

## FILEY TOWN COUNCIL

### MINUTES OF THE STRATEGIC PLANNING COMMITTEE HELD ON 27 FEBRUARY 2014 AT 10.00AM

Present: Cllr Susan Bosomworth (Chairman), Cllr J Casey (Vice Chairman),  
Cllr R Walker  
Clerk - Mrs G Robinson

Cllr S Bosomworth thanked everyone for attending the meeting and the Clerk confirmed that the meeting was quorate with three members in attendance.

#### 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. 191/014**

#### APOLOGIES

Cllr E Holden (ill-health), Cllr J Shackleton (holiday) and Cllr M Wright (ill-health) had sent their apologies to the meeting. It was

**RESOLVED: That Cllr E Holden, Cllr J Shackleton and Cllr M Wright's apologies be accepted. 192/014**

#### 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. It was

**RESOLVED: That it be noted no declarations of interest were received. 193/014**

#### HONORARY CITIZEN OF FILEY PROCEDURE

Members had previously been circulated with a copy of the Honorary Citizen of Filey Procedure for review and after consideration of the criteria it was agreed that the following words as highlighted in yellow should be included as follows;

##### ***Criteria for nomination***

The criteria for nomination for the title of **Honorary Citizen of Filey** must be to acknowledge **a living person's (at the time of nomination and acceptance)** outstanding service and commitment to the community of Filey.

##### ***The procedure to be followed***

- The award certificate and Honorary Citizen **Badge of Honour** to be presented to the recipient by the Chairman of the Council/Town Mayor of Filey **for his or her use only.**
- Any expenses incurred for this procedure to be identified from **The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 No 965** and incorporated into the Town Council's Budget.

It was

**RESOLVED: That a recommendation be made to full council that the above changes highlighted in yellow be made to the Town Council's Honorary Citizen of Filey Procedure and Nomination form (copy herewith) 194/014**

#### COAT OF ARMS

Members had previously been circulated with an email response from the College of Arms, London which confirmed that the Town Council's Coat of Arms can only be used by the Town Council and should the Town Council wish to use some sort of symbol belonging to the corporate body it could petition to be granted an heraldic badge from the College of Arms which could be used by shops, sports clubs, etc at a fee of £2,900. The Clerk confirmed that this had always been the case and that was why the Town Council had incorporated the development of a logo into its four year Strategic Plan 2011-2015 which had already been agreed and accepted by the Town Council and reviewed and agreed on an annual basis. It was noted that the Borough Council did not use its Coat of Arms very often but used its logo. The Clerk confirmed that the Town Council's Coat of Arms would still be used on all letterheads and on council projects to denote the corporate body but was unable to give this to local groups or organisations to use e.g. on items which had been sponsored by the Town Council.

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**COAT OF ARMS continued**

Members agreed that they would progress the creation of a logo for the Town Council by initially approaching Filey School or Yorkshire Coast College as had previously been agreed. It was

**RESOLVED: That the above information be noted and action taken as outlined above.**

**195/014**

**CIVIC AWARDS/BADGES OF OFFICE/CORPORATE POLICY**

Members had previously been circulated with a copy of the Town Council's Civic Awards/Badges of Office/Corporate Policy for review. Members noted that the policy had not been reviewed since 2008 and agreed that the document be amended as highlighted in yellow on the attached policy to reflect the inclusion of the new Deputy Mayoress/Consort Badge of Office, change to wording regarding the Honorary Citizen of Filey criteria and the Council Tie to be included. It was

**RESOLVED: That a recommendation be made to full council that the above changes be included in the Town Council's Civic Awards/Badges of Office/Corporate Policy as highlighted in yellow on the attached document (copy herewith)**

**196/014**

**INFORMATION TECHNOLOGY AND ELECTRONIC COMMUNICATIONS SECURITY POLICY**

Members had previously been circulated with a copy of the Town Council's Information Technology and Electronic Communications Security Policy for review. After consideration it was noted that the Town Council's I.T.Working Party had been disbanded by the Town Council and reference to this on page 4 of the policy needed to be deleted. Members considered that the policy should include the following wording in respect of personnel other than Town Council staff or members using the Town Council's broadband services.

To be inserted at 3.4.1 Users Must (as an additional bullet point)

- Filey Town Council is happy to allow access to broadband services during office hours (including evening meetings) for matters appertaining to council business.

