



Filey Town Council

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Annual Meeting of Council held on **6 May 2021** held remotely by video conferencing.

Members Present: Councillors J Houlden-Banks (Chairman), M Cockerill, N Cronk, J Haxby, G Howgate (Vice Chairman), S Mills, H Parkin, L Randall, J Robinson and K Wilkie.

Boro. Cllr John Casey

Also Present: One member of the public attended the meeting.

Meeting Clerks: Town Clerk David Liddle and Deputy Town Clerk Audrey Adnitt.

Minutes

Minute	Item
	The Mayor welcomed all Members to the Annual meeting.
001/21/22	<p>Election of Chairman and Town Mayor Cllr Robinson proposed, seconded by Cllr Randall that Cllr Jacqui Houlden-Banks be elected as Chairman and Town Mayor for the 2021-22 municipal year.</p> <p>No further nominations were received.</p> <p>RESOLVED: Council elected Cllr Jacqui Houlden-Banks as Chairman and Town Mayor for the 2021-22 municipal year.</p> <p>Cllr Houlden-Banks thanked all the Councillors for their support and in particular the 2020-21 Deputy Mayor Cllr Gary Howgate for his support during the last year.</p>
002/21/22	<p>Election of Vice Chairman Cllr Houlden-Banks proposed, seconded by Cllr Robinson that Cllr Linda Randall be elected as Vice Chairman and Deputy Mayor for the 2021-22 municipal year.</p>

Signature: Date:



	<p>There were no further nominations received.</p> <p>RESOLVED: Council elected Cllr Linda Randall as Vice Chairman and Deputy Town Mayor for the 2021-22 municipal year.</p> <p>Cllr Randall thanked her fellow Councillors for their support.</p>
003/21/22	<p>Acceptance of Office As the AGM was being held remotely by video conferencing it was AGREED that the Chairman and Vice Chairman would sign their Acceptance of Office forms at their earliest convenience.</p>
004/21/22	<p>Apologies Apologies were received from Councillor Crawford Gage who had a family engagement.</p> <p>RESOLVED: Council resolved to note the apology and accept the reason given for absence.</p>
005/21/22	<p>Declarations of Interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
	<p>Minutes</p>
006/21/22	<p>Council Committees and Working Party Minutes These minutes would be reviewed at the next Full Council meeting.</p>
	<p>Review of Delegation Arrangements and Committee Appointments</p>
007/21/22	<p>It had been proposed by the Strategic Planning Committee that the Events & Lighting Committee merge with the Town Guide & Map Committee to form a new combined committee. Council were asked to review this proposal and vote accordingly.</p> <p>Following consideration, it was proposed by Cllr Howgate and seconded by Cllr Cronk that the former Events & Lighting, and Town Guide & Map Committee merge to form a new combined committee.</p> <p>Upon being put to the vote the proposal was lost.</p>
007/20/21.2	<p>RESOLVED: That the Events & Lighting Committee and Town Guide & Map Committee remain as two separate committees.</p>
008/21/22	<p>Delegated Arrangements</p> <p>A) Scheme of Delegation</p> <p>Cllr Robinson proposed, seconded by Cllr Haxby, that the Council accept and adopt the Scheme of Delegation.</p>



008/21/22.1	<p>RESOLVED: Council resolved to accept and approve the Scheme of Delegation.</p> <p>B) Committee and Working Party Terms of Reference Members were asked to review the Terms of Reference for committees and working parties of the Council.</p>
008/21/22.2	<p>RESOLVED: Council resolved to accept and approve the Committee and Working Party Terms of Reference.</p>
009/21/22	<p>Appointments and Representation A. Committee and Working Party Appointments a. Events and Lighting Committee Cllr Houlden-Banks proposed, seconded by Cllr Randall that Councillors Randall, Cockerill, Mills, Cronk, Robinson and Parkin be appointed to the Events & Lighting Committee.</p>
009/21/22.1	<p>RESOLVED: Council resolved to appoint Councillors Randall, Cockerill, Mills, Cronk, Robinson and Parkin be appointed to the Events & Lighting Committee for the 2021/22 municipal year.</p> <p>b. Finance & General Purposes Cllr Houlden-Banks proposed, seconded by Cllr Randall that Councillors Houlden-Banks, Haxby, Howgate, Parkin, Robinson and Wilkie be appointed to the Finance & General Purposes Committee.</p>
009/21/22.2	<p>RESOLVED: Council resolved to appoint Councillors Houlden-Banks, Haxby, Howgate, Parkin, Robinson and Wilkie to the Finance & General Purposes Committee for the 2021/22 municipal year.</p> <p>c. Planning Committee Cllr Houlden-Banks proposed, seconded by Cllr Randall that Councillors Randall, Crawford-Gage, Cronk, Parkin, Robinson and Wilkie be appointed to the Planning Committee.</p>
009/21/22.3	<p>RESOLVED: Council resolved to appoint Councillors Randall, Crawford-Gage, Cronk, Parkin, Robinson and Wilkie to the Planning Committee for the 2021/22 municipal year.</p> <p>d. Property Committee Cllr Houlden-Banks proposed, seconded by Cllr Randall that Councillors Houlden-Banks, Robinson, Cockerill, Cronk, Haxby and Parkin be appointed to the Property Committee.</p>
009/21/22.4	<p>RESOLVED: Council resolved to appoint Councillors Houlden-Banks, Robinson, Cockerill, Cronk, Haxby and Parkin to the Property Committee for the 2021/22 municipal year.</p> <p>d. Staffing Committee</p>



