



PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

29 February 2024

You are **summoned** to attend the **MEETING** of the **TOWN COUNCIL OF WHITBY** to be conducted at the Pannett Gallery on **Tuesday 5 March 2024 at 6:00pm**, the agenda for which is set out below.

Michael King
Town Clerk

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

To receive and resolve upon apologies for inability to attend.

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 public¹ (limited to 3 mins per person).

4. EXTERNAL REPORTS

To receive reports on behalf of external bodies if present

- a. Anglo American
- b. North Yorkshire Police
- c. North Yorkshire Council

5. MINUTES

		Page
a.	To approve , as an accurate record, minutes of the following meetings:	
i.	Council	9 January 2024 5
ii.	Extraordinary Council	13 February 2024 11
b.	To receive the (draft) minutes of the following committee meetings:	
i.	Planning & Licensing	16 January 2024 13

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

ii.	Planning & Licensing	30 January 2024	17
iii.	Allotment Sub	6 February 2024	21
iv.	Planning & Licensing	13 February 2024	25
v.	Harbour	13 February 2024	27
vi.	Town Development & Improvement	20 February 2024	31
vii.	Joint Management Committee	27 February 2024	33
viii.	Planning & Licensing	27 February 2024	37

6. COMMITTEE RECOMMENDATIONS

Any matters for consideration from the minutes noted above.

7. APPLICATIONS FOR CO-OPTION

To consider two applications received for the vacancy in West Cliff Ward and to consider the next step in relation to the vacancy in the Stakesby Ward, where a poll has not been demanded. The applications are circulated separately in confidence to members of Council, using the process set out.

8. NOTICES OF MOTION

8.1 Frequency of Meetings

MOVED by Cllr Barnett, seconded by Cllr Riddolls

'That in consideration of the council's need to take utmost advantage of the opportunities afforded by devolved powers, we should, in line with the majority of Town Councils in North Yorkshire, revert to the more usual and better practice of holding meetings of Full Council on a monthly basis.'

8.2 Attendance at MAPS Meetings

MOVED by Cllr Mrs Brown, seconded by Cllr Nock

'That the Town Council maintains a rota to enable all Town Councillors to attend fortnightly MAPS meetings and take a lead in reporting information from the meeting to Full Council.'

Context:

These MAPS (Multi-Agency Problem Solving) meetings take place electronically and are attended by Councillors, Police, and NYC staff covering Trading Standards, Licensing, Highways and other interested parties to deal with matters affecting the health, safety, environment and wellbeing of the residents and visitors to Whitby.

The rota will identify three consecutive meetings per Councillor. This does not prevent other councillors attending on an ad hoc basis to bring issues to the meeting or update themselves on resolutions to issues under discussion and being progressed. The rota to double up councillors on the third meeting to allow handover to following meetings.

9. COMMITTEE PLACES

To consider appointments to committee vacancies on the Planning Committee and Neighbourhood Plan Steering Group.

10. REQUEST TO USE LAND AT CALIFORNIA ROAD	
To consider a request from a local business to licence use of land at California Road for site storage.	
11. REVIEW OF INTERNAL CONTROLS	
a) Risk Register (for approval)	41
b) Asset Register (for approval)	47
12. REVIEW OF GOVERNANCE DOCUMENTS	53
To recommend revised constitution to the Annual Meeting of Council for adoption (circulated separately).	
13. APPROVAL OF EXPENDITURE	55
To approve payment of invoices dated to 31 December 2023.	
14. EXPENDITURE TO END OF QUARTER THREE	57
To receive	
15. MEDIUM TERM FINANCIAL PLAN	61
Revised plan submitted for approval.	
16. RESERVES REVIEW	69
To note the month ten position and recommend movements for consideration.	
17. REPORTS FROM REPRESENTATIVES ON EXTERNAL BODIES	
An opportunity for members appointed to represent the town council on named bodies to report on activity since the last meeting.	
18. REPORT OF WHITBY NEIGHBOURHOOD PLAN STEERING GROUP	
The Steering Group held its first meeting in January and elected Mrs Joyce Stangoe as its Chair. The group intends to meet monthly and has agreed its outline terms of reference and an initial statement which will set out the stall for future public engagement.	
19. MAYOR'S REPORT	
Civic engagements since 9 January 2024 and other activities undertaken to note.	
20. CLERK'S REPORT	71
21. FLOODING AWARENESS - STANDING ITEM	
Tides above 5.5 metres up until 7 May 2024.	
• 9-14 March	
• 26 March	
• 7-12 April	
• 6-10 May	

WHITBY TOWN COUNCIL

Minutes of the meeting of the Town Council of Whitby, duly convened, and conducted in Pannett Art Gallery on Tuesday 9 January 2024 at 6:00pm.

Present Councillor R Dalrymple (Town Mayor) and Councillors, A Abbott, R Barnett, Mrs A Brown, Mrs H R Coughlan, M Harrison, J Harston, A Jones, J Nock, C Riddolls, S Smith, Mrs S Turner, Mrs L Wild and Mrs N Wilson.

Also M King, Town Clerk, Mrs A Cowey Deputy Clerk, with Councillors P Trumper and N Swannick (North Yorkshire Council), and 19 members of the public.

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

315/23 APOLOGIES

Apologies were received from Councillors Goodberry, Hinchliffe, Redfern and Mrs H Sumner.

MOVED by Councillor Mrs Coughlan seconded by Councillor Nock, and

RESOLVED that the apologies received from Councillors Goodberry, Hinchliffe Redfern and Mrs Sumner, are accepted.

316/23 DECLARATION OF INTERESTS

There were no declarations of interest.

317/23 PUBLIC PARTICIPATION

Three members of the public spoke to ask questions and raise concerns regarding the budget.

A member of the public raised concerns about the wording regarding the application for the 3G pitch at Eskdale School and surrounding area to be put forward for registration as an asset of Community Value.

318/23 APPROVAL OF BUDGET 2024/25

Councillors went through the proposed amendments to the budget as submitted to the Clerk by members individually:

- 1. Administration** – a saving of 5% on 'office expenses' (taken as the sum of baseline Administration) £2,127

MOVED by Councillor Smith, seconded by Councillor Riddles and

RESOLVED that a saving of 5% is approved on 'office expenses' (taken as the sum of baseline Administration) £2,127.

- 2. Audit** – reduce provision for auditor fees in relation to objections raised by elector(s) (2023/24 and 2024/25) by £2,000 to £10,000

MOVED by Councillor Nock, seconded by Councillor Abbott 'that audit provision for auditors' fees in relation to objections raised by elector(s) (2023/24 and 2024/25) remains at £20,000'

MOTION NOT CARRIED

3. Website – remove provision for redesign of the town council website - £2,500

MOVED by Councillor Mrs Brown, seconded by Councillor Mrs Coughlan and

RESOLVED that the redesign of the Town Council's Website is postponed and the budget allowance removed from the 24/25 budget

4. HR Advisory Service – remove provision of independent legal cover and advice to the council as an employer £2,000

MOVED by Councillor Barnett, seconded by Councillor Abbott and

RESOLVED that the provision of independent legal cover and advice to the council as an employer is removed.

5. Mayor's Allowance – reduce the allowance to the average expenditure of the past three years, or by half £400 to £1,000

MOVED by Councillor Jones, seconded by Councillor Mrs Wilson and

RESOLVED that the Mayoral Allowance is reduced by £400 to £1,600

6. Elections/Polls – reduce provision for parish poll costs to two polls at £6,000 or one at £7,500. NYC Electoral Services has now confirmed the cost of the October poll is £6,041.35 £3,000 to £7,500

MOVED by Councillor Riddolls, seconded by Councillor Mrs Turner

RESOLVED that provision for parish polls is reduced by £3,000.00 to £12,000

7. Security Patrols – remove provision for the external patrols of the Gallery and Museum in Pannett Park £10,000

MOVED by Councillor Mrs Brown, seconded by Councillor Barnett and

RESOLVED that the provision for external patrols of the Gallery and Museum in Pannett Park is removed.

8. Repairs and Maintenance – remove growth to improve the acoustics of the Gallery for meetings £5,000

MOVED by Councillor Mrs Brown, seconded by Councillor Harrison 'that the growth to improve the acoustics of the gallery for meeting is removed'.

MOTION NOT CARRIED

9. Christmas Lights – (linked income item) reduce expenditure to the £10,000 grant funded by NYC or to zero and sacrifice the income £15,000

MOVED by Councillor Mrs Wild, seconded by Councillor Riddolls

RESOLVED that Christmas Lights expenditure is reduced to the £10,000 grant funded by NYC

10. Climate Emergency Engagement – remove provision £1,000

MOVED by Councillor Mrs Wilson, seconded by Councillor Mrs Turner

RESOLVED that the Climate Emergency Engagement provision is removed

11. Neighbourhood Plan – reduce provision to anticipated income £10,000

MOVED by Councillor Abbott, seconded by Councillor Riddolls

RESOLVED that provision for the Neighbourhood Plan is reduced to anticipated income of £5,000

12. Unitary Engagement – remove provision £12,500

MOVED by Councillor Nock, seconded by Councillor Riddolls

RESOLVED that the provision for Unitary Engagement is removed.

13. Christmas Festival – (linked to income) either reduce expenditure by £3,500 and remove provision for fireworks or cancel the event outright and forgo the associated income. £3,500 to -£2,500

MOVED by Councillor Mrs Turner, seconded by Councillor Abbott

RESOLVED that expenditure for the Christmas Festival is reduced by £3,500.

14. Toilets Income – modelled projected additional income for a rise from 40p to 50p, to 60p

MOVED by Councillor Jones, seconded by Councillor Mrs Brown

RESOLVED that an increase of the toilet charge from 40p to 50p is approved, increasing income by £25,000.

The gross expenditure and income was restated following the votes on individual items, above. In consideration of the recommended budget, as amended:

MOVED by Councillor Mrs Wilson, seconded by Councillor Jones and

RESOLVED that a budget of £514,900 (gross expenditure) with a precept of £325,600 is set for the financial year 2024 -2025

A recorded vote was called

FOR

Councillor Mrs Wilson
 Councillor Nock
 Councillor Mrs Brown
 Councillor Mrs Coughlan
 Councillor Mrs Turner
 Councillor Jones
 Councillor Harrison
 Councillor Mrs Wild
 Councillor Smith
 Councillor Barnett
 Councillor Riddolls
 Councillor Harson
 Councillor Dalrymple

AGAINST

Councillor Abbott

ABSTAIN

319/23

MINUTES

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

RESOLVED that the minutes of the Full Council held on 7 November 2023 having been circulated be taken as read and confirmed as a correct record

MOVED by Councillor Mrs Wilson, seconded by Councillor Jones and

RESOLVED unanimously that the minutes of the following committee meetings are taken *en Bloc* and received

Human Resources	21 November 2023
Planning & Licensing	28 November 2023
Finance Policy & General Purposes	5 December 2023
Pannett Art Gallery	12 December 2023
Planning & Licensing	12 December 2023
Town Development & Improvement	19 December 2023

320/23

COMMITTEE RECOMMENDATIONS

FP&GP Committee 5 December 2023 287/23 APPROVAL OF EXPENDITURE

8.3 RECOMMENDED that the schedule of expenditure up to 5 December 2023 in the sum of **£131,548.46** (as attached) is approved.

MOVED by Councillor Nock seconded by Councillor Mrs Coughlan and

RESOLVED that the schedule of expenditure up to 5 December 2023 in the sum of £131,548.56 as recommended by the Finance Policy and General Purposes is approved.

8.4 Any other matters for consideration from the minutes noted above

It was determined by the Town Mayor that this item be moved to the last item of the meeting due to the requirement for an exclusion of press and public

321/23 APPLICATION FOR REGISTRATION OF ASSET OF COMMUNITY VALUE

Mr Clifford Southcombe spoke as a representative of Enterprise International (ESI) to members regarding its request to Whitby Town Council to submit an application to North Yorkshire Council to register the 3G pitch at Eskdale School and surrounding area as an Asset of Community Value.

MOVED by Councillor Mrs L Wild, seconded by Councillor Mrs Turner

RESOLVED that this item is deferred to an Extraordinary meeting of Council to enable consultation with other interested local groups.

322/23 RESPONSE TO EXTERNAL AUDITOR'S REQUEST FOR INFORMATION

MOVED by Councillor Mrs Wilson, seconded by Councillor Nock

RESOLVED that the draft response circulated with the Full Council agenda is approved and submitted to the external auditor.

323/23 COMMITTEE PLACES

MOVED by Councillor Mrs Wild, seconded by Councillor Mrs Turner and

RESOLVED that Councillor Abbott is appointed to Town Development & Improvement Committee until the next Annual Meeting of the Council.

324/23 CASUAL VACANCY – CO-OPTION TIMETABLE

MOVED by Councillor Jones seconded by Councillor Abbott and

RESOLVED that the timetable as circulated with the agenda for co-option is approved,

325/23 EXTERNAL REPORTS

d. NORTH YORKSHIRE POLICE

As representatives from North Yorkshire Police were unable to attend a Police report was circulated to all members prior to this meeting.

e. NORTH YORKSHIRE COUNCIL

Councillor Swannick submitted a report which was circulated to all members with this agenda. He answered members questions regarding the 'Alpamare' facility in Scarborough.

Councillor Trumper agreed to chase up information regarding installation of barriers around the area of Tuckers Field near Pizza West, and also reported that:

- no decision has been made regarding the cliff lift but all options are being looked at and he will report back when he has any further information.
- members were informed that the Traffic Order has been submitted regarding the sea wall and will be out for consultation soon.

MOVED by Councillor Mrs Coughlan, seconded by Councillor Jones and

RESOLVED unanimously that the external reports are received.

326/23

REPORTS FROM REPRESENTATIVES ON EXTERNAL BODIES

Councillor Nock reported on

- MAPS meetings held fortnightly where representatives from emergency services, community groups attended to discuss issues which included rough sleeper, contact the Police on 101 to notify them of anyone in this situation.
- A walk around Whitby's Cumulative Impact Zone with Sargeant Metcalf and Councillor Harston on 16 December 2023.

Councillor Mrs Wild reported on the recent meeting of the Whitby Harbour Users Group where there will be a 6% increase in fees, but the Landing Dues will remain the same to assist the fishing industry.

Councillor Mrs Brown informed members there is a Zoom meeting to discuss the North Yorkshire Destination Management Plan, which she unfortunately will be unable to attend, and asked if any Councillors would be able to attend in her place.

Councillor Mrs Coughlan reported that 3 new security cameras have been installed in Pannett Park – 2 around the Lily Pond. The cameras are linked directly to the Police.

