

PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

29 September 2023

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted at the **Pannett Gallery**, on **Tuesday 3 October 2023 at 6:00pm**, the agenda for which is set out below.



Michael King
Town Clerk

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

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

To receive apologies for inability to attend.

2. DECLARATION OF INTERESTS

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).

4. MINUTES OF MEETING HELD ON 8 AUGUST 2023

(page 3)

To approve the minutes of the last meeting.

General Purposes & Policy

5. ACTION OUTSTANDING FROM PREVIOUS MEETINGS

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

6. PSPO CONSULTATION

(page 7)

7. PROVISION OF TABLET COMPUTERS CONSIDERATION OF QUOTES

(page 13)

Report attached.

8. APPROVAL OF EXPENDITURE

To approve payments to 30 September 2023 – to follow.

9. COST CENTRE EXPENDITURE & INCOME TO 30 JUNE 2023

To note income and expenditure to the end of Month 6– to follow.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance Policy & General Purposes** Committee held in Pannett Art Gallery, Whitby, on **Tuesday 8 August 2023** at 6pm.

Present Councillor Mrs L Wild (Chair) and Councillors Mrs H Coughlan, R Dalrymple, J Harston, A Jones, Mrs S Turner and Mrs N Wilson.

Also Mr King, Town Clerk, and Councillor Croft.

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.

128/23 APOLOGIES FOR ABSENCE

None.

129/23 DECLARATION(S) OF INTERESTS & REQUEST FOR DISPENSATION

There were no declarations of disclosable pecuniary interests, and other interests or dispensation requests.

STANDING ORDERS SUSPENDED

130/23 PUBLIC PARTICIPATION

Cllr Croft spoke raising concerns shared from the community about the potential expenditure under item 135/23

STANDING ORDERS REINSTATED

131/23 MINUTES OF MEETING HELD ON 6 JUNE 2023.

MOVED by Councillor Coughlan, seconded by Councillor Turner.

RESOLVED that minutes of the Finance Policy & General Purposes Committee held on the 6 June 2023 are approved as a correct record.

1 abstention

132/23 ACTION OUTSTANDING FROM PREVIOUS MEETINGS

The Clerk noted that there were none other than progressed elsewhere on the agenda.

133/23 REFERRAL FROM COUNCIL MEETING ON 4 JULY 2023

Submitted: proposed amendments to Standin Orders 3e and 4d. It was noted that advice received from the NALC solicitor confirmed that the proposed change to 4d would be *ultra vires*. It was further noted that the change proposed to 3e would meaningfully only be appropriate to meetings of full council, which had the power to refer items for consideration by committees.

MOVED by Councillor Turner, seconded by Councillor Harston

RESOLVED That Standing Order 3e be rewritten to read:

Subject to Standing Order 3(d) above, members of the public may make representations, answer questions and give evidence at a meeting of:

- i) council at which they are entitled to attend. Public questions not on the agenda will be referred to the next appropriate committee meeting [See 3(h) below].
- ii) a committee at which they are entitled to attend in respect of the business on the agenda.

An agenda item will be allocated in the early part of a council meeting for members of the public to speak and ask questions.

This entitlement will not preclude the chair from adjourning the meeting at other times at their discretion so as to allow members of the public to make representations, answer questions or give evidence in relation to the business to be transacted at that meeting.

Resolution to be referred to council as a recommendation for adoption.

134/23

PUBLIC TOILETS

Recent interruptions to service, vandalism, breakdowns and complaints received were discussed.

MOVED by Councillor Wilson, seconded by Councillor Harston

RESOLVED that the Clerk be delegated to hold a meeting between the management of Danfo and an advisory working group of (up to seven) members of the Finance Policy and General Purposes Committee to seek resolution of current operational difficulties with cleaning, maintenance, cash collection and the general condition of toilets maintained under the current contract.

135/23

PROVISION OF TABLET COMPUTERS FOR COUNCILLORS

Submitted: options for the provision of tablet computers, software and support services for members of the town council. It was noted that the option remained of inviting a demonstration of the meeting decision support software outlined. Members also noted that a clear business case should be made for the value for money and environmental benefits offered by consistent paperless working practices.

