



Extraordinary Full Council 29th April 2025 – Town Clerk Report

Introduction

I am delighted – and proud- to have completed my probationary period successfully and be confirmed by the HR Cttee in employment. The role is not without its challenges, but I am enjoying it and truly value the public service opportunities it brings.

As I have said, the initial 6 months has been a time to learn about the council, its Cllrs, staff and partners, and its priorities. This learning will be taken into how the role is performed going forward. As I have covered in my Town Clerk reports, important progress has been made, but a key learning point is making communication to Cllrs as prompt as possible, even with the busy-ness of the role.

Key Work Update

Following on from my March Town Clerk report, I wanted to confirm all the following:

Staffing

The new Assistant Town Clerk has been recruited and starts on the 1st of May. As they are a serving North Yorkshire Cllr, pro-active steps have been taken to manage any conflicts of interest that may arise. Induction has been planned to support a successful start to the role. Once the new person has settled in, then the extra day a week of staffing resource should start to make a positive difference to our work.

Co-Option

3 applications were received for the 2 co option vacancies and these are being considered at this Full Council meeting.

Christmas Lights

The tender for Xmas lights has been issued – here is a link:

<https://www.whitbytowncouncil.gov.uk/whitby-christmas-lights-2025-27>

The tender opportunity has also been placed on the Contracts Finder site, as per the requirements for a contract of this size.

The Christmas Lights sub-committee will be convened to consider the applications received and make recommendations to Council. A Full Council meeting will be convened to make the decision.

Public Conveniences Working Group

This group has met twice to consider a number of matters in detail, including further submissions from our contractors, and a further meeting with our contractors is being arranged.

A report will be presented to the Annual Meeting of the Council so that next steps can be considered.

Town Assembly

This will be taking place in the second half of May, with the new ATC helping to organise.

VE DAY

To mark this, the Council will convene a special meeting to award honorary freedom of Whitby to the members of RAF Fylingdales. In addition, the gallery will also have displays and activities taking place.

Flood

Decorations and lift maintenance and upgrade work have now been completed. Funds will be received shortly from the loss adjuster.

Website

Reception staff have now been trained and we are beginning to post more information on our website. More will follow in the months ahead.

Year End

Work has begun ahead of the Internal Audit and AGAR meeting of Full Council in June.

Looking Ahead

Cllr Training and Briefings

Discussions are taking place with the YLCA – more details to follow.

Agreeing Priorities

A review of the motions passed by Council since May 2023 is being conducted to inform this. Following on from this, a draft list will be presented for consideration by Council – Cllrs will be able to review and amend this so a final one can be agreed.

Old Town Hall

The renovation work has begun and so we expect NYC to convene the group looking at the future uses of this building soon.

Harbour

Following the court case, an update was given to the Harbour Cttee. A future Full Council will be given the opportunity to consider this – we are just waiting for the full response of NYC before setting this up.

Double Devolution

In the months ahead, Full Council will be given the opportunity to consider a finalised submission to NYC on the services that the Town Council would like to deliver.

Annual Meeting and Subsequent Policy Reviews

A report on this is being considered at this meeting.