

## FILEY TOWN COUNCIL

### MINUTES OF THE STRATEGIC PLANNING COMMITTEE HELD ON 23 OCTOBER 2014 AT 10.00AM

Present: Cllr Susan Bosomworth (Chairman), Cllr J Casey, Cllr J Shackleton,  
Cllr T Willis, Cllr Marion Wright  
Clerk - Mrs G Robinson

Cllr S Bosomworth thanked everyone for attending and welcomed them to the meeting.

#### NOTICE OF THE MEETING

**RESOLVED: That Public Notice of the meeting had been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972.** 744/014

#### APOLOGIES

Cllr E Holden (ill-health) had sent his apologies to the meeting. It was

**RESOLVED: That Cllr E Holden's apologies be accepted.** 745/014

#### DECLARATIONS OF INTEREST

The Chairman reminded members of the need to consider whether they needed to declare a disclosable pecuniary interest (DPI) or personal interest as detailed in Appendix A and Appendix B of the Town Council's Code of Conduct. The Chairman informed Members that they could make a declaration of interest at any point during the meeting.

*Cllr Susan Bosomworth (Chairman) declared a pecuniary interest in Agenda Item 4c (as her daughter is an employee of Future Technologies) and requested that the Vice Chairman, Cllr T Willis take the chair when this item was discussed.*

It was

**RESOLVED: That Cllr Susan Bosomworth's pecuniary interest be noted.** 746/014

#### OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

##### Record of Meetings

The Clerk had previously circulated to members a copy of a draft template for rules for the effective management of recording at local council meetings which had been issued by the Yorkshire Local Councils Association. Members considered the contents of the template and were in agreement for this document to be adapted as a council rule and to be recommended to the full council for adoption.

Members agreed that prior to being recommended to the full council the document should be cross referenced with the appropriate Standing Order. Once agreed copies of the ruling to be placed on seats for members of the public to be made aware and placed on the Town Council's website to promote awareness. Members agreed that whilst the Government's regulations now permitted the recording of council meetings the ruling gave specific details of how anyone wishing to record a meeting should conduct themselves and also set out clear guidelines for the Chairman and Clerk to follow. It was

**RESOLVED: That a recommendation be made to full council to adopt the draft template as a council rule named 'Rules for The Effective Management of Recording at Filey Town Council Meetings' as per the attached copy herewith.** 747/014

##### Amendment to NALC's 2013 Model Standing Orders (England)

Members had previously been circulated with a Legal Briefing Note which gave details of an amendment to NALC's Standing Orders issued in 2013. The Briefing note stated that

*'the new amendments to the 1960 Act mean that a parish council cannot continue to use model standing order 3l or standing order(s) with similar requirements cannot use them and must therefore suspend their application at council and committee meetings. Councils may update their standing orders to incorporate the new provisions in the 1960 Act in due course'.*

The Clerk informed members that the Town Council's Standing Order No 3m would need to be replaced with appropriate wording which had been provided by NALC and following discussion it was agreed that a recommendation be made to the full council for Standing Order No 3m to be deleted and replaced with the following wording:

*Continued overleaf*

**OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014 continued**

Amendment to NALC's 2013 Model Standing Orders (England) continued

Current wording of Standing Order No 3m (to be deleted)

**Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.**

Proposed replacement wording for Standing Order No 3m:

**The recording of Filey Town Council meetings is permitted under the Openness of Local Government Bodies Regulations 2014 but that recording will be carried out in accordance with separate rules adopted by the Town Council to effectively and lawfully manage this activity.**

*(Please refer to the Town Council's rule named "Rules for The Effective Management of Recording at Filey Town Council Meetings")*

**RESOLVED: That a recommendation be made to full council that the existing wording for Standing Order 3m be replaced with the proposed wording as detailed above and stand adjourned without discussion until the full council meeting on 10th December 2014 at which the council will be requested to accept the proposed wording change to Standing Order No 3m. 748/014**

*Cllr T Willis took over the Chair at this point due to Cllr Susan Bosomworth having previously declared a pecuniary interest in the following agenda item and took no part in the discussion or decision.*

