



Filey Town Council

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27 April 2021

Dear Councillor,

Annual Meeting of Filey Town Council

You are hereby summoned to attend the **Annual Meeting of Filey Town Council** to be held on **Thursday 6 May 2021**, commencing at **7pm**, the meeting will be held using a video conferencing facility. The public are invited to attend and can so by using the link below or by contacting the office who will be happy to provide a link or take questions which can be provided to the meeting.

Microsoft Teams meeting

Join on your computer or mobile app.

[Click here to join the meeting](#)

The agenda for the meeting is set out below.

David Liddle
Town Clerk and RFO

Agenda

No	Item
1	Election of the Chairman Council to elect a Chairman of the Council (Town Mayor) for the May 2021 to May 2022 municipal year.
2	Election of the Vice-Chairman Council to elect a Vice-Chairman (Deputy Town Mayor) for the May 2021 to May 2022 municipal year.
3	Acceptance of Office



	Delivery by the Chairman and Vice Chairman of their acceptance of office forms, unless it is resolved for this to be done at a later date.
4	Apologies Council to note any apologies, the reason(s) given for absence and to consider acceptance of them.
5	Declarations of interest Council to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interests. Code of Conduct http://www.fileytowncouncil.co.uk/Policy/Code%20of%20Conduct_08.11.2017.pdf
Minutes	
6	Council Committees and Working Parties Minutes These minutes will be reviewed at the next Full Council meeting.
Review of delegation arrangements and committee appointments	
7	It has been proposed by the Strategic Planning Committee that the Events and Lighting Committee merge with Town Guide and Map Committee to form a new combined Committee the Council to review this proposal and vote accordingly. Delegated arrangements A) Scheme of Delegation Review of delegation arrangements to committees, sub-committees, staff and other local authorities. (2 Options) https://www.fileytowncouncil.co.uk/uploads/scheme-of-delegation-2021-22.pdf https://www.fileytowncouncil.co.uk/uploads/scheme-of-delegation-2021-22-(inc-combined-committee).pdf B) Committee and working party terms of reference Council to review the Terms of Reference for committees and working parties of the Council: Below is the link to reviewed Terms of Reference in line with existing membership scheme. If modifications are agreed as above revised T of R will be provided for approval at the first meeting of each committee. <ul style="list-style-type: none">• Committees: Events & Lighting; Finance & General Purpose; Planning; Property, Staffing; Strategic Planning; and Town Guide & Map and Combined Events, Lighting, Town Guide & Map.



	<ul style="list-style-type: none">• Working Party: Emergency Planning and Sports Funding <p>https://www.fileytowncouncil.co.uk/uploads/events-lighting-plus-town-guide-and-map-committee-tofr-may-2021.pdf</p> <p>https://www.fileytowncouncil.co.uk/uploads/finance-general-purpose-tofr-may-2021.pdf</p> <p>https://www.fileytowncouncil.co.uk/uploads/events-lighting-tofr-may-2021.pdf</p> <p>https://www.fileytowncouncil.co.uk/uploads/planning-tofr-may-2021.pdf</p> <p>https://www.fileytowncouncil.co.uk/uploads/property-tofr-may-2021.pdf</p> <p>https://www.fileytowncouncil.co.uk/uploads/town-guide-map-tofr-may-2021.pdf</p> <p>https://www.fileytowncouncil.co.uk/uploads/staffing-tofr-may-2021.pdf</p> <p>https://www.fileytowncouncil.co.uk/uploads/strategic-planning-tofr-may-2021.pdf</p> <p>https://www.fileytowncouncil.co.uk/uploads/sports-funding-working-party-terms-of-reference-2021.pdf</p> <p>https://www.fileytowncouncil.co.uk/uploads/emergency-planning-wp-tofr-may-2021.pdf</p>
8	<p>Appointments and representation Proposals concerning the appointment of members to committees, the working party and external bodies will be made at the Annual Meeting.</p> <p>A) Committees and the working party appointments Council to appoint members to committees and the working parties, which are as follows:</p> <ul style="list-style-type: none">• Committees: Events & Lighting; Finance & General Purpose; Planning; Property, Staffing; Strategic Planning; and, Town Guide & Map.• Working Party: Emergency Planning and Sports Funding <p>B) External bodies representation Council to review representation on or work with external bodies and arrangements for reporting back.</p> <p>Council to note that representatives on external bodies can report back at Full Council meetings, to the relevant committee or both. In relation to Full Council a rolling item is included on the agenda for representatives to provide a report.</p>