Councillor Riddolls asked if there was an update available from the Town Deal Board. Councillors Mrs Wild and Mrs Turner explained that they are members of this Board as residents and not representatives of the Town Council. Both Councillors Mrs Wild and Mrs Turner agreed to report to future meetings and reported on the situation to present – everything is moving forward within the time scale - the Town Hall project is going ahead, and the Maritime Hub is going out to public consultation.

It was asked if Whitby Town Council could nominate a representative to go on this board.

MOVED by Councillor Mrs Coughlan, seconded by Councillor Jones and

RESOLVED unanimously that the above reports received.

327/23 MAYOR'S REPORT

The Town Mayor reported on his civic engagements since 7 November 2023 including attending Whitby's Park Run on Christmas morning.

MOVED by Councillor Smith seconded by Councillor Abbott and

RESOLVED unanimously that the civic engagements since 7 November 2023 are noted.

328/23 CLERK'S REPORT

MOVED by Councillor Nock, seconded by Councillor Mrs Turner and

RESOLVED unanimously that the Clerk's report circulated prior to the meeting with the agenda is received.

329/23 FLOODING AWARENESS - STANDING ITEM

MOVED by Councillor Coughlan seconded by Councillor Harston and

RESOLVED that the tides above 5.5 metres up until 5 March 2024 are noted:
12-16 January
27-28 January
9-15 February
25-27 February

330/23 EXCLUSION OF PRESS (in respect of agenda item 6b – minute no 321/23 b)

MOVED by Councillor Harston, seconded by Councillor Nock and

RESOLVED unanimously that That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 331/23 below, due to the confidential nature of the business to be transacted.

331/23 STAFFING

Clarification was given regarding HR Minute No 270/23

Signature..... 3 March 2024

WHITBY TOWN COUNCIL

Minutes of the Extraordinary meeting of the Town Council of Whitby, duly convened, and conducted in Pannett Art Gallery on Tuesday 13 February 2024 at 6:30pm.

Present Councillor R Dalrymple (Town Mayor) and Councillors A Abbott, R Barnett, Mrs A Brown, Mrs H R Coughlan, J Harston, A Jones, J Nock, J Redfern, C Riddolls, S Smith, Mrs S Turner and Mrs N Wilson.

Also M King, Town Clerk, Mrs A Cowey Deputy Clerk, and 10 members of the public.

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

357/23 APOLOGIES

Apologies were received from Councillors Goodberry, M Harrison, and Mrs L Wild.

MOVED by Councillor Mrs Turner, seconded by Councillor Mrs Coughlan

RESOLVED that the apologies received from Councillors Goodberry, Harrison and Mrs L Wild accepted.

358/23 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

There were no declarations of interests.

STANDING ORDERS SUSPENDED

359/23 PUBLIC PARTICIPATION

Two members of the public spoke about the registration of the 3G pitch at Eskdale School as an Asset of Community Value including an area of land in front of the pitch which could be used to provide a community hub and a playing field for local children.

WTFC don't want the 3G pitch to close down and the club is concerned that they have not been granted permission to use the pitches for soccer schools during the half term.

STANDING ORDERS REINSTATED

360/23 APPLICATION FOR REGISTRATION OF ASSET OF COMMUNITY VALUE

Councillors took into account information circulated prior to the meeting and given by member of the public. Members were made aware that in the event that the 3G pitch is registered as an asset of community value it would not protect it from disposal – if this area in the future was to be sold off, community groups would be able to submit a bid. At present the 3G pitch is protected by the grant awarded to it.

MOVED by Councillor Barnett, seconded by Councillor Riddolls

RESOLVED that Standing orders are suspended to allow members of the public to speak.

STANDING ORDERS SUSPENDED

A member of the public spoke about the current use of the pitch by football clubs and groups, that ongoing eco centre funding has been secured and match funding obtained. The blue outline on the map does not include a lot of things that are necessary for the pitch including a drainage system and tank.

STANDING ORDERS REINSTATED

MOVED by Cllr Mrs Turner, seconded by Cllr Mrs Brown

RESOLVED that this item is deferred for a two-month period to enable all information to be gathered regarding the above and to include other areas of land and further consultation if necessary.

361/23

COMMITTEE PLACES

There are three vacancies on the Planning & Licensing Committee – no Councillors present who are not on the Planning & Licensing Committee put themselves forward to fill these seats.

MOVED by Cllr Jones, seconded by Cllr Mrs Coughlan

RESOLVED that all those councillors not present at this meeting, who are not on the Planning & Licensing Committee be contacted and asked if they would like to fill the vacancies.

Signature

5 March 2024

WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING & LICENSING** Committee held in the Normanby Room, Whitby Museum on **Tuesday 16 January 2024** at 6.00pm.

Present: Councillor Mrs N Wilson (Chair) with Councillors, R Dalrymple, G Goodberry, S Hinchliffe and J Nock.

Also: Mrs A Cowey, Deputy 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.

332/23 APOLOGIES FOR ABSENCE

Apologies for inability to attend were received from Councillors J Harston and M Harrison.

RESOLVED that the apologies received from Councillors J Harston and M Harrison are accepted.

333/23 MINUTES

MOVED by Councillor Nock, seconded by Councillor Dalrymple

RESOLVED that the minutes of the Planning Committee held on the 12 December 2023 having been circulated be taken as read, confirmed as a correct record and signed by the Chair.

334/23 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

No declarations of interest or requests of dispensation

335/23 PUBLIC PARTICIPATION

No public present

336/23 PLANNING APPLICATIONS.

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

337/23 LISTED BUILDINGS

Mounting Block – Upgang Lane - Concern was raised regarding the stability of the mounting block re-sited on Upgang Lane.

RESOLVED unanimously that a request is sent to North Yorkshire Highways asking them to move the mounting block on Upgang Lane due to possible health and safety issues, to the opposite side of the road south side of the sub-station against the wall.

338/23 LICENSING

Councillor Nock reported that JK's cannot trade until the property's sale has gone through. The Licence application will be reviewed on 16 February 2024.

Appendix A

Planning Applications Considered on 16 January 2024

1	Plan Number	District Reference	Road/Street	Date of meeting
	23/029/AMENDED	22/02513/FL		
	<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
	Stonebridge homes Ltd		Land off Sandpiper Close	
	<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
		North Yorkshire		10/01/24

23/029 - Amended plan Revised site layout plan for 241 No dwellings and associated updated plans/information.

Comment

OBJECT - a full report on sewage and storm water management is required.

2	Plan Number	District Reference	Road/Street	Date of meeting
	23/152	ZF23/01908/LB		
	<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
	Mrs Susan Corfield		7 Borough Place	
	<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
	WHITBY	North Yorkshire	YO224BL	12/12/23

Installation of replacement painted timber door and frame and boarding of fanlight. Replacement of 1no. Front yorkshire sliding sash window with timber double glazed unit and rear glass brick window with timber casement unit, Mrs Susan Corfield, 7 Borough Place, WHITBY, North Yorkshire, YO224BL

Comment

Support this application

3	Plan Number	District Reference	Road/Street	Date of meeting
	23/153	ZF23/01944/FL		
	<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
	Mr Neil Pearson	The Boathouse	The Carrs	RUSWARP
	<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
	WHITBY	North Yorkshire	YO211RL	13/12/23

Installation of dropped kerb to existing footway, Mr Neil Pearson, The Boathouse, The Carrs, RUSWARP, WHITBY, North Yorkshire, YO211RL

Comment

Support this applications

4	Plan Number	District Reference	Road/Street	Date of meeting
	23/154	ZF23/01923/LB		
	<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
	Mr J Urban		2 Elders Yard	Silver Street
	<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
	WHITBY	North Yorkshire	YO213BY	20/12/23

Removal of existing rear dormer to be replaced with larger dormer and removal of chimneys, new roof, replacement windows and new gutters, Mr J Urban, 2 Elders Yard, Silver Street, WHITBY, North Yorkshire, YO213BY

Comment

Support this application

5	<i>Plan Number</i> 23/155	<i>District Reference</i> ZF23/02014/FL	<i>Road/Street</i> The Carrs	<i>Date of meeting</i> 16.01.24
	<i>Applicant</i> Mr Neil Pearson	<i>House Name</i> Land at the Carrs	<i>Road</i>	<i>Locality</i> Ruswarp
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i>	<i>Application date</i> 20/12/23

Erection of a single storey building for use as a boat repair and build workshop (use B2), improvements to existing entrance, formation of car parking and turning area, Mr Neil Pearson, Land at the Carrs, Ruswarp, WHITBY, North Yorkshire

Comment

OBJECT - negative impact on the area - visual impact will be out of keeping with the area - noise and effect on the neighbours.

6	<i>Plan Number</i> 24/001	<i>District Reference</i> ZF23/01922/FL	<i>Road/Street</i> Argyle Road	<i>Date of meeting</i> 16.01.24
	<i>Applicant</i> Cosi Build Limited (Mr Pete Kemp)	<i>House Name</i> Le Mini Metro	<i>Road</i> Argyle Road	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i>	<i>Application date</i> 03/01/23

External alterations to existing flats, including new doors and windows, alterations to rear roof, enlargement of existing dormer and new balcony, Cosi Build Limited (Mr Pete Kemp), Le Mini Metro, Argyle Road, WHITBY, North Yorkshire

Comment

Support this application

7	<i>Plan Number</i> 24/002	<i>District Reference</i> ZF23/01979/FL	<i>Road/Street</i> Broomfield Terrace	<i>Date of meeting</i> 16.01.24
	<i>Applicant</i> Mr M Estill	<i>House Name</i>	<i>Road</i> 7 Broomfield Terrace	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211QP	<i>Application date</i> 09/01/24

Change of use from 1nr 5-storey residential dwelling to create 5nr holiday apartments to include re-roofing, installation of triple roof terrace to the front, construction of dormer to rear, replacement windows and doors front and back, 2nr balconies to the rear, rendering of the walls to the rear and groundworks to achieve basement access to the front and parking area at street level to the back. Mr M Estill, 7 Broomfield Terrace, WHITBY, North Yorkshire, YO211QP

Comment

OBJECT - Support Highways concerns - over development - out of keeping with the area - highways and access - impact on nearby listed building (Spa Well) - Health and safety, only one exit.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING & LICENSING** Committee held in the Pannett Art Gallery on **Tuesday 30 January 2024** at 6.00pm.

Present: Councillor Mrs N Wilson (Chair) with Councillors, R Dalrymple, G Goodberry, S Hinchliffe and J Nock.

Also: Mrs A Cowey, Deputy 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.

339/23 APOLOGIES FOR ABSENCE
No apologies for absence.

340/23 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION
Councillor Goodberry declared a personal and non-prejudicial interest in planning application ZF23/02043/HS – High Street, Ruswarp, YO21 1NH.

341/23 PUBLIC PARTICIPATION
No public present

342/23 PLANNING APPLICATIONS.

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

343/23 LISTED BUILDINGS
Nothing to report.

344/23 LICENSING
No licencing applications received.

PAVEMENT LICENCES.

A list of pavement licences for premises within Whitby was circulated with the Planning Committee agenda prior to the meeting. There are a number of premises who have had used the Covid regulations for outdoor seating, which are not included with in the list.

MOVED by Councillor Dalrymple, seconded by Councillor Nock

RESOLVED unanimously that Licensing Services is contacted to ask if North Yorkshire Council will be monitoring outdoor seating once the Covid regulations have ended.

345/23 LAND OFF SANDPIPER CLOSE
Member considered a letter from Johnson Mowat (Planning and Development Consultants) regarding WTC objections to the amended plans (22/02513/FL)

MOVED by Councillor Nock, seconded by Councillor Goodberry and

RESOLVED unanimously that following reports from residents in the development area and the recent weather conditions the attenuation chambers installed do not appear to be working resulting in water being discharged on to the highway.

draft

Appendix A

Planning Applications Considered on 30 January 2024

1	<i>Plan Number</i> 23/129/AMENDED	<i>District Reference</i> ZF23/01604/FL	<i>Road/Street</i> Market Place	<i>Date of meeting</i> 30.01.24
	<i>Applicant</i> Mr & Mrs Anthony and Joanna Gilpin	<i>House Name</i> First and second floor	<i>Road</i> 1 Market Place	<i>Locality</i>
	<i>Town</i>	<i>County</i> North Yorkshire	<i>Post Code</i> YO224DD	<i>Application date</i> 16/01/24

23/129 - Amended plan Amended scheme new plans received.

Comment

OBJECT - over development - out of character with the existing building and area

2	<i>Plan Number</i> 24/003	<i>District Reference</i> ZF23/02043/HS	<i>Road/Street</i> High Street	<i>Date of meeting</i> 30.01.24
	<i>Applicant</i> Mr & Mrs T & S Jefferson	<i>House Name</i> School House	<i>Road</i> High Street	<i>Locality</i> RUSWARP
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211NH	<i>Application date</i> 11/01/24

Proposed balcony over existing garage with external spiral staircase, Mr & Mrs T & S Jefferson, School House, High Street, RUSWARP, WHITBY, North Yorkshire, YO211NH

Comment

OBJECT - over development of small site - out of character with area/village

3	<i>Plan Number</i> 24/004	<i>District Reference</i> ZF23/02010/FL	<i>Road/Street</i> Southend Gardens	<i>Date of meeting</i> 30.01.24
	<i>Applicant</i> Mr Glenn Ackroyd	<i>House Name</i>	<i>Road</i> 3A Southend Gardens	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211JY	<i>Application date</i> 11/01/24

Construction of 2no. Semi-detached dwellings, Mr Glenn Ackroyd, 3A Southend Gardens, WHITBY, North Yorkshire, YO211JY

Comment

OBJECT - over development - highways and access

if used as a holiday let this development would affect the amenity of the neighbours

4	<i>Plan Number</i> 24/005	<i>District Reference</i> ZF23/01598/FL	<i>Road/Street</i> 30.01.24	<i>Date of meeting</i>
	<i>Applicant</i> Mr Andrew Daubney	<i>House Name</i> Land at Walker Street	<i>Road</i>	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i>	<i>Application date</i> 15/01/24

Erection of bungalow, Mr Andrew Daubney, Land at Walker Street, WHITBY, North

Comment

OBJECT - support Environmental Health objections regarding the size of rooms - out of character with the area and conservation area

5 *Plan Number* *District Reference* *Road/Street* *Date of meeting*
 24/006 ZF23/02096/FL Church Street 30.01.24

Applicant *House Name* *Road* *Locality*
 Whitby Galleries Limited (Mr Taylor) Boo Tique 87 Church Street

Town *County* *Post Code* *Application date*
 WHITBY North Yorkshire YO224BH 15/01/24

Whitby Galleries Limited (Mr Taylor), Boo Tique, 87 Church Street, WHITBY, North Yorkshire, YO224BH Installation of new flat roof with rooflights.

