



WHITBY TOWN COUNCIL

PANNETT PARK- WHITBY- YO21 1RE

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27th September 2018

Dear Sir/Madam

YOU ARE HEREBY SUMMONED to attend a meeting of the Town Council of Whitby, to be held in Pannett Art Gallery, Pannett Park, Whitby on **Tuesday 2nd October 2018 at 6.45 pm**; the agenda for which is set out below.

Yours faithfully


Mrs. P A Dobson
Town Clerk

To: The Town Mayor & Members
Whitby Town Council

Copies to Whitby Gazette, Whitby Library, Whitby Police, Borough & County Councillors

AGENDA

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. **APOLOGIES FOR ABSENCE** - To receive apologies for inability to attend.
2. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATION** - To declare any disclosable pecuniary interests or any other interests which members may have in the following agenda items and consider any dispensation requests.
3. **EXTERNAL REPORTS** - To receive reports on behalf of external bodies if present
 - a. North Yorkshire Police
 - b. County & Borough Councillors
4. **PUBLIC PARTICIPATION SESSION:**
The Chairman will suspend Standing Orders for 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).
5. **MAYOR'S REPORT**
 - a) Civic Engagements for September 2018 – (copy herewith)

6. CLERK'S REPORT

a) Letters sent by Council for information only: -

b) Items for circulation and information only

1. Revised Co-Option Policy for formal adoption following discussion at previous Full Council meeting (copy herewith)

7. LETTERS RECEIVED BY COUNCIL: - none received.

8. COMMITTEE RECOMMENDATIONS - To consider and make decisions on any recommendations arising from the Committee meetings. (Copies herewith)

HR188/18 SUCCESSION PLANNING TOWN CLERK 2020

Proposed by Councillor Ms. R Pearson, seconded by Councillor Mrs. L Wild and unanimously **RECOMMENDED:** That the draft person specification is submitted to full council for adoption.

HR243/18 SUCCESSION PLANNING TOWN CLERK 2020

Proposed by Councillor Mrs. L Wild, seconded by Councillor Mrs. H Coughlan and unanimously **RECOMMENDED:** That the amended job application form is submitted to Full Council for adoption and the working party reconvenes to consider the job advert at a date to be agreed.

F249/18 REVIEW OF GOVERNANCE DOCUMENTS –

a) Data Protection Policy

Proposed by Councillor Mrs. H Coughlan, seconded by Councillor Ms. R Pearson and unanimously

RECOMMENDED: That the revised document will be submitted to Full Council for adoption.

b) Community Grants Policy

Proposed by Councillor Mrs. N Wilson, seconded by Councillor Ms. R Pearson with one against **RECOMMENDED:** That the revised document will be submitted to Full Council for adoption.

F253/18 APPROVAL OF PAYMENTS

a) To approve payments on behalf of the Council to 18th September 2018

Proposed by Councillor Mrs. L Wild, seconded by Councillor Ms. R Pearson and unanimously

RECOMMENDED: That the schedule of payments up 18th September 2018 in the sum of **£27,071.97** as attached hereto are approved for payment.

TD263/18 PLASTIC FREE COMMUNITY TOOLKIT

Proposed by Councillor Mrs A Smith, seconded Councillor Mrs L Wild and unanimously

RECOMMENDED : that Whitby Town Council resolves to support the journey to Plastic Free Community Status, committing to plastic free alternatives and plastic free initiatives within the Town.

9. MOTIONS SUBMITTED BY COUNCILLORS

None submitted

10. MINUTES — To confirm as an accurate record the Minutes of the following Full Council meeting and receive Minutes of Committee Meetings (copies herewith unless otherwise stated)

- a) Ordinary Meeting of Whitby Town Council held 4th September 2018
- b) Planning Committee meetings held 11th and 25th September 2018
- c) Human Resources Committee meeting held 18th September 2018
- d) Finance Policy and General Purposes Committee meeting held 18th September 2018
- e) Town Development & Improvement Committee meeting held 24th September 2018
- f) Harbour Committee meeting held 25th September 2018

11. MEMBERS REPORTS — To receive reports from members nominated to represent the Council on Outside Bodies

12. FLOODING AWARENESS —STANDING ITEM

a) Tides above 5.5 metres – 5th 6th 7th 8th 9th 10th 18th 19th 20th 21st 22nd October 2018

13. POTASH DEVELOPMENT PROGRESS - STANDING ITEM

To receive report if any