MOVED by Councillor Turner, seconded by Councillor Dalrymple

RESOLVED that alternative quotes, based on more affordable, lower-specification hardware be sought from Cloudy IT, EDGE and another suitable supplier.

136/23 APPROVAL OF EXPENDITURE

Submitted: a schedule of invoices dated from 1 June 2023 to 30 June 2023.

MOVED by Councillor Dalrymple, seconded by Councillor Harston

RESOLVED that the schedule of expenditure up to 30 June in the sum of £26,333.11 (as attached) is approved and submitted to Full Council.

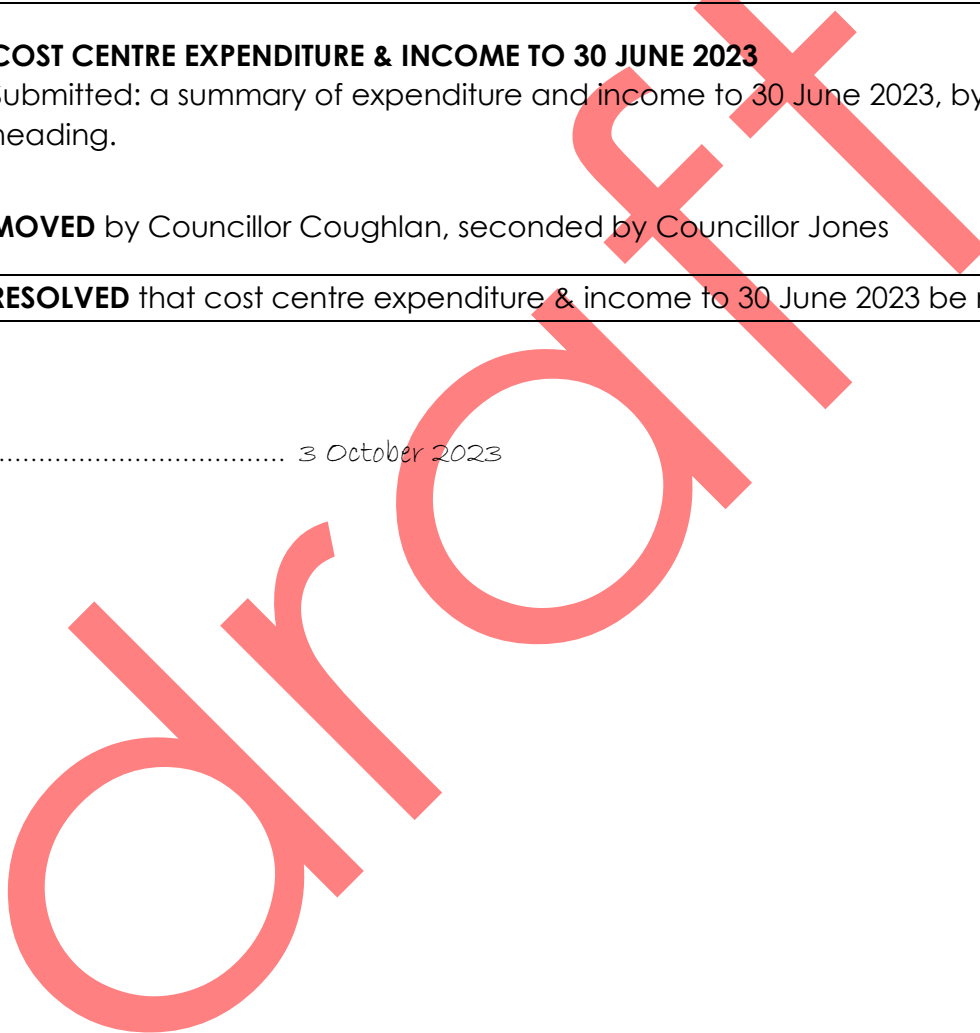
137/23 COST CENTRE EXPENDITURE & INCOME TO 30 JUNE 2023

Submitted: a summary of expenditure and income to 30 June 2023, by budget heading.

MOVED by Councillor Coughlan, seconded by Councillor Jones

RESOLVED that cost centre expenditure & income to 30 June 2023 be noted.

Signature 3 October 2023



Appendix. APPROVAL OF EXPENDITURE TO 30 JUNE 2023

Date	Tran	Net	Organisation	Detail
30/05/2023	82	51.25	Sapphire Print Solutions - Photocopier charges	May
31/05/2023	36	130.00	Morris Vermaport Limited - Attend lift breakdown	- free lift stuck at 1st floor
31/05/2023	84	76.53	Green End Electrical - Dimmer module	
01/06/2023	85	845.00	AR Entertainments Ltd - Climbing Wall	- Armed Forces Day
01/06/2023	90	71.00	SAGE UK Ltd - Payroll Software Subscription	- June
01/06/2023	102	155.15	Document Solutions - June Bill	
05/06/2023	93	1,008.86	TotalEnergies Gas & Power - Electricity Bill	Pannett - June
08/06/2023	65	11,470.08	WTC Salaries - Payroll	- June
08/06/2023	66	4,097.87	HMRC - FPS June	- 2403
08/06/2023	67	4,004.82	North Yorkshire Pension Fund - Contributions	- June
08/06/2023	94	462.48	ENGIE Gas Limited - Gas Bill	Pannett - June
13/06/2023	96	3.48	Boyes of Whitby - Refuse sacks	
13/06/2023	99	0.62	Pitney Bowes - May invoice	- postage
14/06/2023	97	32.47	Amazon Services Europe S.A.R.L - Stick Flags	
14/06/2023	100	50.68	Pitney Bowes - May invoice	- quarterly lease
18/06/2023	98	3,558.34	Everflow Limited - Water Bill	Toilets - May
21/06/2023	91	14.99	EE Limited - Mobile phone monthly	- June
21/06/2023	92	228.00	Siemens Financial Services Limited - Telephone Lease Charge	(Quarterly)
27/06/2023	101	71.49	Cathedral Hygiene - Monthly periodic payment	- June
		26,333.11		

6. PSPO CONSULTATION

The following consultation by North Yorkshire Council is live and the town council has been invited to submit a response.

Background to the consultation

We are currently reviewing the dog control rules that apply to public spaces in Filey, Scarborough and Whitby. Rules around dog fouling, dog exclusion areas, and areas in which a dog must be put on a lead when directed, are all outlined in a Public Space Protection Order (PSPO). This is in place to help ensure everyone can enjoy the many beautiful open spaces and beaches we have in this part of the county and to help protect the wildlife.

Reasons for the review

The current restrictions, unless extended, will lapse in January 2024. As part of the proposed extension of the restrictions, we would like the public's views if they remain reasonable, if any areas no longer need the restriction or if new areas would benefit from some form of control.

The current situation

By completing this consultation you are helping us reach a consensus on how and where dogs can be exercised in the Filey, Scarborough and Whitby area. Following local government reorganisation we will be, in due course, agreeing a common approach for dog control. However, this requires more time and planning, which is why we are consulting on restrictions in these areas for now.

