

# FILEY TOWN COUNCIL



## STRATEGIC PLAN

2015 – 2019

## INTRODUCTION

Filey Town Council has a vital role to play in developing and participating in all aspects of life in Filey and its locality.

The Town Council provides a number of services to the local population. It will seek to ensure that these services meet the needs of the local population and that they represent value for money. The Council welcomes the involvement of residents in its decision making process and will consult residents on issues of importance.

The Council works closely with all sectors of the community and its activities and council representatives currently sit on many local groups and organisations.

The Town Council can be described as the 'First Tier' of Local Government as it consists of an elected body of local people and provides a strong voice on all decisions and services that affects the everyday life of local people. The Town Council achieved 'Quality Status' in 2005 and was re-accredited in 2009 thus demonstrating that it has achieved the criteria for meeting the standard of excellence expected of a Quality Council. A new Local Council Award Scheme has now been introduced and the Town Council have automatically been awarded the Foundation level and are working towards achieving the Quality Level Award in January 2016. The corporate body is made up of 13 Town Councillors who represent both the Filey Wards (12 members) and the Primrose Valley Ward (1 member). The Council is non-political and members do not receive any allowances for carrying out their duties and responsibilities.

The full Council meets every second Wednesday of each month in the Council Chamber at 7.00pm. It has 5 main Committees who can act under their own delegated terms of reference:

- Finance & General Purposes Committee
- Planning Committee
- Property Committee
- Bandstand Management Committee (sub-committee)
- Staffing Committee
- Strategic Planning Committee

The Council also has several Working Parties made up of elected members working with representatives from professional agencies and members of the public, thus being

- Crimlisk Fisher Archive Working Party
- Emergency Plan Working Party
- Filey Town Guide/Map Working Party
- Filey Flood Working Group
- Town Centre Working Party
- Filey Decorative Lighting Scheme Working Party
- Yorkshire Day Working Party

The Town Council works closely in partnership with Scarborough Borough Council and North Yorkshire County Council and is a member of the Yorkshire Local Councils Association.

The Town Council in consultation with members of the public and many local groups and organisations are working towards reviewing the Filey Town Plan 2011 -2015 for a further five years and the recommendations and actions within the Town Plan will be reflected in the Town Council's Strategic Plan 2015 -2019 as an ongoing living document.

The Strategic Plan will influence the direction and resources of the Town Council and will be reviewed annually before the budget setting process to ensure that the objectives remain relevant to the needs of the community and are affordable.

## **PROFILE OF THE AREA**

*(Extract from Filey Town Plan 2011 -2015)*

Filey is an attractive coastal town. It has a rich heritage, particularly associated with maritime and fishing activities. The Town acts as a service centre for the surrounding southern area and provides a range of services and shops. The surrounding coastline and countryside provide both residents and visitors with a high quality environment and opportunities for a range of outdoor leisure activities.

The Town is an important service centre and hub for the villages within the Southern area.

The area is also popular with visitors and tourism provides a significant source of local employment and helps to support services and infrastructure which would not otherwise be sustainable in a town of its size.

Filey has a population of approx 6,500. Compared to the Borough as a whole it has fewer younger people and a higher proportion of older residents. Almost 19% of the population is aged under 18 and over 38% is aged over 65.

For many people the area provides a high quality of life. However, there are issues of deprivation within the town.

**FILEY TOWN COUNCIL**  
**‘OUR VISION’ FOR THE FUTURE**

**The Town Council’s aim is to improve the range and quality of local services which it provides to the residents of Filey and its locality, whilst representing value for money and also taking into account the needs of visitors to the town.**

The Council will

- Represent the views of local residents in all aspects of life in Filey and the locality
- Work independently and in partnership with others to improve the quality of life for its residents
- Enhance the unique characteristics and identity of the town as a family seaside resort for both local residents and visitors
- Support local businesses to improve the local economy
- Support local environment issues
- Promote the culture and heritage of the town and area
- Promote law and order by working with the Police to reduce crime in the town
- Promote equality and diversity in its decision making process

