

FILEY TOWN COUNCIL
MINUTES OF THE STRATEGIC PLANNING COMMITTEE
HELD ON THURSDAY 30 JULY 2015 AT 10.00AM

Present: Cllr Susan Bosomworth (Chairman), Cllr J Casey, Cllr R Walker (Vice Chairman),
Cllr M Wright
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. 580/015

APOLOGIES

Cllr John Shackleton (holiday) and Cllr Jeff Meek (personal) had sent their apologies to the meeting. It was

RESOLVED: That Cllr J Shackleton and Cllr J Meek's apologies be accepted. 581/015

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. 582/015

TOWN COUNCIL WEB SITE

Members stated that they had been perusing the provided link to the Council's new web site and commented on the progress made to date and were pleased with the modern design and interpretation. Cllr Bosomworth stated that she wished it placed on record the amount of time involved for the Clerk in supplying information for the new web site to the web designer. It was

RESOLVED: That the Clerk and the web designer be thanked for the progress made to date on the Town Council's new draft web site. 583/015

REVIEW OF COUNCIL POLICIES

Members had previously been circulated with copies of Town Council Policies which were due for review and after careful consideration of each policy the following recommendations were made.

Code of Conduct

Members noted that no further revisions had been received from either NALC or YLCA and therefore no amendments were required. It was

RESOLVED: That the Town Council's Code of Conduct has been reviewed and no changes were required. 584/015

Data Protection Policy

The Clerk suggested that an additional sentence be included on page 2 to read '*The disposal of confidential waste may be arranged with firms who provide a certificated secure disposal service*' (as highlighted in yellow) and it was

RESOLVED: That a recommendation be made to full council that the Data Protection Policy be accepted with the revised change as detailed above. 585/015

Model Publication Scheme

Members noted that it was some time since the Publication Scheme had been adopted and much more information was now available on the Town Council's web site. The Clerk was requested to update the Publication Scheme to show information which is available on the Council's website and highlight in yellow. It was

RESOLVED: That a recommendation be made to full council that the revised Publication Scheme be accepted as highlighted in yellow. 586/015

Freedom of Information Policy

Members reviewed this policy and no changes were recommended for approval. It was

RESOLVED: That the Town Council's Freedom of Information Policy has been reviewed and no changes were required. 587/015

Continued overleaf

REVIEW OF COUNCIL POLICIES continued

Information Technology and Electronic Communications Security Policy

Members reviewed the above Policy and noted the amendments to be made in respect of cloud storage and website controls and requested that the clerk update the policy and highlight the changes in yellow. It was

RESOLVED: That a recommendation be made to full council that the revised Information Technology and Electronic Communications Security Policy be accepted as highlighted in yellow. 588/015

Complaints Policy

Members reviewed the above Policy and suggested minor amendments to be made with regard to complaints against staff and members and the Clerk was requested to update the policy and highlight the changes. It was

RESOLVED: That a recommendation be made to full council that the revised Complaints Policy be accepted as highlighted in yellow. 589/015

Policy for dealing with abusive, persistent or vexatious complaints and complainants.

Members noted that no further revisions were required. It was

RESOLVED: That the Town Council's Policy for dealing with abusive, persistent or vexatious complaints and complainants has been reviewed and no changes were required. 590/015

Civic Awards/Badges of Office/Corporate Policy

Members requested that the Clerk make one minor change to the Policy and highlight in yellow. It was

RESOLVED: That a recommendation be made to full council that the revised Civic Awards/Badges of Office/Corporate Policy be accepted as highlighted in yellow. 591/015

Honorary Citizen of Filey Procedure

Members considered that a further bullet point be included and the Clerk was requested to update the policy and highlight in yellow. It was

RESOLVED: That a recommendation be made to full council that the revised Honorary Citizen of Filey Procedure be accepted as highlighted in yellow. 592/015

Statement of Intent for Training and Member Training Plan

Members considered that the Statement of Intent for Training needed to be updated and made several suggestions for the Clerk to amend. It was also agreed that the Member Training Needs Analysis should be issued to all Councillors to identify further training needs. It was

RESOLVED: That a recommendation be made to full council that the revised Statement of Intent for Training be accepted as highlighted in yellow. 593/015

RESOLVED: That the Clerk issue the Member Training Needs Analysis to all members and evaluate the highest priorities for member training. 594/015

DRAFT COMMUNITY ENGAGEMENT STRATEGY

Members had previously been circulated a draft Community Engagement Strategy for consideration.

Cllr S Bosomworth declared a personal interest in the Filey Bay Magazine as she is a Director.

RESOLVED: That Cllr S Bosomworth's personal interest be noted. 595/015

Members considered that the Action Plan needed some further amendments which the Clerk was requested to highlight in yellow. It was

RESOLVED: That a recommendation be made to full council to adopt the draft Community Engagement Strategy as per the attached copy herewith. 596/015

DISCLOSURE AND BARRING SERVICE

Following the last meeting the Clerk was requested to investigate costs for the Disclosure and Barring Scheme for members and staff/volunteers. It was noted that the standard check one off fee was £26.00 and it was considered that all members of the Town Council should be checked, it was noted that at least four members of the Town Council held a Disclosure and Barring Certificate. After discussion it was

RESOLVED: That a recommendation be made to full council that all members of the Town Council who were not already in receipt of a Disclosure and Barring Certificate be invited to apply for one at a cost of £26.00 each being funded from the Councillor Training Budget/Reserve. 597/015

Strategic Planning Committee Meeting held on 30 July 2015 continued

DISCLOSURE AND BARRING SERVICE continued

RESOLVED: That a recommendation be made to full council that the Town Mayor & Mayoress/Consort and the Deputy Town Mayor & Mayoress/Consort who if not already in receipt of a Disclosure and Barring Certificate be invited to apply for one at a cost of £26.00 each on an annual basis being funded from the Councillor Training Budget/Reserve. **598/015**

The meeting closed at 11.05am.

Councillor Susan Bosomworth
Chairman
Strategic Planning Committee