Comment
Support this Application

6 *Plan Number* *District Reference* *Road/Street* *Date of meeting*
 24/007 ZF23/02069/LB Sandgate 30.01.24

Applicant *House Name* *Road* *Locality*
 Mr Martin Lawrence 5C Sandgate

Town *County* *Post Code* *Application date*
 WHITBY North Yorkshire YO224DB 16/01/24

Installation of replacement like for like wooden balcony doors, Mr Martin Lawrence, 5C Sandgate, WHITBY, North Yorkshire, YO224DB

Comment
Support this application

7 *Plan Number* *District Reference* *Road/Street* *Date of meeting*
 24/008 ZF23/02097/LB Church Street 30.01.24

Applicant *House Name* *Road* *Locality*
 Whitby Galleries Limited (Mr Taylor) Boo Tique 87 Church Street

Town *County* *Post Code* *Application date*
 WHITBY North Yorkshire YO224BH 16/01/24

Internal alterations and installation of new flat roof with rooflights, Whitby Galleries Limited (Mr Taylor), Boo Tique 87, Church Street, WHITBY, North Yorkshire, YO224BH

Comment
Support this application

8 *Plan Number* *District Reference* *Road/Street* *Date of meeting*
 24/009 ZF23/01975/FL Derwent Road 30..01.23

Applicant *House Name* *Road* *Locality*
 Mr S Charlton 37 Derwent Road

Town *County* *Post Code* *Application date*
 WHITBY North Yorkshire YO213LX 23/01/24

Proposed drop kerb, Mr S Charlton, 37 Derwent Road, WHITBY, North Yorkshire, YO213LX

Comment
Support this application

9 *Plan Number* *District Reference* *Road/Street* *Date of meeting*
 24/010 ZF24/00009/HS Mayfield Road 30.01.24

Applicant *House Name* *Road* *Locality*
 Mr Brian Hewison 95 Mayfield Road

Town *County* *Post Code* *Application date*
 WHITBY North Yorkshire YO211LT 23/01/24

Erection of single storey side extension Mr Brian Hewison, 95 Mayfield Road, WHITBY, North Yorkshire, YO211LT

Comment
Support this application

WHITBY TOWN COUNCIL

Minutes of the meeting of the **ALLOTMENTS SUB-COMMITTEE** held in the Staithes Room, Pannett Art Gallery, Pannett Park on Tuesday 6 February 2024 at 11:00am.

Present: Councillors Mrs Brown (Chair), Harrison, Jones and Riddolls.

Also: Mrs A Cowey, Deputy Clerk, Mr Cole, Maintenance Manager, with Mr Horbury, Mr Manship (Stakesby Vale Allotments), Mr Lamplough (California Beck Allotments) and Ms Hall (Cholmley Allotments).

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

A23/007 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Dalrymple and Mr Ford (California Beck Allotments)

RESOLVED unanimously that the apology for absence received from Councillor Dalrymple is accepted.

A23/008 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

It was noted that Cllr Mrs Brown has been granted dispensation to speak and vote on matters relating to the allotments.

STANDING ORDERS SUSPENDED

A23/009 PUBLIC PARTICIPATION

No Public Participation. It was agreed that standing orders would be suspended as necessary to allow allotment holders to discuss their relevant sites.

STANDING ORDERS REINSTATED

A23/010 MINUTES OF MEETING HELD ON 5 December 2023.

MOVED by Councillor Harrison, seconded by Councillor Riddolls and

RESOLVED unanimously that minutes of the meeting held on 5 December 2023 be approved and signed by the Chair as a correct record.

A23/011 ALLOTMENT WORKING PARTY

MOVED by Councillor Mrs Brown, seconded by Councillor Harrison and

RESOLVED that the Allotment Working Party Guidelines as circulated prior to the Sub-Committee meeting is approved.

A23/012 ALLOTMENTS**a. STAKESBY VALE ALLOTMENTS**

The Following items were reported and discussed:-

- The Tree in the neighbouring residential garden has been pruned, and the hedge trimmed back by 2m.
- The Crush and run has been delivered and the paths repaired
- Credit card size proof identity cards will be produced to enable allotment holders to receive discount at local nurseries/garden centres;
- A sign 'No unauthorised vehicles allowed' will be ordered to be displayed on the top gate;
- Concern was raised regarding two 'No Parking At Any Time' signs being nailed onto the Allotment Fence.

MOVED by Councillor Jones, seconded by Councillor Harrison and

RESOLVED that Councillor Mrs Brown talks to the householders asking them that these signs are removed from the allotment fencing, to be followed by an official letter if this is ignored.

b. CALIFORNIA BECK ALLOTMENTS

- Mr Cole reported on the work he had carried out at Cala Beck allotments with the help of Mr Lamplough. The footpath has been cleared of the fallen tree and the rest of the footpath leading to the gardens will be cleared and moved away from the edge of the beck.
- An allotment holder has asked that the fence posts around the site are inspected.

MOVED by Councillor Mrs Brown, seconded by Councillor Harrison and

RESOLVED that once the vacant allotments have been cleared they be offered to the next people on the waiting list, offering the gardens rent free until April 2024.

Mr Lamplough reported on the work carried out on the Fisherman's Community Garden. Half the site has been cleared and the old pig sty re-roofed. A grant application to Woodsmith mine for £5000.00 funding will be re-submitted. The Community Group will be looking into seaweed farming for fertilizer, tying in with the fishing industry.

c. CHOLMLEY ALLOTMENT

The major issue at Cholmley is the requirement for increased number of grass cuts. Uncut grass next to the footpath to the rear of the allotment gardens leading to the YHA is an issue.

RESOLVED that North Yorkshire Council is contacted regarding clearance of the footpath to the rear of the allotment site and increased grass cutting in front of the allotment gardens at Cholmley and Cala Beck.

A23/013 REQUESTS

a STAKESBY VALE PLOT 11

A request to erect a small 6' x 6' greenhouse on Plot 11 at Stakesby Vale Allotments was considered.

MOVED by Councillor Mrs Brown, Seconded by Councillor Jones

RESOLVED unanimously that the holder of Plot 11 Stakesby Vale is granted permission to erect a small 6' x 6' greenhouse, subject to 75% of allotment land is available to use for cultivation, in line with the allotment rules, and there being no objection from the neighbouring plot holders on Stakesby Vale.

draft

WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING & LICENSING** Committee held in the Pannett Art Gallery on **Tuesday 13 February 2024** at 5.30pm.

Present: Councillor Mrs N Wilson (Chair) with Councillors, R Dalrymple, G Goodberry and J Harston.

Also: Mrs A Cowey, Deputy 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.

346/23 APOLOGIES FOR ABSENCE
No apologies for absence.

347/23 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION
No declaration of interest or request for dispensations.

348/23 PUBLIC PARTICIPATION
No public present.

349/23 PLANNING APPLICATIONS.

<p>RESOLVED a) that the Planning Applications, as detailed at Annex A, were considered and the Planning Committees recommendations duly recorded and submitted to the Planning Authority</p>

350/23 LISTED BUILDINGS
Nothing to report.

351/23 LICENSING
Nothing to report.

Appendix A

Planning Applications Considered on 13 February 2024

1	<i>Plan Number</i> 24/011	<i>District Reference</i> ZF24/00005/FL	<i>Road/Street</i> Baxtergate	<i>Date of meeting</i> 13.02.24
	<i>Applicant</i> Ms Lura Wooding	<i>House Name</i>	<i>Road</i> 72-74 Baxtergate	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211BL	<i>Application date</i> 26/01/24

Installation of new shopfront, Ms Lura Wooding, 72-74 Baxtergate, WHITBY, North Yorkshire, YO211BL

Comment

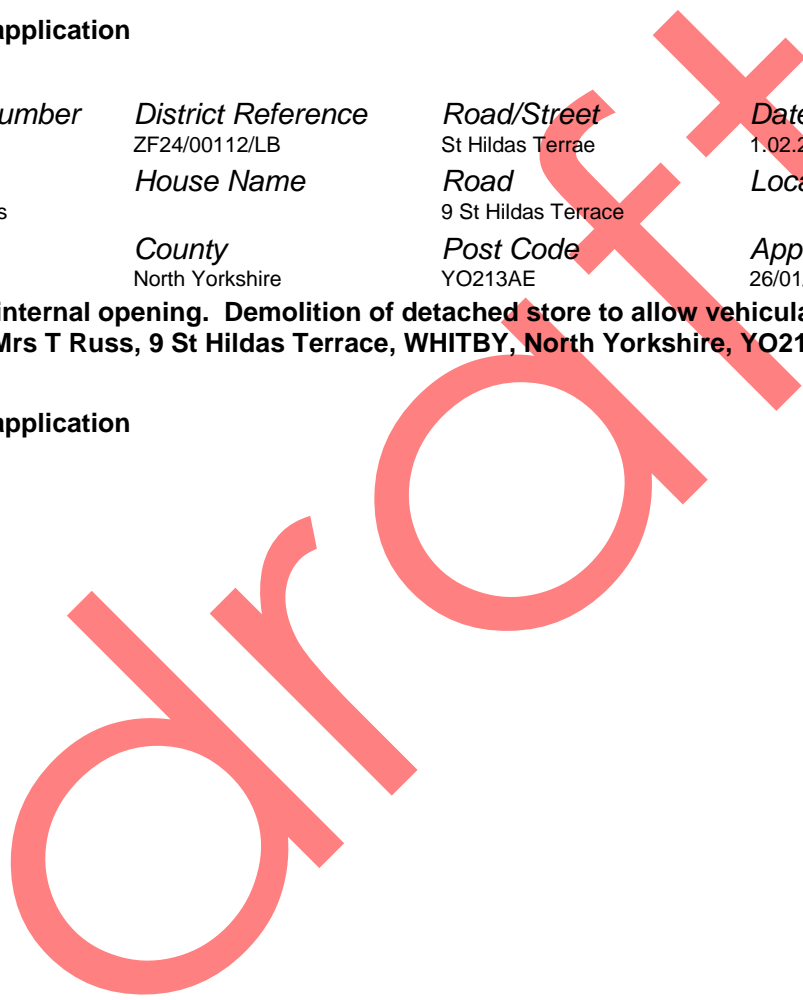
Support this application

2	<i>Plan Number</i> 24/012	<i>District Reference</i> ZF24/00112/LB	<i>Road/Street</i> St Hildas Terrae	<i>Date of meeting</i> 1.02.24
	<i>Applicant</i> Mr N & Mrs T Russ	<i>House Name</i>	<i>Road</i> 9 St Hildas Terrace	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213AE	<i>Application date</i> 26/01/24

Enlargement internal opening. Demolition of detached store to allow vehicular access to yard, Mr N & Mrs T Russ, 9 St Hildas Terrace, WHITBY, North Yorkshire, YO213AE

Comment

Support this application



WHITBY TOWN COUNCIL

Minutes of the meeting of the **Harbour** Committee held in Pannett Art Gallery, Whitby, on **Tuesday 13 February 2024** at 6pm.

Present Councillor Mrs S Turner (Chair) and Councillors Dalrymple, G Goodberry, A Jones, J Redfern and C Riddolls.

Also Mr King, Town Clerk, Mrs A Cowey, Deputy Clerk and 8 members of the public

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.

352/23 APOLOGIES FOR ABSENCE

An apology for inability to attend was received from Cllr L Wild (substitutes were unavailable).

MOVED by Councillor Jones, seconded by Councillor Riddolls

RESOLVED That Cllr Wild's apologies for absence be accepted.

353/23 DECLARATION(S) OF INTERESTS & REQUEST FOR DISPENSATION

None.

STANDING ORDERS SUSPENDED

354/23 PUBLIC PARTICIPATION

Three members of the public spoke regarding:

- The failure of Dolby Offshore Maritime Hub, due to lack of funding not public opposition as previously stated, plus the high court action will decide the spending of revenue not ownership of harbour land.
- The judge will also make a decision on the ownership of some of the harbour land.
- Is there funding for the repairs of the lighthouse and if there is a maintenance and repair plan for all harbour structures.

STANDING ORDERS REINSTATED

355/23 MINUTES OF PREVIOUS MEETING.

MOVED by Councillor Goodberry, seconded by Councillor Dalrymple

RESOLVED that minutes of the Harbour Committee held on the 19 September 2023 are approved as a correct record and signed by the Chair.

356/23 HARBOUR ISSUES

Members received a written report forwarded by the Harbour Master (attached).

The following issues were raised:

- The life ring is missing on the harbour side of the East Pier, and the need for

the East Pier to be resurfaced.

- The safety guard rails on the lower piers- the steel has disappeared – the surface of the piers is breaking up – the repair of the capstan.
- A video has been circulated highlighting the general dilapidation of both piers.

MOVED by Councillor Goodberry, seconded by Councillor Dalrymple and

That the Town Clerk writes to NYC requesting information on the maintenance system for the piers and to forward on members public safety concerns.

An amendment was

MOVED by Councillor Redfern, seconded by Councillor Jones and

RESOLVED that the motion includes the maintenance of the Fish Quay and other parts of the Harbour.

The amendment of was carried and a unanimous vote was taken on the substantive motion

MOVED by Councillor Goodberry, seconded by Councillor Dalrymple

RESOLVED that the Town Clerk writes to NYC requesting information on the maintenance system for the piers, Fish Quay and other parts of the harbour and to forward on members public safety concerns.

- Councillor Riddolls asked who owned the dredger – he was informed that it was owned by North Yorkshire Council and was not an asset of Whitby Town Council.
- Councillor Redfern reported on a recent meeting of the Whitby Fishing Association and the concerns that have been raised regarding rumours circulating about a reduction in the number bridge keepers and Watch keepers employed, and the effect it will have on the fishing industry. It is imperative that there are no changes to the opening of the bridge. Clarifications is required regarding staffing and safety and maintenance of the harbour
- Following a request for information on fish landings Councillor Redfern reported there had not been as much fishing due to the bad weather, 2023 was a record year for lobster catches, but crab landings were severely down which will have an effect on the Whitby fishing fleet.