## WHAT ARE THE TOWN COUNCIL'S RESPONSIBILITIES?

- Provides advice and guidance to members of the public on a variety of services and is now a 'Just Ask' one door access centre
- Room Hire
- Equipment Hire for local groups - PA system, tables and Chairs
- Services – Photocopying, Laminating, Document Binding
- Mayoral engagements and Civic Functions
- Crimlisk Fisher Archives
- The Lawns Cemetery and associated Burial Administration
- Public & Commemorative Seating
- Maintenance of some Public Shelters
- Weed Spraying
- Queen Street Garden
- Parish Wood
- Filey Museum (building only)
- Management of Filey Bandstand and Sunday Band Concert Programme
- Management of all bookings for the Filey Bandstand
- Management of four Community Noticeboards to display community event posters
- Christmas Tree Lighting and permanent display lighting
- Production of the Filey Town Guide & Town Map
- Production of the Council's Quarterly Newsletter and delivery to all households
- Setting the Parish Precept and monitoring the Council's investments and finance
- Engaging an Internal Auditor and an Independent Financial Advisor
- The Town Council is an employing body
- Liaison with other authorities on a regular basis
- Awarding of Financial Assistance to local organisations (Grants)
- Provision of administrative support to the Town Council as a corporate body which is made up of 13 Town Councillors
- Provision of administrative support to 5 main committees, 1 sub-committee and 7 working parties
- Provision of administrative support for informal and liaison meetings of the Town Council
- Member representation on many local groups and organisations

# Filey Town Council

## Strategic Plan 2015 – 2019

### GENERAL

#### 1 Quality Services

- 1.1 The Town Council provides a number of services to the local population. It will seek to ensure that these services meet the needs of the local population and that they represent value for money. The Council welcomes the involvement of residents in its decision making process and will consult residents on issues of importance.

#### 2 Encourage Partnership/Sponsorship Approach and Funding

- 2.1 The Town Council is only one of many organisations working within the Community. The Council will encourage investment of both time and resources by working in partnership with other agencies to help achieve the Council's objectives. The Council commits to working in partnership with North Yorkshire County Council, Scarborough Borough Council, Borough and County Ward Councillors, local Members of Parliament, the business community, voluntary groups and organisations and local residents for the benefit of the community. The Council will explore external funding opportunities for community projects.

### COMMUNITY ISSUES

#### 3 Development of the Town Centre

- 3.1 The Town Council will work in partnership with other groups and organisations to support town centre development to improve the local economy by setting up of a new Town Centre Working Party to work with the business sector.

#### 4 Employment

- 4.1 The Council will encourage the number and range of employment opportunities within the town as currently most employment is of a seasonal nature.

#### 5 Law and Order

- 5.1 The Town Council will work in partnership with the Local Police and other agencies to reduce crime and disorder within the town. Police representatives now attend all council meetings and the Town Council host the Community and Police Group meeting (CAP) to encourage public participation with the Police to highlight issues of concern.
- 5.2 The Council will support local neighbourhood watch schemes and 'No Cold Calling' zones.

- 5.3 The Town Council will endeavour to support new initiatives or campaigns to improve dog fouling and local environment schemes.
- 5.4 A representative from the Community and Police Group sits on the CCTV Monitoring Group at Scarborough Borough Council and is able to put forward suggestions for improvements to the CCTV in the town.

## **6 Sports/Leisure facilities**

- 6.1 The Town Council will work in partnership with other local authorities to provide enhanced sports and leisure facilities in the town as a lack of sports/leisure provision has been identified in the Filey Town Plan as a high priority by local people.
- 6.2 The Town Council will continue to press for the provision of an indoor all weather sports/leisure facility through negotiations with Scarborough Borough Council and North Yorkshire County Council and external funding bodies. A capital bid has been made to Scarborough Borough Council for this purpose and is on the Borough Council's capital reserve list. The Council will press for Section 106 funds to be spent in the locality for recreational purposes.
- 6.3 The Town Council will explore opportunities to work in partnership with the Ebor Academy Alliance Trust (Filey School) to improve enhanced provision for sports/leisure facilities which will also benefit the local community.
- 6.4 Members are elected as council representatives on a variety of different sports groups in the town to feed issues of concern back to the Town Council.

## **7 Highways and Transport**

- 7.1 Although, not a Highways Authority, the Town Council recognises that highways issues are of considerable concern to local residents. The Town Council will press for various traffic issues to be addressed and will make suggestions for improvements with North Yorkshire County Council's Area Highways and their County Councillors.
- 7.2 The North Yorkshire County Councillor conducts monthly site walkabouts with members of the Town Council together with the Highways Inspector and reports back to the Town Council on a monthly basis on progress made with regard to Highways issues.
- 7.3 The Town Council will actively encourage the use of alternative forms of transport and improved public transport.
- 7.4 The Town Council will strive to continue support for the community Filey Town Bus providing this service meets the needs of the Filey residents. The Filey Town Bus Service provides a vital link for older residents to access the Doctors, Dentists, Post Office, local shops and services and is free of charge for local residents who use their bus passes.

- 7.5 The Town Council will encourage improved links to both Scarborough and Bridlington Hospitals and integrated transport links.

