



Filey Town Council

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Annual Meeting of Council held on **18 May 2022** at the Council Offices, 52a Queen Street, Filey YO14 9HE.

Members Present: Councill J Houlden-Banks (Mayor) M Anthony, J Casey, A Cassady-Bishop, M Cockerill, V Crawford-Gage, N Cronk, G Howgate, K Hubbard, L Randall and J Robinson.

Also Present: Three members of the public.

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

Minutes

The Mayor congratulated Members on their election and welcomed them to the first meeting of the new Council.

| Minute | Item |
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| | The Mayor welcomed all Members to the Annual Meeting of Council. |
| 020/22/23 | <p>Election of Chairman and Town Mayor Cllr Robinson proposed, seconded by Cllr Cronk that Cllr Jacqui Houlden-Banks be elected as Chairman and Town Mayor for the 2022-23 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 2022-23 municipal year.</p> <p>Cllr Houlden-Banks thanked all the Councillors for their support.</p> |
| 021/22/23 | <p>Election of Vice Chairman Cllr Howgate proposed, seconded by Cllr Cronk that Cllr Randall be elected as Vice Chairman and Deputy Mayor for the 2022-23 municipal year.</p> |

Signature: Date:



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| | <p>There were no further nomination received.</p> <p>RESOLVED: Council elected Cllr Linda Randall as Vice Chairman and Deputy Town Mayor for the 202-23 municipal year.</p> <p>Cllr Randall thanked her fellow Councillors for their support.</p> |
| 022/22/23 | <p>Acceptance of Office The Chairman and Vice Chairman signed their acceptance of office forms.</p> |
| 023/22/23 | <p>Apologies The following apology was received:</p> <ul style="list-style-type: none">• Cllr W Fenlon – holiday <p>RESOLVED: Council resolved to note the apology and accept the reason given for absence.</p> |
| 024/22/23 | <p>Declarations of interest There were no declarations of interest made at this meeting.</p> |
| 025/22/23 | <p>Council Committees and Working Party Minutes These minutes will be reviewed at the next Full Council meeting.</p> |
| | <p>Review of Delegation Arrangements and Committee Appointments</p> |
| 026/22/23 | <p>Delegated Arrangements</p> <p>A) Scheme of Delegation</p> <p>Cllr Randall proposed, seconded by Cllr Casey that Council accept and adopt the Scheme of Delegation.</p> |
| 026/22/23.1 | <p>RESOLVED: Council resolved to accept and approve the Scheme of Delegation.</p> <p>B) Committee and Working Party Terms of Reference</p> <p>Members were asked to review the Terms of Reference for committees and working parties of Council.</p> <p>Cllr Robinson advised that the Staffing Committee Terms of Reference required some amendments, and Cllr Cockerill referred to the Strategic Planning Committee Terms of Reference which also required amending. The Clerk advised that these documents would be reviewed at the first meeting of each of these committees.</p> |



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| 026/22/23.2 | RESOLVED: Council resolved to accept and approve the Committee and Working Party Terms of Reference, subject to the Terms of Reference for both Staffing & Strategic Planning Committee being amended at their first committee meetings. |
| 027/22/23 | <p>Appointments and Representation</p> <p>The Town Clerk advised that prior to going on holiday Cllr Fenlon had asked if she could have a place on three of the Committees.</p> <p>Members discussed this request: and considered that it would set a precedent if Members had the option to be appointed to committees in their absence.</p> <p>A vote was taken, and it was AGREED that Members cannot be appointed to committees in their absence. Cllr Fenlon would have the opportunity to join any of the Committees which had a vacancy on her return from holiday.</p> <p>A. Committee and Working Party Appointments</p> <p>a. Events and Lighting Committee Cllr Cockerill proposed, seconded by Cllr Randall that Councillors Anthony, Cassidy-Bishop, Cockerill, Hubbard and Randall be appointed to the Events and Lighting Committee.</p> <p>027/22/23.1 RESOLVED: Council resolved to appoint Councillors Anthony, Cassidy-Bishop, Cockerill, Hubbard and Randall to the Events and Lighting Committee for the 2022/23 municipal year.</p> <p>b. Finance & General Purposes Committee Cllr Cockerill proposed, seconded by Cllr Randall that Councillors Casey, Cockerill, Cronk, Houlden-Banks, Howgate and Robinson be appointed to the Finance & General Purposes Committee.</p> <p>027/22/23.2 RESOLVED: Council resolved to appoint Councillors Casey, Cockerill, Cronk, Houlden-Banks, Howgate and Robinson be appointed to the Finance & General Purposes Committee for the 2022/23 municipal year.</p> <p>c. Planning Committee Cllr Cockerill proposed, seconded by Cllr Randall that Councillors Cockerill, Cronk, Hubbard and Robinson be appointed to the Planning Committee.</p> <p>027/22/23.3 RESOLVED: Council resolved to appoint Councillors Cockerill, Cronk, Hubbard and Robinson to the Planning Committee for the 2022/23 municipal year.</p> |