<p>009/21/22.5</p>	<p>Cllr Houlden-Banks proposed, seconded by Cllr Randall that Councillors Houlden-Banks, Randall, Haxby, Howgate, Parkin and Robinson be appointed to the Staffing Committee.</p> <p>RESOLVED: Council resolved to appoint Councillors Houlden-Banks, Randall, Haxby, Howgate, Parkin and Robinson be appointed to the Staffing Committee for the 2021/22 municipal year.</p> <p>e. Town Map and Guide Committee Cllr Houlden-Banks proposed, seconded by Cllr Randall that Councillors Crawford-Gage, Mill, Parkin and Wilkie be appointed to the Town Map and Guide Committee.</p>
<p>009/21/22.6</p>	<p>RESOLVED: Council resolved to appoint Councillors Crawford-Gage, Mills, Parkin and Wilkie be appointed to the Town Map and Guide Committee for the 2021/22 municipal year.</p> <p>f. Strategic Planning</p>
<p>009/21/22.7</p>	<p>RESOLVED: Council resolved that the Membership of the Strategic Planning Committee for the 2021/22 municipal year would be finalised following the appointment of Committee Chairman.</p> <p>g. Emergency Planning Working Party Cllr Houlden-Banks proposed, seconded by Cllr Randall that Councillors Randall, Robinson and Parkin be appointed to the Emergency Planning Working Party,</p> <p>RESOLVED: Council resolved to appoint Councillors Randall, Robinson and Parkin to the Emergency Planning Working Party for the 2021/22 municipal year.</p> <p>h. Sports Funding Working Party Cllr Houlden-Banks proposed, seconded by Cllr Randall that Councillors Cockerill, Haxby, Robinson, Mills, Howgate and Parkin be appointed to the Sports Funding Working Party.</p> <p>RESOLVED: Council resolved to appoint Councillors Cockerill, Haxby, Robinson, Mills, Howgate and Parkin be appointed to the Sports Funding Working Party.</p> <p>B. External Bodies Representation Cllr Houlden-Banks proposed, seconded by Cllr Randall that the members representation on external bodies for the 2021/22 municipal year be as follows:</p>



	Outside Body	Membership 2021-22
	Allotment & Garden Association	Cllr Neil Cronk
	Bowling Club	Cllr Howard Parkin
	Community & Police (Cap) Group	Cllr Linda Randall
	Elderly Persons Club	Cllr Linda Randall
	Filey in Bloom	Cllr Jacqui Houlden-Banks
	Filey Community Sports Club	Cllr Kevin Wilkie
	Filey Fisherman's Group (Coble Landing)	Cllr Mike Cockerill
	Filey Fisherman's Charity	Cllr Howard Parkin
	Filey Tourism Association	Cllr Linda Randall Cllr Jacqui Houlden-Banks
	YLCA	Cllr Kevin Wilkie Cllr Jacqui Houlden-Banks
	Filey Museum	Cllr Vicky Crawford-Gage Cllr Janine Robinson
	Pub Watch	Cllr Gary Howgate
	Bonhomme Richard Group	Cllr John Haxby Cllr Howard Parkin
009/21/22.8	RESOLVED: Council resolved that members representation for the 2021/22 municipal year would be as described above and that where necessary the Town Clerk would inform the external bodies in question.	
	Review of Agreements and Subscriptions	
010/21/22	Review of Arrangements, Charters, Agency Agreements Cllr Cockerill proposed, seconded by Cllr Robinson that Council note the following: 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.	