Signature 2024

HARBOUR MASTERS REPORT – 20 FEBRUARY 2024

- **Railings-** We hope to commence repainting the railings after easter, weather permitting.
- **Capstans-** It is my understanding that the Northern Area Engineer as secured funding to renovate and repair the capstans, including one that will be functional for display purposes.
- **Staffing-** The Council's Executive considered a budget report on 23 January 2024. This sets out the challenging financial position faced by the Council and proposes savings and other measures to address the significant budget shortfall. As part of this, a savings proposal of £65k is included from the Harbours budget which will be delivered through a combination of measures including a review of current working practices.
- **Parkol-** Some funding as been secured and I understand that the council is well on the way with planning and design of Eskside Wharf.
- **Court Case-** This matter is progressing and the final hearing in this matter has been listed for 4 March 2024. The hearing has been listed with a time estimate of 3 days within a 5 day window. This means that the hearing may start on either 4, 5 or 6 March 2024 and will conclude by 8 March 2024. Judgement will likely be reserved and follow the hearing, rather than be delivered at the hearing itself.
- **Dredger-** The Dredger as recently undergone an extensive drydock program and is just awaiting MCA Inspection prior to recommencing dredging. We shall be conducting a full dredging review to determine the best course of action moving forward.
- **Maritime Hub-** Recent public consultation as been taking place and I believe it will be moved towards planning.
- **Harbour Users Group-** We can certainly take a look at this and discuss further.
- **Eskside Wharf Restrictions-** LNTM was lifted due to new practices and procedures now in place.
- **Life Rings-** Happy to discuss. Safety is always under constant review.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **TOWN DEVELOPMENT AND IMPROVEMENT** Committee held in the Pannett Gallery on Tuesday 20 February at 6:00pm.

Present: Councillors Coughlan (Chair), Abbott, Brown, Dalrymple, Nock and Wild.

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

362/23 APOLOGIES

Apologies were received from Councillors Harston and Councillor Jones (as substitute).

MOVED by Cllr Brown, seconded by Cllr Nock.

RESOLVED that the apologies of Councillors Harston and Jones are accepted.

363/23 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

STANDING ORDERS SUSPENDED

364/23 PUBLIC PARTICIPATION

None.

STANDING ORDERS REINSTATED

365/23 MINUTES OF MEETING HELD ON 19 DECEMBER 2023

MOVED by Cllr Dalrymple, seconded by Cllr Nock.

RESOLVED that the minutes of the Town Development & Improvement Committee held on the 19 December 2023 are approved as a correct record.

366/23 CLERK'S UPDATE ON MATTERS RAISED PREVIOUSLY

The Clerk reported no specific responses to date. Members noted that the parish portal was currently not operating correctly and that a support call was under advice from NYC support.

MOVED by Cllr Nock, seconded by Cllr Abbott

RESOLVED That the position is noted.

367/23 PUMP TRACK PROPOSAL

The Clerk reported progress made by the Whitby Bike Park CIC in securing funding for its proposal to build a pump track on the West Cliff. The town council has previously expressed its support in principle and its preparedness to

offer any assistance that it reasonably can to achieving this project. Details are anticipated from North Yorkshire Council about future ownership of the site, management and maintenance responsibilities. It is unknown at this stage if an active partnership role is envisaged for the town council. Any development requiring a commitment from the town council would be referred to a future meeting.

MOVED by Cllr Dalrymple, seconded by Cllr Abbott

RESOLVED that the position is noted.

368/23

MATTERS OF REPAIR AND MAINTENANCE REQUIRED IN TOWN

The following areas of concern were identified to be brought to the attention of the appropriate body. The enforcement of pavement licenses on Baxtergate has been separately raised with NYC by the Planning and Licensing Committee.

- a) **Request** – from a resident for waiting restrictions over the exit from Pembroke Way, Whitby when making a right turn onto A171 Mayfield Road. To be passed to Highways, acknowledging that this is a common request in this area.
- b) **Motorhome Parking at Abbey Headland** – seek explanation from NYC of why restrictions have been removed.
- c) **Leisure Centre** – Contact responsible director and portfolio holder at NYC to seek assurance about the management and maintenance of the building – welcome a site meeting.
- d) **Khyber Pass Old Toilet Block** – Note that there is a build-up of rubbish behind the Heras Fencing.
- e) **New Quay Road and Pier Road** – condition of road and the number of potholes.
- f) **Swing Bridge** – is an annual repaint scheduled as part of the March closure.
- g) **Vacant shops** – particularly on Baxtergate and Flowergate. Is NYC proactively looking to support businesses through central government and local programme funds.
- h) **West Pier Railings** – these are now in very poor condition – this issue has also been raised through the Harbour Committee.

MOVED by Cllr Wild, seconded by Cllr Abbott

RESOLVED That issues be progressed by the Clerk through the NYC portal and with the relevant officers.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Pannett Art Gallery and Whitby Museum Joint Management Committee** held on **Tuesday 27 February 2024 at 2:00pm** in the Normanby Room, Whitby Museum.

Present Whitby Town Council: Councillors Mrs A Brown, Mrs H R Coughlan, R Dalrymple, A Jones, J Nock (Chair) and C Riddolls;
Whitby Literary & Philosophical Society Mrs S Booth, Mrs S Morton (Sub), Mrs A Roberts, D Rodwell-Cox and Mrs H Wright (sub).

Also: Town Clerk, Deputy Clerk & Civic Officer, PAG Curator

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

369/23 APOLOGIES

Apologies for inability to attend were received from Councillors S Smith, Mrs L Wild and Mrs N Wilson (Whitby Town Council), Mr C Pyrah, D Gildroy, G Pipe and D Rodwell-Cox Whitby Literary & Philosophical Society.

MOVED by Councillor Mrs A Brown, seconded by Councillor Mrs Coughlan and

RESOLVED that the apologies from Councillors S Smith, Mrs L Wild and Mrs N L Wilson, (WTC) C Pyrah, Mrs D Gilroy and G Pipe (WLPS) be accepted.

370/23 DECLARATION(S) OF INTEREST & REQUEST FOR DISPENSATION

None.

STANDING ORDERS SUSPENDED

371/23 PUBLIC PARTICIPATION SESSION

No public present.

STANDING ORDERS REINSTATED

372/23 MINUTES

MOVED by Councillor Mrs Brown, seconded by Councillor Riddolls and

RESOLVED that the minutes of the Pannett Art Gallery and Whitby Museum Joint Management Committee Held on 24 October 2023 having been circulated be taken as read and signed by the Chairman as true record.

373/23 BUILDING MAINTENANCE EXPENDITURE 2020/23

The Committee considered and discussed the expenditure for 20/23 circulated prior to the start of the meeting.

MOVED by Councillor Dalrymple, seconded by Mrs Roberts and

RESOLVED unanimously that the Building Maintenance Expenditure as circulated is received.

374/23 REPORT ON PROPERTY MATTERS

A report on maintenance matters was circulated with the agenda prior to the meeting. The following issues were discussed.

PARK GATES - The Town Clerk reported that NYC are in the process of repairing the damaged park gates.

Concerns were raised regarding the locking of the park gates once the security patrols cease, as this is a current stipulation of the WLPS insurance. PAG/WTC insurers have no issues based on the alarm system and monitored CCTV cameras. Various options were discussed regarding the locking of the gate. Warning signs for visitors parking in the park will be required notifying them that the gates will be locked at 5pm. This information would have to be included in the WTC, PAG & WLPS websites. It was agreed that before any of the above actions are taken WLPS will contact their insurers.

LIFT - The Town Clerk reported on the quotations received to connect a mobile in the lift plus network contract. No quotations have been received for the loom. There have been a number of call outs due to the lift getting stuck, but there is no definitive answer as to the cause of the issue. Due to the age of the lift, it was suggested that prices for a replacement lift be sought. The committee were made aware that expressions of interest can be submitted for MEND funding and if a critical/urgency form is obtained from the lift company, the cost of a replacement lift could be included in the submission.

LEGIONELLA - The risk relating to legionella in the building is low, The Town Clerk is trying to identify someone locally who can carry out a formal risk assessment report.

The recent smell of 'gas' in the building will be monitored – the whole building and outside area has been checked by British Gas for gas leaks and none were found. It was suggested it could be due to the volume of rain and/or works carried out by Yorkshire Water.

A request for a gas alarm to be installed in the boiler room was made by WLPS – it was agreed that this could be installed when the boiler is replaced in the summer.

The Emergency Plan is in hand, and the Town Clerk will send the Fire Evacuation Plan on the Museum Manager.

MOVED by Councillor Dalrymple, seconded by Councillor Mrs Coughlan and

RESOLVED that the report and matters raised on property matters are received.

375/23

AGREED ACTION POINTS

- WLPS to contact their insurance Company regarding the Park Gates;
- Subject to response, develop schedule for locking up, notices for the car park & web sites;
- Obtain estimate prices for replacement of lift elements and total replacement of lift;
- Legionella risk assessment report;
- ADT.

draft

WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING & LICENSING** Committee held in the Pannett Art Gallery on **Tuesday 27 February 2024** at 6.00pm.

Present: Councillor Mrs N Wilson (Chair) with Councillors, R Dalrymple, G Goodberry and J Harston.

Also: Mrs A Cowey, Deputy 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.

376/23 APOLOGIES FOR ABSENCE
No apologies for absence.

377/23 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION
No declaration of interest or request for dispensations.

378/23 PUBLIC PARTICIPATION
No public present.

379/23 PLANNING APPLICATIONS.

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

380/23 LISTED BUILDINGS
Nothing to report.

381/23 LICENSING
A) PREMISES LICENSE

MOVED by Councillor Goodberry, seconded by Councillor Harston and

RESOLVED that there are no objections raised to the application for a premises license under the licensing act 2003 by Lounges UK, The Harbour, Langborne Road, YO21 1YN

B) PAVEMENT LICENSES

Members received an email from Licensing Services regarding pavement licences. It was agreed that members will walk around the town when the season starts at Easter noting all business premises with external seating.

382/23 CONSULTATION
Seeking views on changes to several existing permitted development rights.

MOVED by Councillor Dalrymple, seconded by Councillor Goodberry and

RESOLVED that following discussion the view agreed regarding the above consultation document are submitted to the Department of Levelling Up, Housing and Communities.

Appendix A

Planning Applications Considered on 27 February 2024

1	<i>Plan Number</i> 24/013	<i>District Reference</i> ZF24/00056/LB	<i>Road/Street</i> Church Street	<i>Date of meeting</i> 27.02.24
	<i>Applicant</i> Kery Levitt (NYC)	<i>House Name</i> Old Town Hall	<i>Road</i> Church Street	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224AE	<i>Application date</i> 16/02/24

Installation of secondary glazing to first-floor windows, lighting protection and stainless steel socket anchors to West Elevation, Kerry Levitt (NYC), Old Town Hall, Church Street, WHITBY, North Yorkshire, YO224AE

Comment
Support this application

2	<i>Plan Number</i> 24/014	<i>District Reference</i> ZF24/00127/HS	<i>Road/Street</i> Stainsacre Lane	<i>Date of meeting</i> 27.02.24
	<i>Applicant</i> Mr Paul Storr	<i>House Name</i> Glenholme	<i>Road</i> Stainsacre Lane	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224HU	<i>Application date</i> 16/02/24

Erection of two storey extension to front elevation. Mr Paul Storr, Glenholme, Stainsacre Lane, WHITBY, North Yorkshire, YO224HU

Comment
Support this application

3	<i>Plan Number</i> 24/015	<i>District Reference</i> ZF24/00192/FL	<i>Road/Street</i> Church Street	<i>Date of meeting</i> 27.02.24
	<i>Applicant</i> The Middle Earth Tavern (Miss Jill Blackburn)	<i>House Name</i> Middle Earth Tavern	<i>Road</i> 25.- 26 Church Street	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224AE	<i>Application date</i> 16/02/24

The Middle Earth Tavern (Miss Jill Blackburn), Middle Earth Tavern, 25.- 26 Church Street, WHITBY, North Yorkshire, YO224AE Erection of steel frame to West elevation comprising 6no. Lampposts and lanterns with timber planking, to form attached shelter.

Comment
OBJECT - detrimental impact on neighbours - out of character and detrimental impact on the area

Whitby Town Council Risk Matrix

Post-mitigation Scores

Strategic Risk Identified	Existing Controls to Mitigate	Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
Infrastructure & Resources							
1 Protection of physical assets	Maintain and update asset register - buildings insured against identified risk of damage and theft at a value updated by inflation annually	2	1	2		Annual Meeting in May.	Clerk
2 Security of buildings	Custodians and security system (externally maintained) in place	3	1	3		Annually	Clerk
3 Maintenance of buildings	Maintained through contract with specialist mechanical, electrical and heating engineers.	2	2	4		Annually	Clerk
4 Landlord responsibilities	Dialogue with tenants - informally with management - formally via JMC.	1	1	1		Quarterly	Clerk
Governance & Financial							
5 Banking	Comply with bank requirements. Current and deposit accounts for WTC and (separately) for PAG.	1	1	1		Every FP&GP Committee Meeting	Clerk
6 Internal Control - Financial Controls and records	Monthly reconciliation by RFO. Two signatures on cheques. Payments approved by FP&GP Committee. Internal and external audit. Risk register and asset register subject to review.	1	1	1		As required	Clerk
7 VAT not properly accounted for, resulting in overclaims and large demands from HMRC	Ensure appropriate publications held and that the Clerk/RFO has good knowledge of regulations. All items in cash book list. Agreement of any submitted returns. Ensure use of electronic returns.	2	1	2		Annually	Clerk
8 Lack of effective lines of communication with other organisations	Establish contacts by name and wherever possible face to face. Note all communication lines which are essential or beneficial and make information available to all councillors.	2	1	2		As required	Clerk/ Councillors
Operations							
9 Public liability (General)	Regular health and safety risk assessments Regular safety checks Adequate insurance Training	2	1	2		As required	Clerk/ Councillors
10 Public liability (Events)	Health and safety risk assessments carried out for each event. Event checklist produced covering all aspects of the event including an emergency plan. Insurance policy in place	2	1	2		As required	Clerk/ Councillors

Reports

Item 11a – RISK REGISTER

Strategic Risk Identified	Existing Controls to Mitigate	Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
11 Employer's liability	Ensure compliance with Employment Law through use of consultants (Ellis Whittam) Comply with Inland Revenue requirements through use of external payroll provider SAGE) Legal compliance with Council activities ensured through advice from staff, SLCC, NALC and solicitors when necessary. Advice recorded in the minutes.	2	1	2		As required	Clerk/ Councillors
12 Lack of confidence by Town Councillors	Make information available to all councillors Experienced councillors to assist newcomers to establish contacts.	1	1	1		As required	Clerk/ Councillors
13 Lack of Knowledge of possible culpability of councillors	Familiarisation with Standing Orders.	1	1	1		As required	Clerk/ Councillors
14 Lack of knowledge of Councillors regarding culpability	Include in member induction. Attend any training courses available.	1	1	1		As required	Clerk/ Councillor(s)
15 Inadequate insurance cover taken out - property, personal liability, employers liability.	Review risk assessment in relation to Insurance cover at least annually.	3	1	3		Annually	Clerk/ Councillors
16 Lack of knowledge of accounting requirements	Clerk/Clerk/RFO to take overall responsibility for financial management. Clerk/Clerk/RFO/Officers to attend any training courses available.	2	1	2		Annually	Clerk/ Officers
17 Lack of commitment to accounting requirements	As above plus Clerk/Clerk/RFO to produce financial reports to all relevant meetings. Internal audit reports to be made available to all councillors and any recommendations to be acted upon.	2	1	2		As required	Clerk/ Councillors
18 Bank Charges unnecessarily incurred	Clerk/RFO to carry out regular checks of statements.	1	1	1		Quarterly	Clerk
19 Inaccuracies in recording accounts, totals in books of account and bank reconciliations	Clerk/RFO to ensure that books of account are formatted in such a way that internal controls are included and activated. Record of bank reconciliations for all accounts available for verification by members. Internal audits to advise on internal controls required.	2	1	2		Quarterly	Clerk

Reports

Item 11a – RISK REGISTER

Strategic Risk Identified	Existing Controls to Mitigate	Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
Third Parties							
20 Inaccuracies and interest losses caused by account transfers	Keep numbers of accounts to a minimum but ensure that any large balances are deposited into an interest bearing account	1	1	1		As required	Clerk
21 The most beneficial interest terms not being employed	Ensure that favourable interest rates are obtained/review against alternatives, but bear in mind any risks in changing accounts.	1	1	1		Quarterly	Clerk
22 Inadequate control of cash receipts (Allotments etc) and payments	Accurate recording and receipting of all cash receipts. Use of a properly controlled petty cash account. Provide Insurance Cover. Prioritise payments made through BACS.	3	1	3		Quarterly	Clerk/ Officers
23 Books of account not kept up to date/invoices not posted properly	Regular checks by Clerk/RFO. Financial reports to all FP&GP Committee and Council Meetings.	2	1	2		Quarterly	Clerk/ Officers
24 Internal controls not in place or operated	As above	2	1	2		Quarterly	Clerk/ Officers
25 Payments missed or delayed due to inadequate filing of invoices	As above	2	1	2		Quarterly	Clerk/ Officers
26 Council's computer system fails/damaged by fire/stolen etc.	Check insurance cover. Ensure backup procedure in place and backup kept both on and off site. Review Business Interruption cover and online backup procedures.	3	1	3		Annually	
27 Absence of key staff	Ensure adequate documentation is in place to allow effective cover. Maintain contingency provision for interim of temporary staff cover.	3	1	3		Annually	Clerk/ Councillor(s)
28 Lack of knowledge of wishes of residents	Ensure residents are consulted on all major financial issues. Take every opportunity to publicise role of Town Council. Effective use of Notice Boards/fliers, local press and Website and other social media Use key issues to raise profile of Town Council	2	2	4		As required	Clerk
29 Use of funds not giving value for money	Effective budget planning process.	1	1	1		Annually	Clerk/ Councillors
30 Use of funds not in accordance with the wishes of residents	As above plus Clerk/RFO to create effective financial management. Consultation of residents.	1	1	1		Every Council Cycle	Clerk
31 Charges for use of facilities inadequate	Effective financial Management by Clerk/RFO	1	1	1		Annually	Clerk

Reports

Item 11a – RISK REGISTER

	Strategic Risk Identified	Existing Controls to Mitigate	Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	Date to implement actions or Review date	Responsible Person
32	Fund raising not properly controlled or not in accordance with regulations	All councillors to be aware of need to check regulations before commencing fund raising activities. Effective financial management by Clerk/RFO.	1	1	1		Annually	Clerk/ Councillor(s)
33	Lack of knowledge of budgetary process and council regulations	Commence budget process early. Clerk/RFO to manage budgetary process.	2	1	2		Annually	Clerk/ Councillors
34	Lack of commitment to budgetary process	As above plus Involve all councillors in the budgetary process not solely the clerk	2	1	2		As required	Clerk/ Councillors
35	Inadequate consideration of requirements for annual precept	Commence budget process early. Clerk/RFO to manage budgetary process.	3	1	3		Annually	Clerk
36	Calculation not in accordance with council regulations	Checks by Clerk/RFO	3	1	3		Annually	Clerk
37	Inadequate internal controls with regard to monitoring expenditure	Checks by Clerk/RFO Financial and budget progress reports to all FP&GP Committee meetings and Council meetings	2	2	4		Annually	Clerk
38	Reserves too low	Checks by Clerk/RFO and Internal Auditor. Practitioner's Guide recommendation for general reserve levels to be taken into account. Financial and budget progress reports to all Council meetings Comprehensive Reserves Review to be carried out.	1	1	1		Every Council Cycle	Clerk/ Councillors
39	Lack of knowledge of possible sources of income e.g. grants	Availability of grants to be explored.	2	2	4		As required	Clerk/ Councillors/officers
40	Lack of commitment to pursue possible sources of income	As above	2	2	4		As required	Clerk/ Councillor(s)
41	Receipts not banked or not banked promptly	Regular checks by Clerk/RFO	2	2	4		Quarterly	Clerk
42	Debts not pursued promptly	As above	2	2	4		Quarterly	Clerk/ Councillor(s)
43	VAT claims not made promptly or made incorrectly	Ensure Clerk/RFO has up to date VAT official publications. Regular checks by Clerk/RFO. Internal Audit checks.	2	1	2		Quarterly	Clerk

Reports

Item 11a – RISK REGISTER

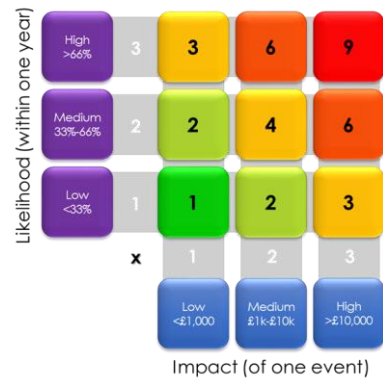
Strategic Risk Identified	Existing Controls to Mitigate	Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	Date to implement actions or Review date	Responsible Person
44 Inappropriate rate of pay to employees (salary & hours paid etc) False employees	Ensure employee regulations are available and understood by Clerk. Checks by Clerk/RFO. Payment reports to FP&GP Committee and Council Meetings.	2	1	2		Every Committee and Council Cycle	Clerk/ Councillors
45 Tax an NI arrangements not in accordance with regulations	As above Check implementation of SAGE records to to PAYE/NI tables Continued use of HMRC approved software.	2	1	2		As required.	Clerk
46 Amounts paid to contractors not in accordance with contract and inadequately monitored	Checks by Clerk/RFO on goods supplied/invoice calculations/payee details. Project expenditure to be accurately monitored.	2	1	2		Quarterly/As required	Clerk
47 Lack of knowledge of Council regulations and procedures	Details laid out in Financial Regulations Section 4. Financial Regulations and Standing Orders to be read in conjunction with each other. Attend training courses where available	2	1	2		As required	Clerk/ Councillors
48 Late or non submission of annual accounts	Monitor progress against auditor's timetable and report to Council Meetings. Regular training to be undertaken to ensure up to date with changing regulations	2	1	2		As required Annually	Clerk/ Councillors
49 Year end accounts not prepared, inaccurate or not in accordance with council requirements	Checks by Clerk/RFO. Internal audit checks. Regular training to be undertaken to ensure up to date with changing regulations	2	1	2		As required Annually	Clerk
50 Inadequate audit trail from records to final accounts	Checks by Clerk/RFO Internal audit checks	2	1	2		Annually	Clerk
51 Lack of knowledge of assets of Town Council	Ascertain and record all Town Council assets in a permanent register	1	1	1		As required	Clerk/ Councillors
52 Assets lost or misappropriated Risk or damage to third party property or individuals	Establish who is responsible for security and maintenance of each asset. Review Public Liability and Insurance cover. Appoint councillor responsible for regular monitoring of location and use of assets. Carry out annual inspection.	2	1	2		Annually	Clerk/ Councillors
53 Inadequate or inaccurate valuation of the Council's assets	Periodic review of valuations and arrange professional valuations where appropriate. Ensure compliance with Audit Regulations as noted in Practitioner's Guide. Internal audit checks.	2	1	2		Annually/As required	Clerk
54 Asset register not established or inadequately maintained	Create asset register to concur with National Audit Office Guidelines.	2	1	2		Annually	Clerk/ Councillor(s)
55 Lack of knowledge of applicable legislation	Ensure appropriate legislation available. Review liabilities and responsibilities periodically at Town Council meetings	2	1	2		As required	Clerk/ Councillors

Reports

Item 11a – RISK REGISTER

	Strategic Risk Identified	Existing Controls to Mitigate	Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
56	Lack of public awareness of applicable legislation	Include details of legislation in any public consultations	1	1	1		As required	Clerk/ Councillors
57	Failure to comply with applicable legislation	Check to have all appropriate legislation available. Review liabilities and responsibilities periodically at Town Council meetings	2	1	2		As required	Clerk/ Councillors
58	Failure to properly identify, mitigate or manage operational risk	Carry out the provisions of the Council's Risk Management Policy with respect to Operational Risk to ensure that these are identified, analysed, evaluated and mitigated in relevant operational and project plans.	1	1	1		As required	Clerk/ Councillors
59	Lack of information on properties, buildings and equipment	Ensure all current legislation and advice is held by clerk. Include in asset register all properties for which Town Council is responsible	2	1	2		Annually	Clerk/ Councillors
60	Lack of knowledge of safety requirements	Ensure all current legislation and advice is held by clerk. Report to Town Council meeting as and when legislation produced. Consult relevant expertise.	2	1	2		As required.	Clerk/ Councillors
61	Lack of commitment to carrying out safety checks	As above plus carry out regular checks as agreed.	2	1	2		Annually	Clerk/ Councillors

Risk Matrix Definitions



Likelihood

- In One Year**
- 1 Low Less than 33% chance of occurring
 - 2 Medium Between 33% and 66% chance
 - 3 High Greater than 66% chance

Impact

- 1 Low Less than £1,000
- 2 Medium Between £1,000 and £10,000
- 3 High Greater than £10,000

**WHITBY TOWN COUNCIL
COUNCIL MEETING – 5 MARCH 2024**

ASSET REGISTER

22. Introduction

22.1. The Council's approach Asset Management is submitted for review in the form of the Asset Register enclosed as Appendix A to this report. This document is submitted for review following formulation of the budget each year.

23. Background to the Report

23.1. Authorities need to maintain a register of the fixed assets, long-term investments and other non-current assets that they hold. The value reported annually in the Annual Governance and Accountability Return (AGAR) is taken from the authority's asset register which is up to date at 31 March and includes all acquisition and disposal transactions recorded in the accounts during the year. Long term loan assets should be included at the amount originally advanced, less any subsequent repayments. Authorities need to apply a reasonable approach to asset valuation which is consistent from year to year. Where an authority changes its method of asset valuation during a financial year, it will need to restate the prior year's figure in the AGAR.

24. Movements in 2023-24

24.1. There have been no material acquisitions or disposals affecting the council's asset register in the year to date. No further changes are projected to 31 March.

25. Conclusion

25.1. Subject to any variation the list at Appendix A is submitted for approval.

Recommendation – That the revised Asset Register (Appendix A) is approved.

Michael King
Clerk

**WHITBY TOWN COUNCIL
ASSET REGISTER 2023/24**

Asset No	Description	Location	Acquisition date	Acquisition Cost	AGAR	Insurance Value Renewal	Status
	COMMUNITY ASSETS						
CA1	Pannett Art Gallery Collection	YO21 1RE	1974			£ 1,526,300.00	Management Trustee only
	LAND AND BUILDINGS						
LB1	Pannett Art Gallery and Whitby Museum	YO21 1RE	1974			£ 3,704,020.00	Management Trustee only
LB2	Pannett Park	YO21 1RE	1974			£ -	Custodian Trustee only Leased to SBC
LB3	Victoria Spa Well		2011			£ 114,660.00	Management Trustee only
LB4	California Beck Allotments		1974		£ 1.00		Town Council
LB5	Cholmley Allotments		1974		£ 1.00		Town Council
LB6	Stakesby Vale Allotments		1974		£ 1.00		Town Council
LB7	Abbey Toilets		2017		£ 1.00	£ 596,574.00	Freehold
LB8	Market Place Toilets		2017				leashold/Shared Building SBC
LB9	New Quay Road Toilets		2017				leashold/Shared Building SBC
LB10	Pier Road Toilets		2017		£ 1.00	£ 432,630.00	leasehold
LB11	Ruswarp Toilets		2017		£ 1.00	£ 159,390.00	Freehold
LB12	West Cliff Toilets		2017		£ 1.00	£ 818,202.00	Freehold
LB13	Spital Bridge Residents Car park		2017		£ 1.00		Freehold
	Fixed Assets for AGAR						
FA1	Civic Regalia	Anywhere	1974		£ 5,322.00	£ 20,611.00	Town Council
FA2	Office Contents (see below)	YO21 1RE			£ 4,936.00	£ 4,936.00	Town Council
	General Equipment						
	CCTV & security system	YO21 1RE					annual contract
	Telephone System	YO21 1RE					leased
	Town Clerks Office						
	Desktop Computer	YO21 1RE					purchased
	Laser printer Kyocera ECOSYS P6026	YO21 1RE					purchased
	laptop	On & Offsite					purchased

Reports

Item 11b – ASSET REGISTER

Asset No	Description	Location	Acquisition date	Acquisition Cost	AGAR	Insurance Value Renewal	Status
	Deputy Clerks Office						
	Desktop computer	YO21 1RE					<i>purchased</i>
	Photocopier Kyocera Taskalfa	YO21 1RE					<i>leased</i>
	laptop	On & Offsite					<i>purchased</i>
	Gallery Curators office						
	Laptop - PAG	On & Offsite					<i>purchased</i>
	Laptop - PAG collection database	On & Offsite					<i>purchased</i>
	Reception Office						
	laptop	On & Offsite					<i>purchased</i>
	desktop	YO21 1RE					<i>purchased</i>
	Office Furniture						
	chairs, desks, cupboards, filing cabinets etc.	YO21 1RE					<i>purchased</i>
	small items - fans, desktop items etc.	YO21 1RE					<i>purchased</i>
	Dyson vacuum	YO21 1RE					<i>purchased</i>
	Henry vacuum	YO21 1RE					<i>purchased</i>
	Portable hearing loop	YO21 1RE					<i>purchased</i>
FA3	Noticeboard St Hildas Terrace	YO21 1RE	2013	£ 900.00	£900.00	£ 1,719.00	Town Council
FA4	Noticeboard Church Street		2013	£ 900.00	£900.00	£ 1,719.00	Town Council
FA5	Harbour Storyboards - Tate Hill Pier		2014	£ 650.00	£650.00	£ 1,719.00	Town Council
FA6	Harbour Storyboards - New Quay Road		2015	£ 650.00	£650.00	£ 1,719.00	Town Council
FA7	Harbour Storyboards - Spital Bridge		2017	£ 650.00	£650.00	£ 1,719.00	Town Council
FA25	Harbour Story Boards - Tatle Market		2019	£ 650.00	£650.00	£ 1,719.00	Town Council
FA26	Harbour Story Boards - Coffee House Steps		2019	£ 650.00	£650.00	£ 1,719.00	Town Council
FA8	War memorial	YO21 1DN	Jul-05		£1.00	£ 28,665.00	Town Council
FA9	Safe	YO21 1RE	2016		£825.00	£ 825.00	Town Council
FA10	11 Sheds 10 x 8		2016/17	£ 4,559.00	£4,559.00	£ 6,886.00	Town Council
FA11	Container		2014	£ 2,000.00	£2,000.00	£ 2,000.00	Town Council
FA27	4 new sheds		2019	£ 1,658.00	£1,658.00	£ 1,658.00	Town Council
FA12	Gazebos x 8		2016	£ 1,533.00	£ 1,150.00	£ 1,150.00	Write Off - two
FA13	PA System		2016	£ 678.00	£ 678.00	£ 678.00	Town Council