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| <p>027/22/23.4</p> | <p>d. Property Committee Cllr Cockerill proposed, seconded by Cllr Randall that Councillors Anthony, Cockerill, Crawford-Gage, Hubbard, Randall and Robinson be appointed to the Property Committee.</p> <p>RESOLVED: Council resolved to appoint Councillors Anthony, Cockerill, Crawford-Gage, Hubbard, Randall and Robinson be appointed to the Property Committee for the 2022/23 municipal year.</p> |
| <p>027/22/23.5</p> | <p>e. Staffing Committee Cllr Cockerill proposed, seconded by Cllr Randall that Councillors Crawford-Gage, Cronk, Houlden-Banks, Howgate, Randall and Robinson be appointed to the Staffing Committee.</p> <p>RESOLVED: Council resolved to appoint Councillors Crawford-Gage, Cronk, Houlden-Banks, Howgate, Randall and Robinson be appointed to the Staffing Committee for the 2022/23 municipal year.</p> |
| <p>027/22/23.6</p> | <p>f. Town Map and Guide Committee Cllr Cockerill proposed, seconded by Cllr Randall that Councillors Anthony, Casey, Cassady Bishop and Crawford-Gage be appointed to the Town Map and Guide Committee.</p> <p>RESOLVED: Council resolved to appoint Councillors Anthony, Casey, Cassady-Bishop and Crawford-Gage be appointed to the Town Map and Guide Committee for the 2022/23 municipal year.</p> |
| <p>027/22/23.7</p> | <p>g. Strategic Planning</p> <p>It was AGREED to defer the membership of this committee until the July meeting of Council.</p> <p>h. Emergency Planning Working Party Cllr Cockerill proposed, seconded by Cllr Randall Councillors Anthony and Randall be appointed to the Emergency Planning Working Party.</p> <p>RESOLVED: Council resolved to appoint Councillors Anthony and Randall to the Emergency Planning Working Party for the 2022/23 municipal year.</p> |
| | <p>B. External Bodies Representation</p> <p>Cllr Robinson proposed, seconded by Cllr Randall that the members representation on external bodies for the 2022/23 municipal year be as follows:</p> |



| | OUTSIDE BODY | MEMBERSHIP 2022/23 |
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| | Allotment & Garden Association | Cllr Marilyn Anthony Cllr Karen Hubbard |
| | Bowling Club | Cllr John Casey |
| | Community Alcohol Partnership | Cllr Marilyn Anthony Cllr Alan Cassady-Bishop |
| | Community & Police (Cap) Group | Cllr Linda Randall |
| | Elderly Persons Club | Cllr Linda Randall Cllr Janine Robinson |
| | Filey in Bloom | Cllr Jacqui Houlden-Banks |
| | Filey Community Sports Club | Cllr Marilyn Anthony |
| | Filey (Coble Landing) User Group | Awaiting information on number of representatives |
| | Filey Fisherman's Charity | Cllr Jacqui Houlden-Banks Cllr Janine Robinson |
| | Filey Tourism Association | Cllr Karen Hubbard Cllr Jacqui Houlden-Banks |
| | YLCA | Cllr Jacqui Houlden-Banks |
| | Filey Museum | Cllr Vicky Crawford-Gage Cllr Janine Robinson |
| | Pub Watch | Cllr John Casey Cllr Gary Howgate |
| | Bonhomme Richard Group | Cllr Marilyn Anthony |
| 027/22/23.9 | <p>The Clerk was asked to enquire if the number of representatives on the Coble Landing User Group could be increased to two and also enquire when the Community and Police Group would be holding meetings again.</p> <p>RESOLVED: Council resolved that member representation for the 2022/23 municipal year would be as described above and that where necessary the Town Clerk would inform the external bodies in question.</p> | |



| Review of Agreements and Subscriptions | |
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| 028/22/23 | Review of Arrangements, Charters, Agency Agreements Cllr Howgate proposed, seconded by Cllr Cronk 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. 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. 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 conducted by SBC. |
| 028/22/23.1 | RESOLVED: Council resolved to note and accept the contents of the review. |
| 029/22/23 | Review of Subscriptions Council were asked to note the three subscriptions currently in place as follows: <ul style="list-style-type: none">• Council membership of the Yorkshire Local Council Association.• Town Clerk membership of the Society of Local Council Clerks.• Institute of Cemetery and Crematorium Management (ICCM) |
| Review of Policy and Key Documentation | |
| 030/22/23 | Land and Assets Cllr Howgate proposed, seconded by Cllr Cronk that the inventory of land and assets, including buildings and office equipment be duly noted. |
| 030/22/23.1 | RESOLVED: Council resolved to note and approve the Assets. |
| 031/22/23 | Insurance Cover |



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| <p>031/22/23.1</p> | <p>Cllr Cronk proposed, seconded by Cllr Robinson that the reviewed arrangements for insurance cover in respect of all insured risks be accepted by Council.</p> <p>RESOLVED: Council resolved to accept the Insurance Cover.</p> |
| <p>032/22/23</p> <p>032/22/23.1</p> <p>032/22/23.2</p> | <p>Standing Orders and Financial Regulations</p> <p>A. Standing Orders Cllr Cockerill proposed, seconded by Cllr Robinson that having reviewed the Standing Orders the Council should adopt them.</p> <p>RESOLVED: Council resolved to adopt the Standing Orders.</p> <p>B. Financial Regulations Cllr Anthony proposed, seconded by Cllr Robinson that Council adopts the Financial Regulations.</p> <p>RESOLVED: Council adopted the Financial Regulations.</p> |
| <p>033/22/23</p> <p>033/22/23.1</p> | <p>Policy Review Cllr Cockerill proposed, seconded by Cllr Cronk that the following policies, procedures and regulations be adopted:</p> <ul style="list-style-type: none">I. Code of Conduct (Amended October 2020)II. Health and Safety PolicyIII. Policy for dealing with abusive or persistent complaintsIV. Freedom of Information Act 2000V. Publication SchemeVI. Community Engagement PolicyVII. Complaints Procedure ReviewVIII. Laptop and Mobile Device PolicyIX. Press and Media PolicyX. Recording of Meeting Rules and ProceduresXI. Records Management PolicyXII. Training PolicyXIII. Staff and Council Handbook (includes many smaller policies)XIV. Financial Controls and ProceduresXV. Lawns Cemetery Rules and RegulationsXVI. Public and Commemorative Seating PolicyXVII. Data Protection Policy (inclusive of minor policies)XVIII. Bring Your Own Device PolicyXIX. FTC Lone Working Policy <p>RESOLVED: Council adopted the policies, procedures and regulations listed above.</p> |
| <p>034/22/23</p> | <p>Master Plan The Master Plan is currently in construction in partnership with Scarborough Borough Council and the Community. The plan will be</p> |



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| | finalised in the third quarter of 2022 for adoption by Filey Town Council. |
| | Future meetings |
| 035/22/23 | <p>Future Meeting Dates</p> <p>Council were asked to consider the time and dates for ordinary meetings of the Council, committee meetings and working party meetings up to and including the next annual meeting of Council.</p> <p>Committee meetings would take place as follows:</p> <p>Finance Committee – Monday evenings at 6.30 pm</p> <p>Planning Committee – Monday evenings at 6.30pm</p> <p>Property Committee – Tuesday mornings at 10 am</p> <p>Staffing Committee - Tuesday afternoons at 2pm</p> <p>Map and Guide Committee – Tuesday evenings at 6 pm</p> <p>The Clerk would circulate an amended list in due course.</p> |

Meeting started 7.00pm and closed at 8.15pm

Document published on

Signed:

Print Name:

Date:

Signature: Date: