



WHITBY TOWN COUNCIL

PANNETT PARK - WHITBY - YO21 1RE

TEL.(01947) 820227

www.whitbytowncouncil.gov.uk

8th March 2018

Dear Councillor

You are summoned to attend a meeting of the **FINANCE POLICY AND GENERAL PURPOSES COMMITTEE** to be held in Pannett Art Gallery, Pannett Park, Whitby, on **Wednesday 14th March 2018 at 6.15 p.m.**, the agenda for which is set out below.

Yours faithfully,


Mrs P A Dobson
Town Clerk

PLEASE NOTE REVISED DAY AND DATE

To: Councillors D Collins, Mrs H Coughlan, J Harston, Ms R Pearson, P Trumper, Mrs L Wild and Mrs N Wilson.

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

A G E N D A

1. **APOLOGIES**
To receive apologies for inability to attend.
2. **DECLARATION OF INTERESTS**
To declare any interests which members have in the following agenda items.
3. **PUBLIC PARTICIPATION**
Up to 15 minutes to allow members of the public to ask questions, make statements or give evidence about business items on the agenda (limited to 3 mins per person).

GENERAL PURPOSES & POLICY

4. **MINUTES**
To approve as a correct record and if approved sign the minutes of the Finance & General Purposes Committee meetings held 20th February 2017 (previously circulated)
5. **REVIEW OF GOVERNANCE DOCUMENTS** – To consider governance documents which require updating and consider the adoption of additional documents (first draft copies to be circulated)
 - a) Document Retention Policy
 - b) Social Media/Networking Policy
 - c) IT Policy
6. **GENERAL DATA PROTECTION REGULATIONS MAY 2018** – Further update from the Clerk on actions being taken to ensure compliance and other actions required.

7. UPDATE ON ITEMS DISCUSSED

- a) Councillor E mail addresses – to consider progress on take up by Councillors (verbal report)
- b) Website – update from Clerk on progress with new website and provisional date for going live. (verbal report)

8. UPDATE ON UPGRADING OF MARKET PLACE TOILETS – to receive an update on progress. (verbal report)

FINANCE

9. APPROVAL OF PAYMENTS

To approve payments on behalf of the Council to 14th March 2018 (copy herewith)

10. CONSIDERATION OF MONTH 11 BUDGET 2017-18

To consider budget to end of Month 11 and consider virements which will be required for year end. (copy herewith)

11. REFERRAL FROM TOWN DEVELOPMENT & IMPROVEMENT COMMITTEE TD646/18a

Proposed by Councillor Mrs. A Smith, seconded Councillor J Harston and unanimously. **RESOLVED** That investigation into the cost of employing a Town Caretaker is referred to Finance Policy and General Purposes Committee.

12. PROPOSED WORKS TO FORMER WASTE TRANSFER SITE CALIFORNIA ROAD, SPITAL BRIDGE, WHITBY

To receive quotation for Pre Planning Application Works, Works to Full Planning Application Stage, Works to Tender Stage, Post Tender Works and Project Management (copy herewith)

13. HEATING EQUIPMENT

To receive quotation for preparation of working manual and identification tagging of all heating equipment Pannett Art Gallery/Whitby Museum building. (copy herewith)

14. REQUEST FROM WHITBY IN BLOOM

To consider following request from Whitby in Bloom

We provide and maintain many hanging baskets and planters around the town including eight around the market place on Church Street. Would it be possible to refill our watering container (100 litres) from the market place toilets, we envisage approximately 1000 litres per season, June to September? As we water baskets before 8 0`clock, could early morning access be arranged.