

## FILEY TOWN COUNCIL

### MINUTES OF THE STRATEGIC PLANNING COMMITTEE HELD ON FRIDAY 3 JULY 2015 AT 9.50AM

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

#### 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.** 495/015

#### APOLOGIES

Cllr Jeff Meek (holiday) and Cllr Marion Wright (ill-health) had sent their apologies to the meeting. It was **RESOLVED: That Cllr J Meek and Cllr M Wright's apologies be accepted.** 496/015

#### 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 that no declarations of interest were declared.** 497/015

#### ELECTION OF CHAIRMAN

It was proposed and duly seconded that Cllr Susan Bosomworth be elected as Chairman of the Strategic Planning Committee for 2015/2016. It was

**RESOLVED: That Cllr Susan Bosomworth be elected Chairman of the Strategic Planning Committee for 2015/2016.** 498/015

#### ELECTION OF VICE CHAIRMAN

It was proposed and duly seconded that Cllr R Walker be elected as Vice Chairman of the Strategic Planning Committee for 2015/2016. It was

**RESOLVED: That Cllr R Walker be elected Vice Chairman of the Strategic Planning Committee for 2015/2016.** 499/015

#### TERMS OF REFERENCE

Members had previously been circulated with a copy of the Terms of Reference for the Strategic Planning Committee for acceptance. It was

**RESOLVED: That the Strategic Planning Committee's Terms of Reference be accepted for 2015/2016.** 500/015

#### TOWN COUNCIL WEB SITE

The Chairman welcomed the Council's web designer to the meeting to give a demonstration on proposed changes to the Town Council's web site which would enable the website to be a fully responsive site for access with all mobile devices together with a new upgrade to make the site more user friendly; to be able to provide improved navigational access for members of the public to view; to accommodate the requirements of the Local Council Award Scheme and to be able to upload film recordings of council meetings to provide enhanced openness and transparency. Members viewed a draft design for the upgrade on their mobile devices and discussed layout options and timescales for the upgrade. The web designer informed members of the amount of work involved for the upgrade and had provided estimated costs which would depend on the amount of web pages and additional work required by the Council but estimated the approximate costs would be between £1K and £1.5K.

*The Council's web designer left the meeting at 10.18am*

Members considered that the proposed draft design and layout was much improved than the council's existing web site and after discussion it was

**RESOLVED: That a recommendation be made to full council to upgrade the Town Council's existing web site by Spiderweb at an approximate cost of up to £1,500 (depending on the number of web pages and layout required) with funds being utilised from the Information Technology Reserve.** 501/015

*Continued overleaf*

**TOWN COUNCIL WEB SITE continued**

**RESOLVED: That if the web site upgrade is approved by full council the members of the Strategic Planning Committee and the Town Clerk agree the structure of the web site with the web designer as soon as possible.** 502/015

**YLCA TEMPLATE RULES FOR THE RECORDING OF COUNCIL MEETINGS**

Members had previously been circulated with a copy of a revised template issued by the Yorkshire Local Councils Association with the word 'specific' being suggested to be included in Clause 7 of the template to read – The *specific* filming of children or young people under the age of 18 who are present cannot take place unless their parents/guardians have given written consent. After discussion it was

**RESOLVED: That a recommendation be made to full council to include the revised amendment as detailed above in the Town Council's document 'Rules for the effective management of recording (Audio, Visual or Electronic Recording) at Filey Town Council meetings'.** 503/015

**LOCAL COUNCIL AWARD SCHEME**

The Clerk circulated the criteria for both 'Quality' and 'Quality Gold' levels for the Local Councils Award Scheme for consideration by members. It was noted that the Town Council had automatically been awarded the 'Foundation' Level which remained valid until 31 January 2016 and the Town Council needed to submit its entry before that date. The Clerk informed members that if the Town Council applied for the 'Quality' Level and was successful the award would last for four years but it could submit a further entry at any point during that time for the 'Quality Gold' Award. After careful consideration of the criteria involved for both the 'Quality' Award and the 'Quality Gold' Award it was

**RESOLVED: That the Town Council works towards achieving the 'Quality' Award level of the Local Council Award Scheme and if successful then subsequently works towards the 'Quality Gold' Award level.** 504/015

**REVIEW OF COUNCIL POLICIES**

The Clerk circulated a list of council policies for members to view and after discussion it was

**RESOLVED: That an additional meeting of the Strategic Planning Committee be arranged to take place on Thursday 16 July 2015 at 10.00am to review council policies which had not been reviewed for over a year.** 505/015

**DRAFT EQUALITY POLICY**

The Clerk circulated a draft Equality Policy for member's consideration which had been provided via the Yorkshire Local Councils Association and commented on by a solicitor at the National Association of Local Councils. The Clerk confirmed that she was sourcing equality and diversity training for all members and staff. After due consideration members requested that the draft policy be sent to all members of the council to peruse before the 8 July 2015 full council meeting when the council would be requested to adopt the draft policy. It was

**RESOLVED: That a recommendation be made to full council to adopt the draft Equality Policy as per the attached copy herewith.** 506/015

The Clerk was requested to investigate costs for the DBS Scheme for members and staff/volunteers.

**RESOLVED: That this information be noted.** 507/015

*The meeting closed at 11.10am.*

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