



# Filey Town Council



Town Clerk ~ Mrs Gina Robinson  
Council Offices  
52A Queen Street, Filey  
North Yorkshire  
YO14 9HE  
Tel: 01723 514498  
Email: [mail@fileytowncouncil.co.uk](mailto:mail@fileytowncouncil.co.uk)

16 May 2016

**To all Members of Filey Town Council, Local Press, Borough & County Councillors**

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND an **Annual Meeting of the Town Council** to be held on **WEDNESDAY NEXT, 25 MAY 2016** in the Council Chamber, Council Offices, 52A Queen Street, Filey, commencing at **7.00pm**.

Yours faithfully

**Gina Robinson (Mrs)**  
Town Clerk

## AGENDA

1.	<b>ELECTION OF CHAIRMAN / TOWN MAYOR 2016/2017</b> – to elect a Chairman/Town Mayor for 2016/2017 and the elected Chairman to receive and sign a declaration of acceptance of the office of Chairman and a written undertaking to abide by the code of conduct – members are requested to complete a written proposal form for any nominations (copy herewith) <ul style="list-style-type: none"><li>Any proposed and seconded nominated Councillors to give a short presentation to members of the Town Council on how they would conduct the role and responsibilities of the Chairman of the Town Council/Town Mayor of Filey prior to any vote being taken</li></ul>
2.	<b>NOTICE OF MEETING – Public Notice of the meeting has been given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972</b>
3.	<b>APOLOGIES –</b> <ul style="list-style-type: none"><li>(a) to note any apologies for absence</li><li>(b) to receive reasons for absence for acceptance thereon</li></ul>
4.	<b>DECLARATIONS OF INTEREST</b> - Members are reminded of the need to consider whether they have a disclosable pecuniary interest or personal interest (as detailed in Appendix A and Appendix B of the Town Council's Code of Conduct) to declare in any of the items on this agenda. If so, the nature of the interest must be declared at the start of the meeting. In addition, the attached form must be completed and passed to the Clerk (copy herewith)
5.	<b>ELECTION OF VICE-CHAIRMAN / DEPUTY MAYOR 2016/2017</b> – to elect a Vice-Chairman/Deputy Mayor 2016/2017 – members are requested to complete a written proposal form for any nominations (copy herewith) <ul style="list-style-type: none"><li>Any proposed and seconded nominated Councillors to give a short presentation to members of the Town Council on how they would conduct the role and responsibilities of the Vice-Chairman of the Town Council/Deputy Town Mayor of Filey prior to any vote being taken.</li></ul>

<p><b>6.</b></p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>(e)</p> <p>(f)</p> <p>(g)</p>	<p><b>ELECTION OF MEMBERS TO COMMITTEES OF THE TOWN COUNCIL – to elect members to committees of the council</b> (copy list of proposed nominations to be circulated at the meeting)</p> <p><b>Finance &amp; General Purposes Committee</b> (6 members) Town Mayor or Deputy Mayor + 5 Cllrs</p> <p><b>Planning Committee</b> (up to 9 members) Town Mayor or Deputy Mayor + 8 Cllrs</p> <p><b>Property Committee</b> .(6 members) Town Mayor or Deputy Mayor, Chair of Finance, + Health &amp; Safety Rep (non-voting) + 4 Cllrs</p> <p><b>Bandstand Management</b> (Property Sub-Cttee) 4 Cllrs of the Property Committee + 2 Representatives from Filey Rotary Club + 1 Representative from SBC + FTC Health &amp; Safety Risk Advisor</p> <p><b>Staffing Committee</b> (6 members) Town Mayor or Deputy Mayor + 5 Cllrs</p> <p><b>Strategic Planning Committee</b> - to be deferred until Chairman of Committees have been elected.</p> <p><b>Appeal Hearing Panel</b> (3 members + 2 substitutes)</p>
<p><b>7.</b></p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>(e)</p> <p>(f)</p> <p>(g)</p>	<p><b>ELECTION OF MEMBERS TO WORKING PARTIES OF THE TOWN COUNCIL – to elect members to working parties of the council</b> (copy list of proposed nominations to be circulated at the meeting)</p> <p><b>Crimlisk Fisher Archive Working Party</b> (5 members) + Clerk &amp; Archivist To provide effective, efficient and professional management of all archival records for the Parish of Filey.</p> <p><b>Emergency Plan Working Party</b> (minimum of 6 members) Working with statutory bodies, emergency services and voluntary groups to develop and update the local emergency plan to respond to any future emergencies.</p> <p><b>Filey Town Guide / Map Working Party</b> (minimum of 4 members) Working with representatives of local Organisations to produce the Town Guide/Map.</p> <p><b>Filey Flood Working Group</b> (minimum of 3 members) To determine potential causes of flooding and identify ways to alleviate flooding and drainage issues in Filey, plus work to achieve Bathing Water Directive standards and implementation of improvements under the Flood and Water Management Bill, in partnership with local authorities and other multi-agencies.</p> <p><b>Filey Decorative Lighting Scheme Working Party</b> (minimum of 5 members) To work in partnership with the Borough Council, County Council, Filey Tourism Association and other groups and organisations to promote a five year master plan for a decorative lighting scheme for Filey.</p> <p><b>Yorkshire Day Working Party</b> (minimum 4 members) To work in partnership with other bodies to organise Yorkshire Day</p> <p><b>Town Centre Working Party</b> (minimum of 4 members) To work with outside agencies to address town centre matters.</p>
<p><b>8.</b></p>	<p><b>ELECTION OF REPRESENTATIVES ON OUTSIDE GROUPS AND ORGANISATIONS – to elect representatives on outside groups and organisations</b> (copy list of proposed nominations to be circulated at the meeting)</p>
<p><b>9.</b></p>	<p><b>TO APPOINT THE HEALTH &amp; SAFETY RISK ADVISOR – to consider the appointment of the Health &amp; Safety Risk Advisor to the Council</b></p>
<p><b>10.</b></p>	<p><b>SIGNATURES FOR CHEQUES – to appoint signatories for all Town Council payments consisting of:</b></p> <ol style="list-style-type: none"> <li>1. Chairman/Town Mayor or Vice-Chairman/Deputy Mayor +</li> <li>2. Town Clerk or Deputy Town Clerk +</li> <li>3. Chairman of F &amp; G P or <b>1 of 2 named Councillors</b></li> </ol>