Privacy notice

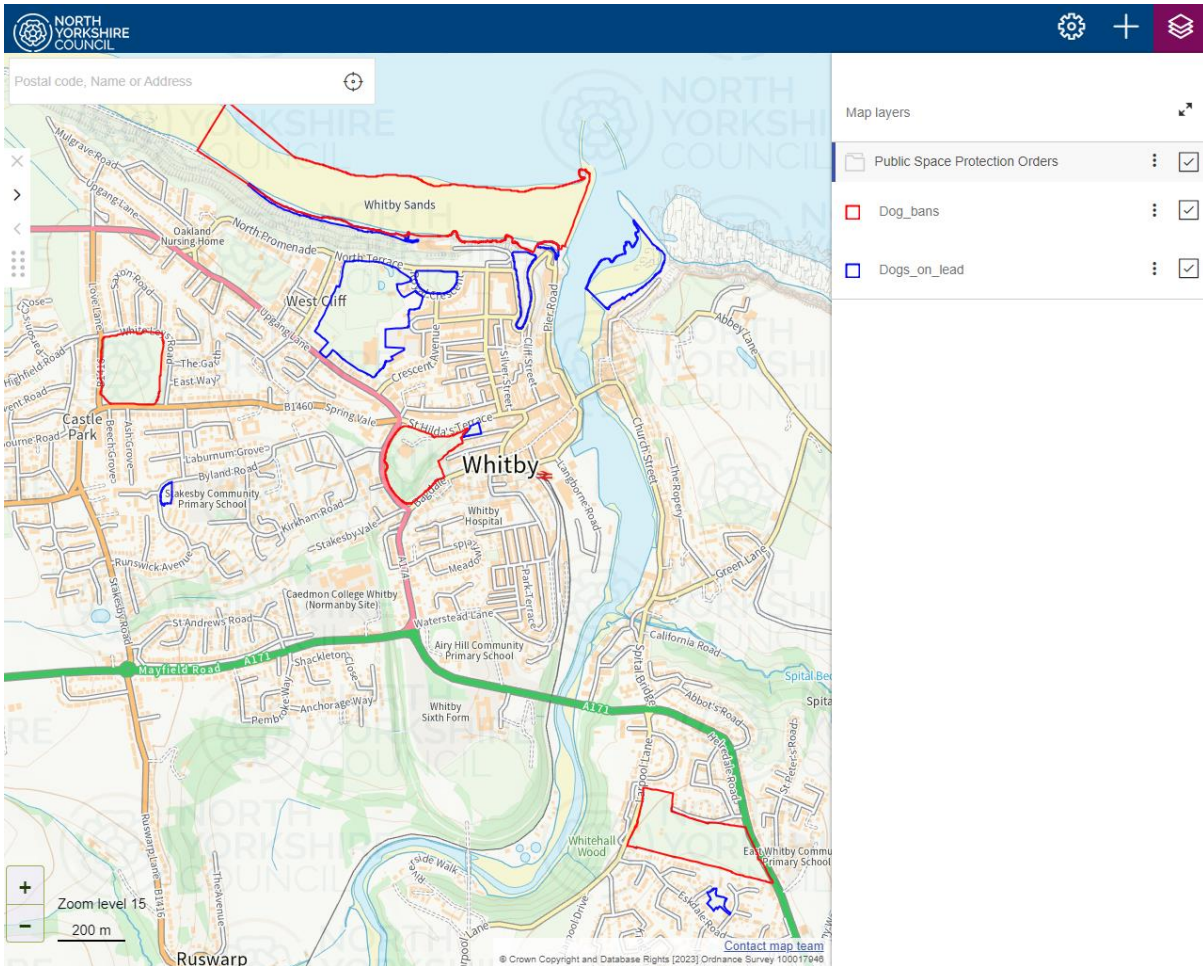
Read our privacy notice to understand how and why we process your personal data at [https://www.northyorks.gov.uk/privacy-notices\(opens in new window\)](https://www.northyorks.gov.uk/privacy-notices(opens in new window))

How to respond to this consultation

Please complete this online form of 17 questions. The open text boxes are not restricted and will expand as you type. Please do not include anything that can identify yourself or someone else.

All replies must be received by **Sunday 15 October 2023**.

Please [view the current PSPO map\(opens in new window\)](#) which outlines the dog bans and dogs on lead restricted areas.



GENERAL QUESTIONS

Q1

The council uses fixed penalty notices for dog fouling. The maximum penalty for dog fouling is £100.

Do you agree with this penalty amount?

Yes/No

Q2

The current penalty for dogs being exercised off a lead in an area with restrictions is £75. This is lower than the £100 maximum limit to emphasise the seriousness of fouling compared to other offences.

Do you agree with this penalty amount?

Yes/

No, the penalty is too high and should be decreased/

No, the penalty is too low and should be increased

Q3

The current penalty for dogs being exercised in a banned area is £75. This is lower than the £100 maximum limit to emphasise the seriousness of fouling compared to other offences.

Do you agree with this penalty amount?