It was

**RESOLVED: That a recommendation be made to full council that the above change be included in the Town Council's Information Technology and Electronic Communications Security Policy as detailed above.**

**197/014**

**RESOLVED: That a recommendation be made to full council that the Town Council's Information Technology and Electronic Communications Policy be issued to all staff, Members, Ward Councillors, all volunteers and authorised persons with a declaration being signed by each person to accept and agree to the terms of the policy.**

**198/014**

**Electronic communication devices**

Members considered the pros and cons of a paperless system by using electronic communication devices and it was considered that a way forward would be to invite an officer from Scarborough Borough Council's Information Technology Department to a future Strategic Planning Committee meeting to discuss this further. It was

**RESOLVED: That the above information be noted and action taken thereon.**

**199/014**

**STANDING ORDERS**

**Review of Standing Orders**

The Clerk informed members that she had compared the new NALC Model Standing Orders with the Town Council's existing Standing Orders and although the new NALC version was written in much easier to read language the format was in a different sequential order and there were many changes to be considered prior to adoption. The Clerk was requested to draw up a draft copy of the new Model Standing Orders combining the Town Council's Standing Orders (where appropriate) in order that members may readily identify the proposed changes and it was agreed that a future meeting of the Strategic Planning Committee be arranged to solely concentrate on reviewing the Town Council's Standing Orders. It was

**RESOLVED: That the Clerk carry out the above instruction as requested.**

**200/014**

*Continued overleaf*

**STANDING ORDERS continued**

**Filming at Council Meetings**

Members of the Strategic Planning Committee had been requested to review Standing Order 1(m) appertaining to photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means which is not permitted without the Council's prior consent following a request to film a Town Council meeting by the 'Real Whitby' group on 12 February 2014. The Clerk informed members that advice had been received from the Yorkshire Local Councils Association which confirmed that the local Audit and Accountability Act received Royal Assent on 30 January 2014 and amongst other things it makes provision for increasing public access to the meetings and documents of local government bodies (copy herewith Section 40). The Government had invited comments from the National Association of Local Councils on the draft 'Openness of Local Government Bodies Regulations 2014' which covers filming and the use of social media at council meetings and the recording of decisions taken by officers under delegated powers which the Government is minded to make law and bring into operation as soon as is practicable. The draft Openness of Local Government Bodies Regulations would:

- Allow any person to attend a public meeting of a relevant local government body for the purposes of reporting

Reporting is defined in the regulations as:

- Filming, photographing or audio recording of proceedings;
- Using any other means for enabling persons not present to see or hear proceedings of a meeting as it takes place or later;
- Reporting or providing commentary on proceedings of a meeting, orally or in writing
- Allow any persons with the aim of reporting to use any communication methods, including the internet, to publish, post or otherwise share the results of their reporting activities, during or after the meeting.
- Not affect the current circumstances in which a private meeting may be held or a person may be excluded (for example, where exempt information would be disclosed or in the case of disorderly conduct)

Regulation 3 would amend the Public Bodies (Admission to Meetings) Act 1960 to apply to Local (parish and town) Councils and Parish Meetings. The Clerk informed members that the above draft regulations were out to consultation and town and parish councils had been requested to submit their comments before 6 March 2014 to the Yorkshire Local Councils Association. Members considered that whilst members of the Town Council were in favour of openness and transparency at all council meetings and had agreed 'in principle' to meetings being filmed and fully embraced the changes there were a number of factors to be considered prior to this becoming law. Members considered that the following comments should be sent to YLCA:

- Filey Town Council agree 'in principle' to council meetings being filmed and recorded in the openness and transparency of the work of the council.
- Any request to film and record a council meeting needs to be submitted to the Town Council giving prior notice in advance of the meeting.
- It has been suggested that some controls need to be put in place to ensure that anyone filming or recording a meeting will not edit the recording in anyway e.g. a disclaimer or code of practice
- Clarification on whether the draft regulations will apply to all council meetings including committee and working party meetings?
- That where the public and press are excluded from a meeting for reasons of confidentiality no filming or recording will be permitted.
- Clarification on whether the Town Council could film and record its own meetings thus controlling the data as a registered Data Controller for uploading to the Town Council's website
- Are there any time restraints for uploading films e.g. does it have to be live streamed?
- It was noted that there would be a resources cost factor to the council to film its own meetings.
- Persons recording meetings could upload prior to the draft minutes of a council meeting being produced and approved – the council may be challenged on the accuracy of the minutes in comparison to a film recording.
- If meetings are filmed this could result in less members of the public actually attending council meetings in person.
- The draft regulations may encourage/discourage some members of the town council to take a more active part in the meeting if it is being filmed/recorded.

*Continued overleaf*

Strategic Planning Committee Meeting held on 27 February 2014 continued

**STANDING ORDERS continued**

**Filming at Council Meetings continued**

It was noted that the new Model Standing Orders relating to the above had not changed and after much discussion members of the Strategic Planning Committee agreed that until the draft regulations 'Openness of Local Government Bodies Regulations 2014' had been passed it would not seem practicable to change this at the present time as it would most probably need to be changed again in the near future and YLCA/NALC would provide advice on the appropriate wording. It was

**RESOLVED: That a recommendation be made to full council that until such time as the draft regulations for the 'Openness of Local Government Bodies Regulations 2014' came into force no changes to the Town Council's Standing Order No 1(m) would be made. 201/014**

**DATE AND TIME OF NEXT MEETING**

The next meeting was scheduled for Thursday 10 April 2014 at 10.00am.

**RESOLVED: That the above information be noted. 202/014**

*The meeting closed at 11.30am*

**Councillor Susan Bosomworth  
Chairman  
Strategic Planning Committee**