<p>010/21/22.1</p>	<p>Council also to 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.</p> <p>Council to further note that it has several agency agreements in place, as follows:</p> <ul style="list-style-type: none">• SBC Model Agreement – Lawns Cemetery• SBC Model Agreement – Public and Commemorative Seating <p>Council also has an arrangement in place with North Yorkshire County Council relating to weed spraying, with the work being carried out by SBC.</p> <p>RESOLVED: Council resolved to note and accept the contents of the review.</p>
<p>011/21/22.1</p>	<p>Review of Subscriptions</p> <p>Council were asked to note the three subscriptions currently in place as follows:</p> <ul style="list-style-type: none">• Council membership of the Yorkshire Local Councils Association• Town Clerks members of the Society of Local Council Clerks• Council membership of the Institute of Cemetery and Crematorium Management (ICCM) <p>It was proposed by Cllr Haxby and seconded by Cllr Cronk that Council accept the review and note these subscriptions.</p> <p>RESOLVED: Council resolved to accept the review and note these subscriptions.</p>
<p>Review of Policy and Key Documentation</p>	
<p>012/21/22.1</p>	<p>Land and Assets</p> <p>Cllr Mills proposed, seconded by Cllr Wilkie that the inventory of land and assets, including buildings and office equipment be duly noted.</p> <p>RESOLVED: Council resolved to note and approve the Assets.</p> <p>Cllr Mills queried the insurance cover for Queen Street Gardens and the valuation for the Mayoral Chains, and Cllr Cockerill asked why the notice boards were not included on the Asset Register.</p> <p>The Clerk was to respond to Cllr Cockerill's query after the meeting and agreed to look at having the Mayoral Chains re-valued and also Queen Street Gardens for insurance purposes.</p> <p>Cllr Cockerill suggested that the Council produce a photographic record of the Council's assets and kindly volunteered to undertake the photography.</p>



013/21/22	Insurance Cover Cllr Robinson proposed, seconded by Cllr Randall that the reviewed arrangements for insurance cover in respect of all insured risks be accepted by the Council.
013/21/22.1	RESOLVED: Council resolved to accept the Insurance Cover. The Clerk was asked to review claims handling cover and also the public liability insurance cover to check it was adequate.
014/21/22	Standing Orders and Financial Regulations A. Standing Orders Cllr Cockerill proposed, seconded by Cllr Wilkie that having reviewed the Standing Orders the Council Should Adopt these.
014/21/22.1	RESOLVED: Council adopted these Standing Orders B. Financial Regulations Cllr Howgate proposed, seconded by Cllr Randall that Council adopt the Financial Regulations.
014/21/22.2	RESOLVED: Council adopted these Financial Regulations
015/21/22	Policy Review Councillor Cockerill proposed, seconded by Cllr Randall that the following policies, procedures, and regulations be adopted: i. Code of Conduct (Amended October 2020) ii. Health & Safety iii. Policy for dealing with abusive or persistent complaints iv. Freedom of Information Act 2000 v. Publication Scheme vi. Community Engagement Policy vii. Complaints Procedure Review viii. Laptop and Mobile Device Policy ix. Press and Media Policy x. Recording of Meeting Rules and Procedures xi. Records Management Policy and Procedures xii. Training Policy xiii. Staff & Council Handbook (includes many smaller policies) xiv. Financial Controls and Procedures xv. Lawns Cemetery Rules and Regulations xvi. Public and Commemorative Seating Policy xvii. Data Protection Policy (inclusive of minor policies) xviii. Bring your Own Device Policy
015/21/22.1	RESOLVED: Council adopted the polices, procedures and regulations listed above.
016/21/22	A. Adoption of New Policies



<p>016/21/22</p>	<p>Councillor Cockerill proposed, seconded by Cllr Randall that the following policies. a. FTC Lone Working Policy b. FTC Remote Working Policy</p> <p>RESOLVED: Council adopted the polices listed above.</p> <p>B. Action Plan The Action Plan was currently in construction in partnership with Scarborough Borough Council and the Community. The Plan would be finalised in Strategic Planning Committee Meetings.</p>
<p>Future Meetings</p>	
<p>017/21/22</p> <p>017/21/22.1</p>	<p>Future Meeting Dates Council were asked to consider the time and place for holding ordinary meetings, following a discussion it was agreed to commence with physical committee meetings after the 17th May when some Covid Restrictions eased. Further information on the dates and venues of Council meetings would be given when a clearer picture on Covid restrictions was available.</p> <p>RESOLVED: Physical committee meetings would commence after the 17th May when some Covid Restrictions eased and further information on the dates and venues for future Council meetings would follow.</p>

Meeting started 7.00pm and closed at 8.50 pm

Document published on

Signed:

Print Name:

Date:

Signature: Date: