



# Filey Town Council

Town Clerk ~ Mrs Gina Robinson

Council Offices  
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18 May 2015

Dear Councillor

As a Member of the **APPEALS HEARING PANEL**, **YOU ARE HEREBY SUMMONED TO ATTEND** a Meeting of the **APPEALS HEARING PANEL** to be held on **TUESDAY 26 MAY 2015 at 7.00pm** in the Filey Town Council Offices, Council Chamber, 52A Queen Street Offices, Filey.

Yours faithfully

*Gina Robinson*

Gina Robinson  
Town Clerk

## AGENDA

- 1. ELECTION OF CHAIRMAN** – to elect a Chairman of the Appeal Hearing Panel for this meeting only.
- 2. 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
- 3. APOLOGIES** – to receive and accept apologies
- 4. DECLARATIONS OF INTEREST** – 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.
- 5. TERMS OF REFERENCE** – to receive and accept Terms of Reference for the Appeal Hearing Panel which are to be agreed by the full council on 20 May 2015 (copy herewith)
- 6. STAGE 2 COMPLAINT** - to consider request from the complainant for his complaint to be progressed to Stage 2 as detailed in the Town Council's Complaints Policy (copy provided to all parties) and considered as per the format of the Complaints Policy set out below (copy evidence/documentation to be submitted to members prior to the meeting by the complainant and the Town Clerk)

### At the meeting (Extract from the Town Council's Complaints Policy)

- The council shall consider whether the circumstances of the meeting warrant the exclusion of the public and press. Any decision on a complainant shall be announced at the council meeting in public.
- Chairman to introduce everyone.

3. Chairman to explain the procedure.
4. Complainant (or representative) to outline grounds for complaint.
5. Members to ask any question of the complainant.
6. If relevant, the Town Clerk or other proper officer to explain the council's position.
7. Members to ask any question of the Town Clerk or other proper officer.
8. Town Clerk or other proper officer and complainant to be offered the opportunity of the last word (in this order).
9. Town Clerk or other proper officer and complainant to be asked to leave the room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).
10. Town Clerk or other proper officer and complainant return to hear decision, or to be advised when decision will be made.

**After the Meeting**

11. Decision confirmed in writing within seven working days together with details of any action to be taken.

***Members of the Appeals Hearing Panel  
Cllr J Casey, Cllr J Haxby, Cllr K Wilkie,  
Cllr D Glanvill and Cllr R Horley (substitute members)***