	Review of agreements and subscriptions
9	Review of arrangements, charters, agency agreements Council to review arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities. Council to note that it currently contributes nothing towards the expenditure incurred by other authorities. Council to also note that a Memorandum of Understanding in relation to Country Park is in place with Scarborough Borough Council (SBC), which places no legal obligation on either party. Council to further note that it has several agency agreements in place, as follows: <ul style="list-style-type: none">• SBC Model Agreement – Lawns Cemetery• SBC Model Agreement – Public and Commemorative Seating Council also has an arrangement in place with North Yorkshire County Council relating to weed spraying, with the work being carried out by SBC.
10	Review of subscriptions Council to note that it has three subscriptions currently in place: <ol style="list-style-type: none">1. Council membership of the Yorkshire Local Council Association.2. Town Clerk membership of the Society of Local Council Clerks.3. Institute of Cemetery and Crematorium Management (ICCM) .
	Review of policy and key documentation
11	Land and assets <i>Council to review inventory of land and assets, including buildings and office equipment.</i> Asset Register https://www.fileytowncouncil.co.uk/uploads/asset-register-31032021.pdf
12	Insurance cover Council to confirm arrangement for insurance cover in respect of all insured risks. Insurance https://www.fileytowncouncil.co.uk/uploads/local-councils-summary-of-cover-bhob-april-2021.pdf



13	<p>Standing Orders and Financial Regulations Council to review and adopt appropriate Standing Orders and Financial Regulations.</p> <p>Standing Orders</p> <p>https://www.fileytowncouncil.co.uk/uploads/ftc-standing-orders-may-2021.pdf</p> <p>Financial Regulations</p> <p>https://www.fileytowncouncil.co.uk/uploads/financial-regulations-may-2021-17.pdf</p>
14	<p>Policy review Council to review the following policies, procedures and regulations:</p> <ol style="list-style-type: none">i. Code of Conduct (Amended October 2020) https://www.fileytowncouncil.co.uk/uploads/code-of-conduct-may-2021.pdfii. Health and Safety Policy https://www.fileytowncouncil.co.uk/uploads/hs-policy-may-2021.pdfiii. Policy for dealing with abusive or persistent complaints. https://www.fileytowncouncil.co.uk/uploads/abusive-persistent-or-voxacious-complaints-policy-may-2021.pdfiv. Freedom of information Act 2000 https://www.fileytowncouncil.co.uk/uploads/freedom-of-information-policy-may-2021.pdfv. Publication Scheme https://www.fileytowncouncil.co.uk/uploads/model-publication-scheme-may-2021.pdfvi. Community Engagement Policy https://www.fileytowncouncil.co.uk/uploads/community-engagement-policy-may-2021.pdfvii. Complaints Procedure Review https://www.fileytowncouncil.co.uk/uploads/complaints-procedure-may-2021.pdfviii. Laptop and Mobile Device Policy https://www.fileytowncouncil.co.uk/uploads/laptop-mobile-device-policy-may-2021.pdfix. Press and Media Policy



	<p>https://www.fileytowncouncil.co.uk/uploads/press-media-policy-may-2021.pdf</p> <p>x. Recording of Meeting Rules and Procedures https://www.fileytowncouncil.co.uk/uploads/effective-management-of-recording.pdf</p> <p>xi. Records Management Policy and Procedures https://www.fileytowncouncil.co.uk/uploads/records-management-policy-may-2021.pdf</p> <p>xii. Training Policy https://www.fileytowncouncil.co.uk/uploads/training-policy-may-2021.pdf</p> <p>xiii. Staff and Council Handbook (includes many smaller policies) https://www.fileytowncouncil.co.uk/uploads/staff-council-handbook-may-2021-(1).pdf</p> <p>xiv. Financial Controls and Procedures https://www.fileytowncouncil.co.uk/uploads/financial-controls-and-procedures-may-2021.pdf</p> <p>xv. Lawns Cemetery Rules and regulations https://www.fileytowncouncil.co.uk/uploads/lawns-cemetery-rules-and-regulations-may-2019.pdf</p> <p>xvi. Public and Commemorative Seating Policy https://www.fileytowncouncil.co.uk/uploads/seating-policy-may-2021.pdf</p> <p>xvii. Data Protection Policy (inclusive of minor policies) https://www.fileytowncouncil.co.uk/uploads/filey-town-council-data-protection-policy-march-2009-revised-may-2021.pdf</p> <p>xviii Bring Your Own Device Policy https://www.fileytowncouncil.co.uk/uploads/ftc-byod-may2021.pdf</p>
15	<p>(i)Adoption of new policies</p> <p>A) FTC Lone Working Policy https://www.fileytowncouncil.co.uk/uploads/ftc-lone-working-policy-may-2021.pdf</p> <p>B) FTC Remote Working Policy https://www.fileytowncouncil.co.uk/uploads/ftc-remote-working-policy-may-2021.pdf</p>



	<p>(ii) Action Plan is currently in construction in partnership with SBC and the Community. The plan will be finalised in the Strategic Planning Committee meetings.</p>
	<p>Future meetings</p>
16	<p>Future meeting dates Council to consider the time and place of ordinary meetings of the Council, committee meetings and working party meetings up to and including the next annual meeting of the Council.</p> <p>Meetings Calendar</p> <p>https://www.fileytowncouncil.co.uk/uploads/ftc-future-meeting-dates-2021-2022.pdf</p>