Reports

Item 11b – ASSET REGISTER

Asset No	Description	Location	Acquisition date	Acquisition Cost	AGAR	Insurance Value Renewal	Status
FA14	Banners		2016	£ 165.00	£ 165.00	£ 165.00	Town Council
FA15	Festoon Lighting		2017	£ 975.00	£ 975.00	£ 975.00	Town Council
FA16	10 Trestle tables		2016	£ 560.00	£ 560.00	£ 560.00	Town Council
FA17	Council chairs & chair trolley		2017	£ 1,050.00	£ 1,050.00	£ 1,050.00	Town Council
FA18	WW1 Seat		2017	£ 800.00	£ 895.50	£ 895.50	Town Council
FA29	WW2 bench		2019	£ 895.50	£ 895.50	£ 895.50	Town Council
FA19	Donated paintings		1974	£ 1.00	£ 1.00	£ 1.00	Town Council
FA20	Gazebos x 4 new		2019	£ 704.00	£ 704.00	£ 704.00	Town Council
FA21	trestle tables 3 small		2019	£ 105.00	£ 105.00	£ 105.00	Town Council
FA22	Vacuum Cleaner		2019	£ 90.00	£ 90.00	£ 90.00	Town Council
FA23	laptops		2019	£ 1,730.00	£ 1,730.00	£ 1,730.00	Town Council
FA24	projector		2019	£ 900.00	£ 900.00	£ 900.00	Town Council
FA30	Coffee Machine		2019	£ 879.81	£ 879.81	£ 879.81	Town Council
FA31	1 hand held megaphone		2019	£ 24.12	£ 24.12	£ 24.12	Town Council
FA32	12 crowd barriers		2019	£ 307.40	£ 307.40	£ 307.40	Town Council
FA33	8 large cable covers		2019	£ 275.28	£ 275.28	£ 275.28	Town Council
FA34	2 A2 snapframe A boards		2019	£ 77.90	£ 77.90	£ 77.90	Town Council
FA36	Gazebos x 4 new		2022	£ 760.00	£ 760.00	£ 760.00	Grant
FA37	3 Hand held microphones		2022	£ 40.00	£ 40.00	£ 40.00	Town Council
Total					£ 36,622.51	£ 7,441,653.51	

**WHITBY TOWN COUNCIL
COUNCIL MEETING – 5 MARCH 2024**

REVIEW OF GOVERNANCE DOCUMENTS

1. Introduction

- 1.1. The Council's constitution documents have been available for members to raise suggestions or questions. Points raised are included in the marked revisions.
- 1.2. The Constitution includes the following four documents:
 - 1) Standing Orders
 - 2) Financial Regulations
 - 2) Terms of Reference & Scheme of Delegation
 - 4) Other Policies and Procedures
- 1.3. Revised documents are presented separately. Revisions are suggested to Parts 1, 3 and 4 – as marked. Members should note that NALC are expected to issue a revised version of the Model Financial Regulations, which council should consider as revisions to document 2, as soon as these are published.

2. Recommendation

- 2.1. That the revised Governance Documents, as presented, are approved and presented to the Annual Meeting of Council for adoption.

Michael King
Clerk

Approval of Expenditure to 31 December 2023

Paid date	Tn no	Net	Details		Heading
04/12/23	264	£15.00	Comgas Heating Limited	Replace leaking galvanised	5001/16
04/12/23	270	£1,548.00	Shed Erection Contractors	Christmas Festival	5002/19
04/12/23	271	£736.00	St George Security	Christmas Festival site security	5002/19
04/12/23	272	£289.10	H E Wooley LTD	Fire protection - servicing	5001/17
04/12/23	273	£303.56	Harrisons Van Hire	Christmas Festival	5002/19
04/12/23	274	£9.34	Howden Joinery Group	Timber	5001/17
04/12/23	275	£30.00	Royal British Legion	Poppy wreath	5000/2/11
04/12/23	276	£675.47	PHS Group	October and November I	5001/11
04/12/23	277	£10.99	Normans Business Solutions	Stationery	5000/1/1
04/12/23	278	£72.40	Sapphire Print Solutions	November usage (and part	5000/1/2
04/12/23	280	£4,995.00	This Is The Coast Ltd	Stage Hosting	5002/19
04/12/23	281	£726.51	Vistech Security Ltd	November Security	5001/7
04/12/23	282	£714.60	Vistech Security Ltd	October Security	5001/7
04/12/23	283	£900.00	Yorkshire Shed Company Ltd	transporting sheds	5002/19
04/12/23	284	£439.13	Comgas Heating Limited	Underfloor heating	5001/16
04/12/23	285	£1,040.41	Comgas Heating Limited	Supply and fit new Magna	5001/16
04/12/23	286	£810.00	Medics UK	Christmas Festival cover	5002/19
04/12/23	287	£182.00	Jetprint	Christmas Cards	5000/2/1
04/12/23	288	£110.50	Sacky's Café	Coffees – Christmas Festival	5002/19
04/12/23	289	£178.75	Morris Vermaport Limited	Lift call out and repair	5001/13
04/12/23	290	£146.25	Morris Vermaport Limited	Lift call out and repair	5001/13
04/12/23	291	£60.00	Dan Close CCTV & Fire Ltd	Repair connection to CCTV	5001/17
04/12/23	292	£250.00	Gordon Fletcher	Mid year audit	5000/1/7
04/12/23	293	£8.50	Barclays Bank	Commission Charge	5000/1/13
06/12/23	294	£21.90	Grenke Leasing	Photocopier Termination	5000/1/2
18/12/23	295	£79.00	SAGE UK Ltd	Payroll Software Subscription	5000/1/9
				-	

Reports

Item 13 – APPROVAL OF EXPENDITURE

Paid date	Tn no	Net	Details		Heading
19/12/23	269	-£226.55	Laughing Whale Print &	Contra 213, Uniform polos &	5000/1/6/4
19/12/23	296	£2,164.22	Pheonix Fireworks Limited	Christmas Festival display	5002/19
19/12/23	297	£7,550.00	Powercare	Electrical Supply Christmas	5002/19
19/12/23	300	£171.25	Whistlestop Café	Catering for Festival	5002/19
19/12/23	301	£42.33	Rentokil Initial UK Ltd	Service Period 30/11/2023 -	5001/6
19/12/23	304	£546.67	SLCC	Membership	5000/1/20/2
19/12/23	305	£259.17	SLCC	Practitioners' Conference	5000/1/18
19/12/23	306	£91.67	Rotherham Metropolitan	Yorkshire Day celebration	5000/2/1
19/12/23	307	£555.00	Andrews Air Conditioning	Call out to A/C fault	5001/15
19/12/23	308	£323.62	Andrews Air Conditioning	A/C Maintenance	5001/15
21/12/23	309	£940.18	ENGIE Gas Limited	Gas Bill Pannett - December	5001/1
21/12/23	310	£228.00	Siemens Financial Services	Telephone Lease Charge	5000/1/5
27/12/23	311	£970.23	TotalEnergies Gas & Power	Electricity Bill Pannett -	5001/2
27/12/23	312	£131.67	Pitney Bowes	December Invoice - Finance	5000/1/6/4
27/12/23	313	£71.49	Cathedral Hygiene	Monthly periodic payment	5001/6
27/12/23	315	£3,554.97	Everflow Limited	Water Bill Toilets - December	5002/2/1
29/12/23	267	£52.53	Document Solutions	Photocopier November	5000/1/2
29/12/23	299	£155.15	Document Solutions	December Bill	5000/1/5
29/12/23	314	£50.68	Pitney Bowes	December invoice - quarterly	5000/1/6/4
29/12/23	316	£6.50	Boyes of Whitby	Stationery	5002/19
29/12/23	317	£13.29	Co-Op Whitby	Refreshments - Festival build	5002/19
29/12/23	318	£35.63	Post Office	Stamps	5000/1/4
29/12/23	319	£21.66	Amazon Services Europe	Storage Bags	5002/19
		£32,061.77			
		£20,528.22	Confidential Transactions		
		£52,589.99			

Reports**Item 14 – EXPENDITURE TO END OF Q3****Budget Headings Summary**

Heading	Start of year 01/04/23		
	Net (£)	Vat (£)	Gross (£)
5000 Core & Democratic Expenditure			
5000/1 Administration			
5000/1/1 Stationery	184.05	36.82	220.87
5000/1/2 Photocopying	938.41	187.68	1,126.09
5000/1/3 Adverts	0.00	0.00	0.00
5000/1/4 Postage	44.39	0.83	45.22
5000/1/5 Telephones/broadband/email	2,257.84	451.58	2,709.42
5000/1/6 Office Equipment			
5000/1/6/1 Computing	0.00	0.00	0.00
5000/1/6/2 Furniture	0.00	0.00	0.00
5000/1/6/3 Consumables	0.00	0.00	0.00
5000/1/6/4 Operational Equipment	593.68	118.70	712.38
5000/1/7 Audit	600.00	0.00	600.00
5000/1/9 IT Hosted Applications	4,347.27	869.46	5,216.73
5000/1/10 Website	150.00	30.00	180.00
5000/1/11 Computer Maintenance	0.00	0.00	0.00
5000/1/12 Insurance	15,598.50	168.40	15,766.90
5000/1/13 Bank Charges	99.97	0.00	99.97
5000/1/14 Professional Fees	38.00	423.93	461.93
5000/1/15 Legal Costs	525.00	105.00	630.00
5000/1/16 Data Protection Annual Fee	0.00	0.00	0.00
5000/1/17 HR Advisory Service	2,119.67	0.00	2,119.67
5000/1/18 Staff Training	685.84	137.16	823.00
5000/1/19 Staff Travel Expenses	51.85	0.00	51.85
5000/1/20 Subscriptions			
5000/1/20/1 YLCA/NALC	1,520.00	0.00	1,520.00
5000/1/20/2 SLCC	546.67	109.33	656.00
5000/1/20/3 Yorkshire Society	0.00	0.00	0.00
5000/1/20/4 Rural Services Network	133.00	26.60	159.60
5000/1/21 Room Hire	0.00	0.00	0.00
5000/1/22 Health & Safety	0.00	0.00	0.00
5000/1/23 Publications	0.00	0.00	0.00
5000/1 Administration Total	30,434.14	2,665.49	33,099.63
5000/2 Civic & Councillors			
5000/2/1 Mayor's Allowance	333.45	61.40	394.85
5000/2/2 Councillors' Training	187.36	13.08	200.44
5000/2/3 Civic Regalia	16.67	3.33	20.00
5000/2/4 Election/Polls	0.00	0.00	0.00
5000/2/5 Mayoral Board	0.00	0.00	0.00
5000/2/6 Honorary Freeman	0.00	0.00	0.00

Budget Headings Summary Heading	Net (£)	Start of year 01/04/23	
		Vat (£)	Gross (£)
5000/2/7 Annual Report		0.000.00	0.00
5000/2/8 Plaques and Pennant Gifts	0.00	0.00	0.00
5000/2/9 Hospitality	108.85	0.00	108.85
5000/2/10 Contingencies	0.00	0.00	0.00
5000/2/11 Section 137	30.00	0.00	30.00
5000/2/12 Civic Events	0.00	0.00	0.00
5000/2/13 Twinning	0.00	0.00	0.00
5000/2/14 Councillors' Travel & Subsistence	0.00	0.00	0.00
5000/2/15 Parish Meeting	150.00	30.00	180.00
5000/2 Civic & Councillors Total	826.33	107.81	934.14
5000 Core & Democratic Expenditure Total	31,260.47	2,773.30	34,033.77
5001 Facilities Management			
5001/1 Gas	4,538.66	907.75	5,446.41
5001/2 Electricity	9,342.33	1,868.48	11,210.81
5001/3 Water Charges	1,323.18	0.00	1,323.18
5001/4 Trade Waste	679.65	0.00	679.65
5001/5 Business Rates	0.00	0.00	0.00
5001/6 Hygiene Contracts	2,110.67	422.15	2,532.82
5001/7 Security Patrols	7,070.32	1,414.05	8,484.37
5001/8 Alarm Call Outs	0.00	0.00	0.00
5001/9 ADT Contracts	7,899.34	1,579.87	9,479.21
5001/10 ADT Repairs and Maintenance	5,619.44	1,123.88	6,743.32
5001/11 Cleaning/Hygiene Supplies	2,147.77	321.55	2,469.32
5001/12 Fixtures and Fittings (R&M)	367.51	69.51	437.02
5001/13 Lift Maintenance	887.18	177.44	1,064.62
5001/14 Operational Equipment (New)	133.33	26.66	159.99
5001/15 Air Conditioning	2,090.31	418.05	2,508.36
5001/16 Heating System	4,109.87	821.98	4,931.85
5001/17 Repairs & Maintenance (General)	34,688.68	2,895.84	37,584.52
5001/99 Maintenance Reserve	0.00	0.00	0.00
5001 Facilities Management Total	83,008.24	12,047.21	95,055.45
5002 Services			
5002/1 Allotments			
5002/1/1 Infrastructure	0.00	0.00	0.00
5002/1/2 Grounds Maintenance	200.00	0.00	200.00
5002/1/3 Clearance	0.00	0.00	0.00
5002/1/4 Water Charges	408.78	0.00	408.78
5002/1 Allotments Total	608.78	0.00	608.78
5002/2 Public Conveniences			
5002/2/1 Water Charges	31,810.61	0.00	31,810.61
5002/2/2 Additional Works	13,771.11	584.97	14,356.08
5002/2 Public Conveniences Total	45,581.72	584.97	46,166.69
5002/4 Christmas Lights	23,930.86	4,786.17	28,717.03

