

Adam Chugg
Town Clerk & RFO



PANNETT PARK | WHITBY | YO21 1RE
TEL: (01947) 820227 | E MAIL: info@whitbytowncouncil.gov.uk

Dear Councillor,

8th May 2025

You are **summoned** to attend the **ANNUAL MEETING** of the **TOWN COUNCIL OF WHITBY** to be conducted at the Pannett Gallery on **Tuesday the 13th of May 2025 at 6.00pm**, the agenda for which is set out below.



Town Clerk

To: Councillors Abbott, Barnett, Blackwell, Bolton, Brown, Coughlan, Dalrymple, Harrison, Harle, Harston, Layman, Mulheran, Nock, Redfern, Riddolls, Smith, Smith, Turner and Wild

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

- 1. ELECTION OF MAYOR FOR THE MUNICIPAL YEAR 2025-26**
- 2. ELECTION OF DEPUTY TOWN MAYOR FOR THE MUNICIPAL YEAR 2025-26**
- 3. APOLOGIES FOR ABSENCE**
To receive and resolve upon apologies for inability to attend.
- 4. DECLARATION OF INTERESTS**
To declare any interests which members have in the following agenda items.
- 5. PUBLIC PARTICIPATION**
Standing Orders will be suspended for up to 15 minutes to allow for questions or statements submitted by members of the public (limited to 3 mins per person).
- 6. MINUTES**
 - a. To **approve**, as an accurate record, minutes of the following meetings:
 - i. Full Council 4th March 2025
 - b. To **receive** the (draft) minutes of the following Committee Meetings:
 - i. Human Resources 12th February 2025
 - ii. Town Development and Improvement 18th February 2025

iii. Human Resources	20 th February 2025
iv. Joint Management Committee	21 st January 2025
v. Planning and Licensing	26 th February 2025
vi. Pannett Art Gallery	18 th March 2025
vii. Harbour	18 th March 2025
viii. Planning and Licensing	25 th March 2025
ix. Human Resources	10 th April 2025
x. Planning and Licensing	29 th April 2025

7. NOTICES OF MOTIONS RELATING TO COMMITTEES AND MEETINGS IN 2025/26

7.1

Proposed by Cllr Smith A

Seconded by Cllr Layman

'To discontinue separate Finance Policy and General Purposes Committee, Harbour Committee and Town Development and Improvement Committee and subsume that work within a monthly Full Council Meeting.'

Please note that additional information from the proposer of the motion is attached.

7.2

Proposed by Cllr Riddolls

Seconded by Cllr Layman

'All Cllrs to be ex-officio [non voting] members at all Cttee meetings.'

Please note that additional information from the proposer of the motion is attached.

7.3

Proposed by Cllr Riddolls

Seconded by Cllr Layman

'The mayor and deputy mayor can be elected to any Cttee at the AGM, but cannot join any Committee at any other time during the Council year as they are ex-officio non-voting members of all other Cttees.'

Please note that additional information from the proposer of the motion is attached.

8. ITEMS FOR REVIEW

8A

REVIEW AND ADOPTION OF THE COUNCIL'S CONSTITUTION INCLUDING STANDING ORDERS, FINANCIAL REGULATIONS, POLICES AND PROCEDURES AND SCHEME OF DELEGATION WITH TERMS OF REFERENCE.

These documents are attached.

Please note that the Full Council on the 29th of April 2025 noted the dates of review for all of these documents in 25/26.

8B

APPOINTMENT OF MEMBERS TO CTTEES

At the meeting, the membership of Cttees for the 25/26 civic year will be determined.

Cllrs have been asked to express their preferences. A schedule of these is being brought to the meeting.

In the event that there are more Cllrs than places for any Cttee, preferential voting will be used to determine the outcome.

8C MEETING DATES

The meeting will determine the meeting dates for 25/26.

Please note that two options are attached – this is because item 7.1 above will be relevant to which meetings are held.

8d REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

Cllrs have been asked for their preferences and a list of these is being brought to the meeting.

The meeting will determine representation for the 25/26 civic year.

8e REVIEW OF ARRANGEMENTS INCLUDING ANY CHARTERS AND AGENCY AGREEMENTS, WITH OTHER LOCAL AUTHORITIES AND REVIEW ON CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES

To note that there are no agreements in place. The annual contribution of £6,000 from the toilets' income surplus to the costs of the pier remains as a contractual commitment to North Yorkshire Council.

8f CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

Note that insurance cover is in place to cover all necessary items including buildings, gallery collection, public liability – currently assigned to Gallagher specialist brokers. The arrangements last until June 2025 and quotes are being obtained for the arrangements from the 1st of July 2025.

8g REVIEW IF THE COUNCILS SUBSCRIPTIONS TO OTHER BODIES

The Council should note that there is a organisational subscription to the Yorkshire Local Councils Association [cost £1748.00) and a subscription to the Society of Local Council Clerks [SLCC] [cost £190.00]

8h REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972

The Council should note that, subject to audit, the net expenditure incurred under Section 137 of the Local Government Act 1972 in 2024-25 was £0.00,

9. NOTICES OF MOTIONS

9.1

Proposed by Cllr Smith A

Seconded by Cllr Layman

'To consider establishing a framework Terms of Reference for the operation of Working Groups'

Please note that additional information from the proposer of the motion is attached.

9.2

Recommendation from Harbour Cttee to Full Council relating to membership of the Harbour Cttee

RESOLVED to consider inviting interested members of the public to submit their

names for possible inclusion on the Committee, in accordance with Standing

Order 4b, if places cannot be filled by Cllrs. The applicants will be advised they do not have voting rights and their individual selection would be subject to a vote by Council.

A report considered by the Harbour Cttee relating to this motion is attached for information.

10. PUBLIC CONVENIENCES WORKING GROUP REPORT

The meeting will consider the attached report, determine the timeline for the group, and appoint members of the group for the 25/26 Civic Year. The TOR for this group is also attached.

11. REPORT FROM REPRESENTATIVES OF EXTERNAL BODIES

An opportunity for members appointed to represent the Town Council on named bodies to report on activity since the last meeting.

12. [outgoing] MAYOR'S REPORT

Civic engagements since 4th March 2025 and other activities undertaken.

13. TOWN CLERK'S REPORT

A report was received at the Council meeting on the 29th of April.

14. FLOODING AWARENESS STANDING ITEM

Tides above 5.5. metres:

26-28 May 2025