for the subsequent round. The rankings for round two would then have become: the third placed choice of any Councillors from round one who did not achieve their first preference, in original rank order, followed by the second placed choice of all other councillors, in original rank order. In all cases, the highest available preference is used for each councillor in each round.
6. If not all second preferences can be accommodated, a third round is required, the rank order then becomes: any Councillors from round two who does not achieve their second preference, in original rank order, followed by all other councillors, in original rank order... etc.
7. If there are any committee places left unfilled, members will be allocated in accordance with their expressed preferences and by the least number of committees to which they have already been allocated. Any tie of candidates at any point will be resolved by vote.
8. After seven councillors have been allocated to each of the six committees, the two nominated substitutes for each of the committees will be allocated to the two councillors who had expressed the highest preference to be on that committee but had not secured a place. (Again, decided by vote if more than two potential substitutes had expressed an equal ranked preference) and then by ballot if there are still substitution positions to be filled.

Call-In Procedure (Reserve to Full Council)

3bb Two members may 'reserve a decision to full council' where that decision would otherwise be taken by a relevant committee, under delegated powers. Either:

- i. the reservation may be submitted to the Proper Officer in writing, provided one day's notice (24 hours) has been given, prior to the relevant committee meeting, signed by any two members of the council; or
- ii. the reservation may be moved and seconded by two members of the relevant committee, during its meeting, prior to any vote being taken on the substantive item.

3cc When a decision is 'reserved to full council' under Standing Order 3bb (above), the relevant Committee will debate and resolve on the item, but the outcome of that debate will be a vote on a motion to make a referral to council, rather than a decision under delegated powers, with such referral presented to the subsequent council meeting.

3dd Where a claim to reserve a decision would result in the council not meeting a contractual or statutory deadline, it may be refused by the Clerk, with reasons, in consultation with the Town Mayor and/or the relevant committee chair.