Reports

Item 14 – EXPENDITURE TO END OF Q3

Budget Headings Summary Heading	Net (£)	Start of year 01/04/23	
		Vat (£)	Gross (£)
5002/5 Notice Board	0.00	0.00	0.00
5002/8 Spital Bridge - Residents Parking site	0.00	0.00	0.00
5002/10 Abbey / Caedmon Footpath	0.00	0.00	0.00
5002/11 Twinning	0.00	0.00	0.00
5002/12 Old Town Hall Survey	0.00	0.00	0.00
5002/13 War Memorial	23.99	0.00	23.99
5002/14 Harbour Story Boards (R&M)	0.00	0.00	0.00
5002/15 Welcome to Whitby Sign (R&M)	0.00	0.00	0.00
5002/16 Climate Emergency Engagement	0.00	0.00	0.00
5002/17 Victoria Spa Well (R&M)	0.00	0.00	0.00
5002/18 East Pier Footbridge	6,000.00	0.00	6,000.00
5002/19 Christmas Festival	20,722.02	3,778.45	24,500.47
5002/20 Other Events			
5002/20/1 Armed Forces	1,248.00	169.00	1,417.00
5002/20/2 Coronation	173.10	12.23	185.33
5002/20/3 Fossil Festival	0.00	0.00	0.00
5002/20 Other Events Total	1,421.10	181.23	1,602.33
5002/21 Armistice Day/Remembrance	34.98	7.00	41.98
5002/30 Modern Apprentice Contribution	0.00	0.00	0.00
5002/40 Grants	0.00	0.00	0.00
5002/41 Pannett Extension	658.17	40.96	699.13
5002/42 Neighbourhood Plan	0.00	0.00	0.00
5002/43 Unitary Engagement	0.00	0.00	0.00
5002 Services Total	98,981.62	9,378.78	108,360.40
6000 Staffing			
6000/1 Nett Salaries	110,328.01	0.00	110,328.01
6000/2 Tax	14,727.20	0.00	14,727.20
6000/3 National Insurance			
6000/3/1 Employees' NIC	8,561.20	0.00	8,561.20
6000/3/2 Employer's NIC	12,710.85	0.00	12,710.85
6000/3 National Insurance Total	21,272.05	0.00	21,272.05
6000/4 Pension Contributions			
6000/4/1 Employees' Contribution	7,362.61	0.00	7,362.61
6000/4/2 Employer's Contribution (19.5%)	20,827.04	0.00	20,827.04
6000/4 Pension Contributions Total	28,189.65	0.00	28,189.65
6000 Staffing Total	174,516.91	0.00	174,516.91
Total	387,767.24	24,199.29	411,966.53

**WHITBY TOWN COUNCIL
COUNCIL MEETING – 5 MARCH 2024**

MEDIUM TERM FINANCIAL PLAN

1. Purpose of a Plan

- 1.1 A Medium-Term Financial Plan fulfils four objectives:
- It identifies expenditure trends over a five-year period;
 - It estimates the sources of income available over that period and identifies funding gaps and opportunities;
 - It sets out the mechanism by which the council can achieve and maintain a prudent level of general reserves;
 - It establishes a budget strategy which the council can use to programme service changes over more than one financial year.

2. Town Council Objectives

- 2.1 The town council was established in 1974 and is a parish council, constituted under the Local Government Act 1972 to provide a range of statutory and discretionary services for local people. Its principal funding comes from local council tax payers.
- 2.2 Whitby Town Council provides services within its parish which:
- enhance the town for its residents;
 - support local enterprise; and
 - attract visitors as part of a vibrant tourism economy.

3. Expenditure Trends

- 3.1 Appendix A uses the following broad assumptions to model expenditure demand for a static suite of council services. Non-pay inflation, affecting all bought-in goods and services has been estimated at between 2% and 5% per annum. Pay-inflation has been estimated at 2.5% per annum and adjusted for progression. Council controlled budgets have been estimated at zero growth and one-off items have been discounted in future years.
- 3.2 The model begins by revising the assumption that any some growth in line with an anticipated transfer of services from the unitary may fall in the 2024/25 base budget with no provision to balance implementation during the year by use of reserves. This will have to be fully funded from 2025/26 onwards. Early indications are that any transfer would be matched by income at a fixed level from NYC. Assumptions are based on the gross expenditure on service delivery carrying a 5% administrative overhead. No additional change in the current pattern of services delivered by the Town Council is assumed. Once projected income changes are factored into the model (Appendix), it is possible to examine the capacity of the Town Council to provide additional services within its income or, alternatively, to adjust its expenditure to reflect changed service priorities.
- 3.3 The consequent effect of this is to project growth in expenditure as follows:

Financial Year	2024/2 5	2025/2 6	2026/2 7	2027/2 8	2028/2 9
Gross Expenditure (£)	514,900	521,882	529,489	547,742	566,668
Year on Year Growth (%)	1.4	1.5	3.4	3.5	1.4

4. Expenditure Profiled over more than one financial year

- 4.1 The Town Council will take the opportunity, in reviewing its expenditure from a 2024/25 baseline to profile periodic spending over a five-year cycle to even-out capital expenditure and revenue expenditure on items, such as IT replacement, which can be legitimately capitalised.
- 4.2 The following budget headings should be profiled over three years, starting whenever contractual arrangements are renewed:
 - Telecommunications
 - Photocopying rental
 - Electricity
 - Gas
 - Water charges
 - Public conveniences
 - War Memorials
 - Christmas Lights
 - Replacement IT

5. Ring-fenced Budgets

- 5.1 A small number of budget headings should be ring-fenced on the basis that expenditure is matched to income generated by the service. These services should not be routinely subsidised from precept income, considered over the timeframe of the MTFP:
 - Allotments
 - Public conveniences

6. Income Trends

- 6.1 Non-precept income currently comes from two sources: public conveniences income above contractual costs, which includes donations currently predicated towards the East Pier footbridge project, and 60% contribution from the entrance fee charged by the Lit & Phil to visitors to the Whitby Museum.
- 6.2 The toilet revenue and costs of the public toilets have been adversely impacted in 2023/24 and are projected to be volatile over the next two years.
- 6.3 Over the same period, it is now stated that the year-on-year increase in local council precepts will not be capped at 2%. Nevertheless, at present it is advisable to assume that non-hypothecated increases should be held within a 2-3% growth figure, if possible.

7. Reserves

- 7.1 As a result of income not received in 2020/21, the council drew down on its general and earmarked reserves (EMR) to balance its income and expenditure. Subject to a review of EMRs, it is prudent, following the principles of the manual Governance And Accountability For Smaller Authorities In England, which is also referred to as 'Proper Practices':

The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure. This is effectively Precept less any Loan Repayment and/or amounts included in Precept for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months Net Revenue Expenditure, the larger the authority the nearer to 3 months.

- 7.2 The target General Reserve figure for the Town Council (as a large local council) is 4 months, which equates to £75,000.
- 7.3 Future budget preparations would seek to maintain this level, making adjustments as necessary and maintaining the ration of 1/3 of the precept in General Reserve.

8. Net Position

- 8.1 In assembling the model, the council tax base is assumed to increase by 0.5% annually, either through new building within the town boundary or as the result of any changes in the assumed collection rate made by North Yorkshire Council as collection authority. It is currently unknown if NYC will apply a second-homes council tax premium in 2025/26 and beyond. This would result in a significant uplift in the tax base.

9. Strategy

- 9.1 It is proposed that the Town Council considers the following principles as part of its Medium-Term Financial Plan:
- That opportunities to realise in-year and year-on-year expenditure savings are prioritised as a mechanism for addressing the potential for a medium-term financial shortfall;
 - That earmarked reserves are reviewed annually and held for the purpose of accrued expenditure and capital investment in future years.
 - That, for planning purposes, it is assumed that the precept demand will rise by an average of 2% per annum to address the managed demand for inflation in expenditure.

10. Conclusion

- 10.1 This plan is an outline projection of the council's income and expenditure position over the next five years. In considering its future budgets, the town council should use this plan to assess the sustainability of new or changed services over the medium-term.

Appendix A – Five-year Budget Model

Budget Heading	2024/25 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £
Growth TOWN COUNCIL EXPENDITURE					
Staff Costs					
4% Gross Salaries, plus on-costs	258,040	268,362	279,096	290,260	301,870
Staffing Contingency	0	-	-	-	-
4% Staff Training	1,100	1,144	1,190	1,237	1,287
Administration					
2% Stationery	575	587	598	610	622
2% Photocopying	625	638	650	663	677
2% Adverts (not elections)	0	-	-	-	-
2% Postage	475	485	494	504	514
2% Telephones/broadband/email	3,000	3,060	3,121	3,184	3,247
2% Office Equipment	1,000	1,020	1,040	1,061	1,082
Audit	21,700	11,700	1,700	1,700	1,700
2% Subscriptions	2,900	2,958	3,017	3,078	3,139
2% IT/hosted applications	4,625	4,718	4,812	4,908	5,006
2% Website	400	408	416	424	433
2% Computer Maintenance	200	204	208	212	216
2% Insurance	24,000	24,480	24,970	25,469	25,978
2% Bank Charges	200	204	208	212	216
2% Health & Safety	300	306	312	318	325
2% Petty cash Misc.	0	-	-	-	-
2% Data Protection Annual Subscription	35	36	36	37	38
2% HR Advisory Service	0	-	-	-	-
2% Travel training	500	510	520	531	541
Admin saving	-2,125	- 2,125	- 2,125	- 2,125	- 2,125

Reports

Item 15 – MTFP

Budget Heading	2024/25	2025/26	2026/27	2027/28	2028/29
	£	£	£	£	£
Civic & Councillors					
0% Mayors Allowance	1,600	1,600	1,600	1,600	1,600
0% Councillors Training	550	550	550	550	550
0% Civic Regalia	500	500	500	500	500
0% Elections/Polls	12,000	12,000	12,000	12,000	12,000
0% Mayoral Board	100	100	100	100	100
0% Honorary Citizenship	100	100	100	100	100
0% Annual Report/newsletter	0	-	-	-	-
0% Plaques/pennants/gifts	100	100	100	100	100
0% Hospitality	500	500	500	500	500
0% Contingencies	0	-	-	-	-
0% Free Resource (Section 137)	150	150	150	150	150
0% Events	2,000	2,000	2,000	2,000	2,000
0% Legal Costs	600	600	600	600	600
Building Management					
4% Gas	4,000	4,160	4,326	4,499	4,679
4% Electricity	10,000	10,400	10,816	11,249	11,699
4% Water Rates	3,000	3,120	3,245	3,375	3,510
3% Refuse Collections	500	515	530	546	563
3% Rates	0	-	-	-	-
3% Hygiene contracts	2,000	2,060	2,122	2,185	2,251
Security Patrols	0	-	-	-	-
Fire, Alarms callouts	0	-	-	-	-
3% ADT Contracts	6,500	6,695	6,896	7,103	7,316
3% ADT (R&M)	2,500	2,575	2,652	2,732	2,814
4% Repairs & Maintenance	18,000	18,720	19,469	20,248	21,057
3% Cleaning/Hygiene Supplies	1,500	1,545	1,591	1,639	1,688
3% Fixtures & Fittings	1,000	1,030	1,061	1,093	1,126

Reports

Item 15 – MTFP

Budget Heading	2024/25	2025/26	2026/27	2027/28	2028/29
	£	£	£	£	£
Maintenance Reserve	0	-	-	-	-
4% Air Conditioning	6,300	6,552	6,814	7,087	7,370
4% Heating System	5,250	5,460	5,678	5,906	6,142
Other Services					
3% Allotments	2,600	2,678	2,758	2,841	2,926
3% Allotment Fence Stakesby	0	-	-	-	-
3% Allotment Fencing Cala Beck	1,000	1,030	1,061	1,093	1,126
3% Cholmley Allotment Caedmon's Trod Project	0	-	-	-	-
3% Modern apprentice	3,500	3,605	3,713	3,825	3,939
3% Grants	0	-	-	-	-
3% Christmas Lights	10,000	10,300	10,609	10,927	11,255
3% Notice board	150	155	159	164	169
3% Public conveniences	5,000	5,150	5,305	5,464	5,628
3% Public conveniences (Water Charges)	43,000	44,290	45,619	46,987	48,397
3% Spital Bridge - Residents Parking site	0	-	-	-	-
3% Footbridge extension	0	-	-	-	-
3% Contribution to Reserves	0	-	-	-	-
3% War Memorial	250	258	265	273	281
3% Harbour Story Board (R&M)	500	515	530	546	563
3% Twinning	100	103	106	109	113
3% Welcome To Whitby sign maintenance	0	-	-	-	-
3% Climate Emergency Engagement	0	-	-	-	-
3% Victoria Spa Well maintenance	1,000	1,030	1,061	1,093	1,126
3% Neighbourhood Plan	5,000	5,150	-	-	-
3% Unitary engagement	0	-	-	-	-
3% Christmas Festival	46,500	47,895	49,332	50,812	52,336
	514,900	521,882	524,184	542,279	561,040

Reports

Item 15 – MTFP

Budget Heading	2024/25	2025/26	2026/27	2027/28	2028/29
	£	£	£	£	£
TOWN COUNCIL INCOME					
3% Other refunds misc.	4,200	4,326	4,456	4,589	4,727
3% Other refunds PAG	4,200	4,326	4,456	4,589	4,727
3% Allotments	1,400	1,442	1,485	1,530	1,576
3% PPM Office rental	2,500	2,575	2,652	2,732	2,814
3% PPM Office telephone refund	0	-	-	-	-
3% Christmas Lighting NYC	10,000	10,300	10,609	10,927	11,255
3% WTC Bank Interest & Loyalty Reward	150	155	159	164	169
3% PAG Commission	600	618	637	656	675
3% Refunds Lit & Phil	10,500	10,815	11,139	11,474	11,818
3% Art Galley/Museum - 60% Admissions	47,250	48,668	50,128	51,631	53,180
3% Capital/Heritage Grants	5,000	5,150	5,305	5,464	5,628
3% Armed Forces WP income	0	-	-	-	-
3% Christmas Festival income	52,500	54,075	55,697	57,368	59,089
3% Transfers from reserves	0	-	-	-	-
3% Neighbourhood Plan	5,000	5,150	-	-	-
3% Community Donation Toilets	6,000	6,180	6,365	6,556	6,753
3% Residents Parking	0	-	-	-	-
3% Public Toilets	40,000	41,200	42,436	43,709	45,020
Total	189,300	194,979	195,524	201,390	207,431
Expenditure	514,900	521,882	524,184	542,279	561,040
Income	189,300	194,979	195,524	201,390	207,431
Precept to balance	325,600	326,903	328,660	340,889	353,609
Tax Base	4,972.10	5,220.71	5,245.71	5,270.71	5,295.71
Band D Equivalent	£ 65.49	£ 62.62	£ 62.65	£ 64.68	£ 66.77
		-4%	0%	3%	3%

**WHITBY TOWN COUNCIL
COUNCIL MEETING – 5 MARCH 2024**

RESERVES REVIEW

31/01/23 Balance (£)	Reserve	31/12/23 Balance (£)
7,000.00	Allotment Reserve	7,000.00
33,000.00	Toilets Reserve	33,000.00
14,000.00	Maintenance Reserve	14,000.00
0.00	Apprentice Reserve Fund	0.00
2,570.00	War Memorial Reserve	2,570.00
10,000.00	Christmas Lights	10,000.00
1,218.18	Legal costs reserve	1,218.18
55.77	Project/Event Reserve	55.77
0.00	Elections & Polls	0.00
493.76	Alarm Call Outs	493.76
1,000.00	Noticeboard	1,000.00
66.33	Mayoral Allowance (2021-22 Mayoral Year)	66.33
1,697.13	Training reserve	1,697.13
5,000.00	Residents Parking Reserve	5,000.00
0.00	Pier Extension footbridge	0.00
76,101.17		£76,101.17

a) Annual Town Assembly

Council has set a date of 6:30pm on Wednesday 20 March for the Annual Town Assembly.

b) British Toilet Association visit

Danfo and the BTA (British Toilet Association) will be visiting Whitby in March to inspect, assess and provide a report on the current state of the toilets, servicing levels etc. Danfo feel this may be beneficial to the council as an independent assessment but will also help Danfo going forward.

c) Victims' Code Campaign

The Ministry of Justice has launched the Victims' code campaign, designed to raise awareness of the rights everyone can expect to receive as a victim of crime.