Trial Recording of Council Meeting

The Clerk circulated a copy of approximate budget cost(s) for onsite recording and filming of council meetings following a recent trial filming of a council meeting for members to consider. The quotation offered two options, one for recording and streaming the video simultaneously and the other for recording and uploading at a convenient time. Members were requested to consider the principle of the Town Council recording and filming its own meetings and whilst this was not a legal requirement it was a way in which the Town Council could archive its own meetings but also provide a method to provide access to meetings for members of the public who wished to view a recording on their own devices. The Clerk informed members that there were three options to consider as follows:

- Option 1        The Town Council to record and live stream the video of council meetings simultaneously
- Option 2        The Town Council to record and upload council meetings at a convenient time.
- Option 3        Take no action

Members were informed by the Clerk that whichever option was preferred members of the public still had the right under the new regulations to record council meetings as per the revised Town Council's Standing Order 3m together with the 'Rules for the Effective Management of Recording at Filey Town Council Meetings' even if the Town Council chose to record its own council meetings. Members considered that as a Quality Council the Town Council should be at the forefront of promoting local democracy to improve access to council meetings. The Clerk stated that this was a specialist service but was requested to obtain further quotations and members also requested that the web link for the trial filming be emailed to all members of the Town Council before the next full council meeting on 12 November 2014. After discussion it was

**RESOLVED: That a recommendation be made to full council that Option 2 for The Town Council to record and upload council meetings at a convenient time would be the Strategic Planning Committee's preferred option. 749/014**

**RESOLVED: That if the above recommendation is accepted by the full council, fixed price quotations be pursued and submitted to the Finance & General Purposes Committee for further consideration. 750/014**

*Cllr Susan Bosomworth regained the Chair from Cllr T Willis at this point.*

Written Record of an Officer's Delegated Decisions

Members had previously been circulated with information from the Yorkshire Local Councils Association regarding the requirement for decisions to be recorded which if not delegated to an officer would have been taken by the council, a committee or a sub-committee (or a joint committee) and have been delegated under specific express authorisation or decisions delegated under a general authorisation and the effect of the decision is to:

- a) Grant permission or licence;
- b) Affect the legal rights of an individual;
- c) Award a contract or incur expenditure which, in either case, materially affects the council's financial position.

**OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014 continued**

**Written Record of an Officer's Delegated Decisions continued**

Members noted that some administrative and operational decisions will not need to be recorded such as day to day administrative decisions, i.e. the purchase of stationery and supplies, decisions to allocate burial plots and decisions to book rooms or sports grounds. The officer taking the decision must produce a written record of the decision and specific detail must be included in this record. Where there is a statutory need for an officer to provide a written response to a decision, for example a response to a request for information under the Freedom of Information Act 2000, this will satisfy the requirement to make a written record under the 2014 Act; there is no need for duplicate records to be made. A record of the decision must be posted on the council's website and copies of the written record and background papers must be provided if requested by a member of the public but this is upon receipt of payment of postage, copying and other disbursements. A council is not required to disclose or make available for inspection documents or part of documents that contain or may contain confidential information. It was

**RESOLVED: That the above information be noted.**

**751/014**

**DRAFT TOWN COUNCIL PRESS AND MEDIA POLICY**

Members had previously been issued with a draft template copy Press and Media Policy which had been provided by the Yorkshire Local Council's Association for consideration. Members perused this document and considered that item 9 should be amended to reflect the changes to the Councils' Standing Orders to permit recording of meetings and item 15 needed to be changed to reflect the wording in the Terms of Reference of each Council Committee and Working Party to have delegated power through its Chairman to issue press statements regarding matters relating to the Committee on behalf of the full council. The Clerk was requested to make the relevant changes to the draft Media Policy prior to recommendation to the full council. It was

**RESOLVED: That a recommendation to be made to full council to adopt the amended Draft Town Council Press and Media Policy as per the attached copy herewith.**

**752/014**

*The meeting closed at 10.58am.*

**Councillor Susan Bosomworth**  
Chairman  
**Strategic Planning Committee**

**Councillor Tony Willis**  
Vice Chairman  
**Strategic Planning Committee**