Yes/

No, the penalty is too high and should be decreased/
 No, the penalty is too low and should be increased

Q4

The following areas have a year round ban:

- ~ children’s play/recreation areas
- ~ tennis courts
- ~ skate park
- ~ multi-sports areas and playing fields
- ~ bowling greens

any other sporting or recreational facility all signed at their entrance(s).

Do you agree with this restriction?

Yes/No

WHITBY / SLEIGHTS / SANDSEND / ROBIN HOODS BAY / RUNSWICK BAY RESTRICTIONS ONLY

Q12

Parts of Whitby Beach are covered by a seasonal dog ban from 1 May to 30 September.

Do you agree with this restriction?

Yes/

Yes, and the area currently restricted should be expanded/

No, the area currently restricted should be reduced/

No, the duration of the restriction is too long/

No, the duration of the restriction is too short

Q14 The following areas are designated year-round ban on dogs. Do you agree with this restriction?				
	Yes	Yes, and the area currently restricted should be expanded	No, the restriction is not required and should be removed	No, the area currently restricted should be a dogs on lead area
Pannett Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Whitby (Larpool) Cemetery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
White Leys Playing Fields	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Q15 The following areas are designated dogs on lead from 1 May to 30 September each year. Do you agree with this restriction?				

	Yes	Yes, and the area currently restricted should be expanded	No, the restriction is not required and should be removed	No, the restriction should be year round and not seasonal	Dogs should be banned here each season
Tate Hill Beach	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
West Cliff Sports/Recreation Area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q16 The following areas are designated year-round dogs on lead. Do you agree with this restriction?

	Yes	Yes, and the area currently restricted should be expanded	No, the restriction is not required in this area
Baxtergate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bridge Street and Whitby Swing Bridge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chubb Hill	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Church Street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ellerbeck Way Playground	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flowergate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Formal Gardens (land between Khyber Pass and East Crescent)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Haggersgate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ingham Play Park, Sleights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kingfisher Drive Recreation Area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

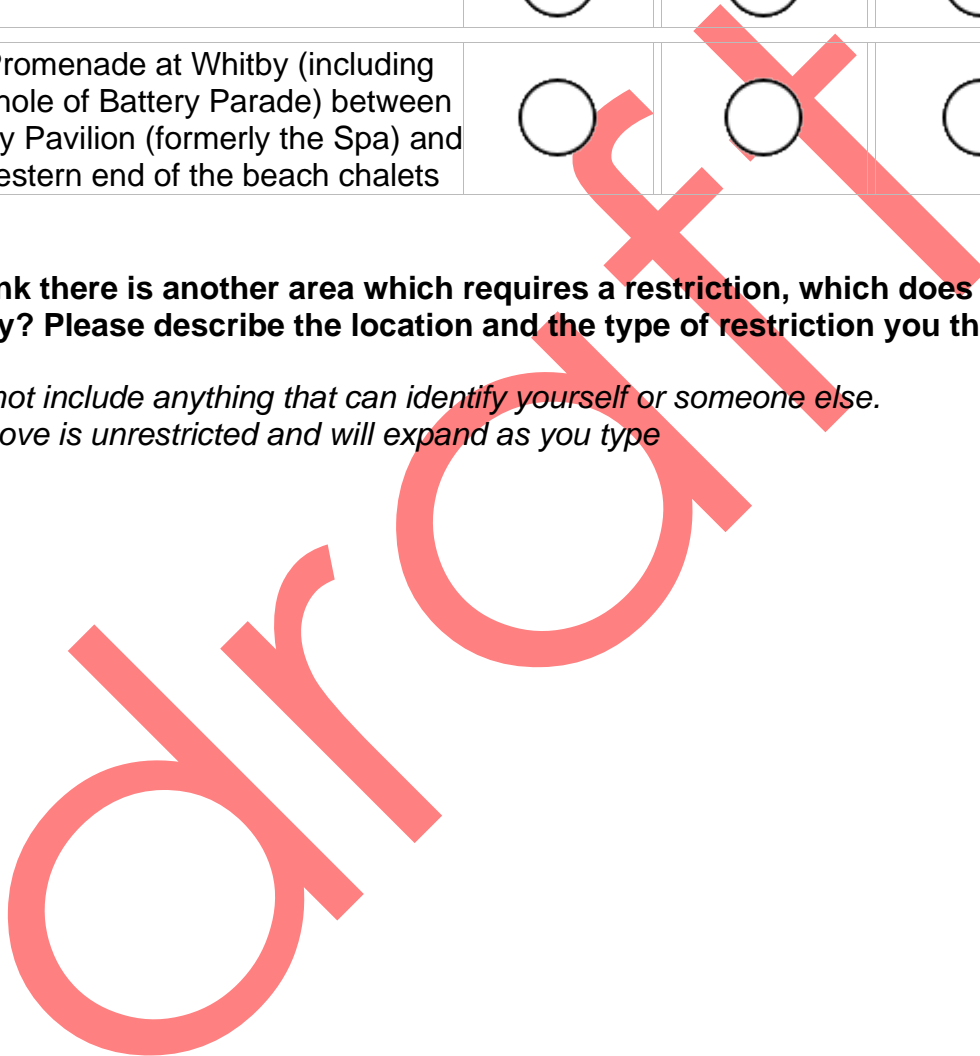
Lowdale Lane Sportsfield, Sleights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Marton Court Amenity Area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Royal Crescent Gardens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
South Seas Gardens (Little Park)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Promenade at Whitby (including the whole of Battery Parade) between Whitby Pavilion (formerly the Spa) and the western end of the beach chalets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q17

Do you think there is another area which requires a restriction, which does not have one already? Please describe the location and the type of restriction you think is required:

Please do not include anything that can identify yourself or someone else.

The box above is unrestricted and will expand as you type



Report

8. PROVISION OF TABLET COMPUTERS FOR COUNCILLORS

Following this committee's decision in February (355/22 refers) to 'obtain quotations for 19 (off) tablet computers for councillors, with appropriate software, support and training to enable effective corporate working.'

A second quote has been submitted by a Whitby based business and is presented for comparison.

	<i>Annual</i>	<i>One-off</i>
Quote 1: Office 365 Integrated workspace configuration, supply, training and support	£4,599.60	£3,702.50
19x 10.1 inch Apple iPad plus case and keyboard, plus support	£456.00	£14,633.81
'Decisions' automated meeting support software	£1,895.00	£3,888.75
Total	£6,950.60	£22,225.06
Year One Total		£29,175.66

Report

Quote 2:

A quotation for provision of tablet computers suitable for use for typical town / parish council operations. We are able to provide these as follows

Hardware

Samsung Galaxy Tab A8 10.5" 32Gb Tablet Computer as per

<https://www.argos.co.uk/product/1244999>

standard price £220.00 per item, limited period offer price £170.00 per item

Includes the manufacturers standard 2 year guarantee.

Keyboard / Case for Samsung Galaxy Tab A8 as per

<https://www.amazon.co.uk/Keyboard-Samsung-Bluetooth-Detachable-Wireless/dp/B0BYRH1JB>

standard price £20.00 per item.

Includes a standard Amazon sellers guarantee.

Should you require 19 of these, then that would be

19 Tablet Computers (standard price) £4180.00

19 Tablet Computers (offer price) £3230.00

19 Keyboard / Case for above Tablet Computers £380.00

Which would be a total of £4560 (inc VAT) at the standard price, or £3610 (inc VAT) at the limited period offer price.

Software

These tablet computers come with Android v11 operating system.

In addition to this we feel that a councillor would require the following software to operate efficiently

- * BlueMail app, allowing full access to email on multiple external servers (FREE)
- * Collabora Office, allowing word processing, spreadsheet, presentation and drawing apps (FREE)
- * Zoom, for video conferencing (FREE)
- * Microsoft Teams, for video conferencing (FREE)
- * WhatsApp, for group discussions (FREE)
- * Chrome / Firefox, for web browsing (FREE).

There is no provision for this expenditure in the approved 2023-24 budget.

Cloudy IT have offered to mount a demonstration of the capability of the tablet computers accessing the 'Decisions' automated meeting support software.

The committee's view on next steps is requested.