Through the Victims and Prisoners Bill, police, prosecutors and prison and probation workers will also have a new Code Awareness Duty to make sure victims know their rights.

The campaign was developed hand-in-hand with criminal justice agencies and victim support organisations. Materials, are being cascaded across England and Wales.

d) Short-term lets reforms

On 19 February, the government announced planned changes in planning rules that will help councils control short-term lets by making them subject to the planning process.

It is also expected that, a new mandatory national register will give councils the information they need about short-term lets in their area. This will help them understand the extent of short-term lets in their area, the effects on their communities, and underpin compliance with key health and safety regulations.

e) Whitby Maritime Hub Consultation

North Yorkshire Council's Regeneration team have undertaken a consultation with local stakeholders to ensure that all views are heard, starting on 15 January, on the £10 million proposal to create a hub for marine and maritime innovation and enterprise on Whitby's Endeavour Wharf. The next stage in the project is to submit the plans to North Yorkshire Council for approval.

f) Towns Fund: evaluation feasibility report published

DLUHC published a report providing an assessment of the feasibility study into the process, impact and value for money evaluation of the Towns Fund.

The report details the feasibility of undertaking an evaluation of the Towns Fund (comprising the Town Deals and the Future High Streets Fund). The aim of this report is to set out the methodology, evaluation activities, challenges, and a high-level timeline for a robust evaluation to be delivered by early 2026.

DLUHC has also published a number of documents on the evaluation of its local growth programmes. Evaluation is an assessment of the effectiveness of an intervention's delivery,

its impact and its value for money. The page brings together evaluation plans and reports for DLUHC local growth programmes.

g) Patient Choice campaign

The Department of Health and Social Care (DHSC) has launched the next stage of the Patient Choice campaign. The campaign aims to help the public understand their right to choose where they receive their care. Patients have a legal right to choose which hospital they are referred to for their first outpatient appointment, when they are being referred for treatment by a healthcare professional.

To support the next stage of the campaign, councils are encouraged to amplify DHSC posts about Patient Choice, which can be found across DHSC social media channels. In addition, organisations can create content to be used on their own channels by downloading a range of resources from the Campaign Resource Centre.

h) Safer canvassing guide for councillors and candidates

The Local Government Association (LGA) has published a guide outlining seven principles for safer canvassing and provides some helpful, practical hints for canvassers.

With elections fast approaching, many councillors will be leading or taking part in canvassing sessions. The LGA is aware of the concerns expressed by councillors and candidates regarding possible instances of harassment during canvassing activities. The guide can help councillors undertake this important democratic activity as safely as possible.

i) Holocaust Memorial Day this week

Holocaust Memorial Day (HMD), the International Day of Remembrance for those murdered in the Holocaust and more recent genocides, took place on 27 January.

Held in January each year on the anniversary of the liberation of Auschwitz-Birkenau, it aims to educate, commemorate and prompt action against discrimination and hatred in our communities today. The theme for HMD 2024 is Fragility of Freedom, reflecting on how freedom is fragile and vulnerable to abuse.

Every year, activities take place across the UK to mark HMD, and in 2023 more than three quarters of councils were involved.

j) Owners urged to take action ahead of XL Bully ban next week

The government is urging XL Bully dog owners to take action ahead of XL Bully ban that has now come into effect.

From 1 February, anyone found in possession of one of these dogs, if it is not registered and does not adhere to outlined conditions, faces a criminal record and an unlimited fine.

If owners remain unsure whether their dog could be classed as an XL Bully, they should check their dog carefully against government guidance and photo examples of XL Bully

dogs to help them decide. If someone has a dog that is clearly another established breed, the ban does not apply.

k) Criminal record checks for relevant councillors

The Minister for Local Government, Simon Hoare MP, has written to principal council leaders in England, covering county and unitary authorities, drawing attention to recommendation 5 of Simon Bailey's Independent Review of the Disclosure and Barring Regime, published on 18 April 2023, concerning the eligibility of criminal record checks for councillors.

The letter calls for relevant councils to adopt as best practice enhanced criminal record checks, provided by the Disclosure and Barring Service ('Enhanced DBS checks'), for all councillors being considered for appointment to any committee which discharges education or social services functions.

This won't directly affect the town council, but will affect North Yorkshire Council.

l) Play Streets for councils

Play Streets are a parent and resident led movement restoring children's freedom to play out in the streets and spaces where they live, for their health, happiness and sense of belonging.

The 'Playing Out' model of resident-led, temporary road closures for play originated on one street in Bristol in 2009. To date, over 1,500 street communities have followed this model, supported by their local councils and in some cases, local community organisations.

m) Planning Inspectorate changes on how it collects comments on appeals

The Planning Inspectorate has announced that from 1 April, people wanting to share their views on planning and enforcement appeals must submit their comments through the Appeals Casework Portal (ACP). Comments will no longer be accepted by email.

ACP provides several benefits to the interested party, the Planning Inspectorate and to Local Planning Authorities (LPAs) including:

- Certainty to the interested party that their comments have been received
- Ensuring personal data, such as email addresses, are not included on the response which reduces redaction requirements for councils when publishing public comments on their website
- Simplifying back-office processes, making the task of handling representations more efficient

From 1 April, interested parties who try to make a comment via email will be directed to the ACP. The Planning Inspectorate will continue to make provision for those with accessibility needs.

On 12 January, the Planning Inspectorate wrote to all LPAs to ask for their help in ensuring those commenting on planning and enforcement appeals are using the correct route, to share their views with the Inspector.

n) Phone Boxes

The Civic Society has written to enquire about the council's thoughts on the 2 No, K6 listed phone kiosks in Whitby. One in Church Street and one in Baxtergate.

The Civic Society keeps regular checks with BT on whether they have any plans to de-commission these K6 kiosks as obviously they are listed and part of the conservation area street scene.

It is reported that BT they are to repair the kiosk in Baxtergate and have spoken with Yorkshire Trading to get them to remove all their merchandise from the pavement which blocks the use of the kiosk. They will also check the condition of the Church Street kiosk.

Member's have sought clarification from the Licensing Officers over enforcement to prevent obstruction to the box on Baxtergate.

o) External Audit

PKF Littlejohn, have confirmed that a review the challenge file remains current and a formal response is still expected.

p) Statement of Levelling Up Missions

DLUHC has published the Statement of Missions, as required by the Levelling Up and Regeneration Act, setting out the government's Levelling Up missions and the metrics against which they will be measured.

In the statement, DLUHC details the definitions and metrics they will use to assess the two exploratory missions, Well-being and Pride in Place.

Since these missions were set out as exploratory in the Levelling Up White Paper published on 2 February 2022, DLUHC has also provided an accompanying narrative – setting out the development of the definitions and metrics and the rationale behind some of the decisions taken during the exploratory phase.

q) Alcohol licensing: age verification consultation

On 24 January, the government launched a consultation seeking views on whether to allow digital identities and technology to play a role in age verification for alcohol sales. It also seeks views on whether to amend legislation to specify that for sales of alcohol that do not take place face-to-face, age verification should take place at the point of delivery, as well as sale.

The Licensing Act 2003 ('the act') covers the retail sale and supply of alcohol. One of the licensing objectives that the act seeks to uphold is the protection of children from harm, meaning that alcohol must not be sold to someone under 18.

r) Reforms to social housing allocations consultation

DLUHC has launched a consultation on reforms to social housing allocations.

The consultation seeks views from the public, councils, social housing tenants and providers on a range of reforms to how social housing is allocated in England, including to eligibility and qualification criteria, as well as proposals for the social housing waiting list and grounds for eviction.

The consultation will run for eight weeks and closes on 26 March.

s) Swing Bridge Closure

The bridge team have confirmed that the work which will now be carried out on the Swing Bridge during the closure order previously notified, will be limited to hydraulic system repairs. It will take place for an estimated five days, starting on 11 March.

During that week, the bridge will remain open to pedestrians.

The Road Closure and any associated Diversion Routes can be viewed using this URL link <https://one.network/?tm=137417596>

We are informed that the resurfacing works will now take place in March 2025.

t) COVID-19: Day of Reflection 2024

On 3 March, Marie Curie is holding the fourth Day of Reflection, encouraging people to come together to remember those who died during the COVID-19 outbreak. Councils are encouraged to get involved to ensure that bereaved people can take a moment to acknowledge their grief, take time and space to reflect and commemorate, and to support one another.

u) Portrait of His Majesty The King

The Portrait of His Majesty The King has now been made available, free of charge, for all town, parish and community councils in the UK. An order has been placed on behalf of the town council.

v) Flexible Working

From 6 April 2024, businesses will need to change how they manage flexible working requests from employees. All employees have the legal right to request flexible working. From 6 April, they will be able to make a statutory request to make a permanent change to their contract from their first day of employment.

w) Consultation on changes to various permitted development rights

DLUHC has launched a consultation seeking views on changes to several existing permitted development rights that allow for householder development, building upwards to create new homes, the demolition of certain buildings and rebuild as homes, electric vehicle charge points and air source heat pumps. This has been referred to the Planning & Licensing Committee.

x) Information sent separately

- "The Last Custodians" a short movie by FaSS
- 20s Plenty - Media Training
- 20s Plenty County Hall Demonstration
- 60 Whitby businesses without power for days, with no end in sight
- Annual Council and Annual Parish Meeting Procedures Webinar
- Assets Training Day Talking Tables
- Breakthrough Communications Training Courses - Feb - March 2024
- Casual Vacancy
- CloudyIT - Councils Bulletin
- Consultation on North Yorkshire's all-age draft substance use strategy
- Councillors Discussion Forum - Wednesday, 31 January
- Dealing with complaints and difficult situations Webinar
- Evidence of need for women's provision in Whitby
- FREE WEBINAR: Raising Regular Funds for Community Projects
- FURTHER HOME OFFICE WEBINAR ON MARTYN'S LAW
- Home to school travel policy - consultation
- Improve your knowledge of the Planning System Webinar - Tuesday, 27 February
- Increase your self-esteem, confidence, and assertiveness Webinar
- Issues referred to Council following the FP&GP meeting
- Lawful Agendas and Best Practice Council Minutes Webinar
- LNP Update - Health and Wellbeing Consultation, BNG and EIP updates
- NALC and SLCC joint sector survey on Martyn's Law standard tier consultation
- NALC briefing on council email addresses
- NALC Chief Executive's Bulletin
- NALC Events
- NALC Newsletter
- North Yorkshire Destination Management Plan - Action Planning Forums Invitation
- North Yorkshire joint local health and wellbeing strategy - Public consultation
- North Yorkshire UK Shared Prosperity Fund - January 2024 Update
- NORTHERN POWERGRID UPDATE ON STORM ISHA
- Off to a Flying Start Webinar Part 1 & 2
- Parish Domain Helper Service
- PLANNED No waiting at any time restriction NOTIFICATION - 19229 Green Lane
- PLANNED ROAD CLOSURE and one way restriction NOTIFICATION - emergency 19301 Skinner Street
- PLANNED ROAD CLOSURE NOTIFICATION - 18914 Wellington Terrace
- PLANNED ROAD CLOSURE NOTIFICATION - 18942 The Avenue
- PLANNED ROAD CLOSURE NOTIFICATION - 19172 Swing Bridge
- PLANNED ROAD CLOSURE NOTIFICATION - 19234 Clarence Place
- PLANNED ROAD CLOSURE NOTIFICATION - 42819 High Stakesby Road
- PLANNED ROAD CLOSURE NOTIFICATION - emergency 19175 Esplanade
- PLANNED ROAD CLOSURE NOTIFICATION - emergency 19191 Upgang Lane
- PLANNED ROAD RESTRICTION NOTIFICATION - 19349 Clarence Place
- Police Reports
- Policies, Procedures and Powers Webinar
- Swing Bridge Whitby - closures for 2024
- Tim Forber confirmed as next Chief Constable for North Yorkshire
- Training In How to Conduct an Effective Employee Appraisal.
- Understanding the Code of Conduct and Declarations of Interest Webinar
- WCN Meeting, 6.00 - 800pm, Monday 15th January 2024

Report

Item 20 - Clerk's Report

- Welcome to the latest council news from North Yorkshire
- Welcome to your January issue of Rural News
- Whitby Maritime Hub - Whitby Town Council Briefing
- White Rose Bulletin & Training Bulletin
- YLCA Assets Training Day - 27 April 2024
- YLCA BBC news story on abuse and intimidation of councillors by members of the public
- YLCA Biodiversity Webinar - Monday, 26 February
- YLCA Branch Meetings - February 2024
- YLCA Finance and Budget Monitoring Webinar - Tuesday, 6 February
- YLCA Information Bulletin & Training
- YLCA Law & Governance Bulletin January 2024
- YLCA Scarborough Branch Meeting - Thursday, 8 February
- YLCA Training & Discussion Forums Programme
- YLCA Understanding Committee Structures - Monday, 5 February
- YLCA Various Finance Webinar Training Course by The Parkinson Partnership
- Yorkshire Awards tickets
- Your Fire Service, Your Say – Commissioner Zoë to host online meeting
- Youth club