## **8 Planning and Major Development**

- 8.1 The Town Council will seek to recommend that new developments are in keeping with the architecture of the town and that highway and other issues are considered.
- 8.2 The Council will seek to recommend that planning applications in conservation areas are suitable and will not alter the landscape.
- 8.3 Although not a statutory consultee, the Town Council's Planning Committee are consulted on every planning application for the parish area which are received by Scarborough Borough Council as the Planning Authority and make comment on each application.
- 8.4 The Council will consider all planning applications within the Local Plan and the Local Development Framework.
- 8.5 The Council will strive to refer all planning encroachments to the Planning Authority and encourage them to be dealt with expeditiously

## **9 Land**

- 9.1 The Town Council owns various parcels of land within the town and it will manage these in such a way to secure value for money for the local taxpayers whilst also protecting open spaces which would otherwise be at risk of development. The Council will ensure that all landholdings are registered with the Land Registry. It will work together with community groups and organisations to develop and preserve areas such as Filey Allotment Land, Parish Wood, Queen Street Garden and the Filey Museum building.

## **10 Flooding and Drainage**

- 10.1 The Town Council will consider all issues regarding flooding in the town through the Filey Flood Working Group (a Working Party of the Town Council) and will strive to achieve the very best possible protection and defence against the possibility of any further flooding in the town. It will work in partnership with external agencies and professional bodies and authorities to achieve this outcome.
- 10.2 The Town Council will support the aims and objectives of the Filey Flood Alleviation Scheme through being consulted via its own working party, the Filey Flood Working Group.

## **11 Beach Bathing Water Quality**

- 11.1 The Town Council will consider all issues regarding beach bathing water quality through the Filey Flood Working Group with representation from Yorkshire Water and the Environment Agency to strive towards achieving the



new criteria for a Blue Flag Award for quality bathing water which is fundamental to Filey's tourist economy.

## **12 Protect and enhance the environment**

- 12.1 The Town Council acknowledges the excellent work being carried out by the Filey in Bloom Group and the Friends of Filey Parks Group. The Council recognises the prestigious 'Gold Award' achieved by the Filey in Bloom Group in the RHS Yorkshire in Bloom competition and the 'Green Flag Award' and newly introduced 'Platinum Open Spaces Award' achieved by the Friends of Filey Parks Group as national benchmarks for our quality parks and gardens.

## **13 Tree Preservation Orders**

- 13.1 The Town Council will strive to protect all trees within conservation areas and those listed with Tree Preservation Orders.

## **14 Public Toilets**

- 14.1 The Town Council has pressed for better improved toilet facilities in the town (achieved in 2013) and will continue to monitor the cleanliness of public toilets in the town and hold regular meetings with Borough Officers to report their findings.

## **15 Filey Country Park**

- 15.1 The Town Council have signed a 'Memorandum of Understanding' for Filey Country Park with Scarborough Borough Council to protect this area from development.
- 15.2 The Town Council will promote Filey Country Park for local events and will encourage the Borough Council to use this area for regional events and outdoor concerts. The Town Council will explore the possibility of asset transfers for Filey Country Park together with external funding opportunities.

## **16 Community Health and Safety**

- 16.1 The Town Council elects members to sit on the Filey & District Safety Committee. This group keeps a watchful eye on local safety issues and also organises an annual 'Safety Fun Awareness Day' which is supported by a large number of local people and visitors to our town.

## **17 Emergency Planning**

- 17.1 The Town Council has drawn up a 'Filey Community Emergency Plan' which is a Community Resilience Plan (restricted document) and in the event of a major emergency the plan would be activated ensuring that Filey could set up a temporary rest centre until such time as the emergency services and professional agencies could take over.
- 17.2 The Emergency Plan was tested in May 2014 by holding an Emergency Plan Exercise named 'Exercise Sudden Shock' with representation from all the

emergency services and local groups and organisations being involved. The Town Council through its Emergency Plan Working Party have drawn up an action plan to address the recommendations highlighted from the exercise and will work towards updating the plan and providing the additional emergency equipment which has been identified. The Emergency Plan Working Group will continue to hold emergency training exercises approx every two years.

- 17.3 The Town Council issues every household with an Emergency Pack Folder to ensure that residents are full aware of what to do in the event of a major emergency. The folder contains a red 'H' for residents to display in their window to alert their neighbours or the emergency services should they require HELP in the event of a major emergency. As new housing developments arise the Town Council will supply Emergency Pack Folders to these new areas.
- 17.4 The Town Council will maintain an inventory of emergency equipment to use in the event of a major emergency.

## **18 Community Groups and Organisations**

- 18.1 The Town Council supports local groups and organisations through its financial assistance scheme (grants) and invites applications on an annual basis.
- 18.2 The Town Council engages with local community groups by electing a council representative for each organisation and actively supports these groups through its Community Engagement Strategy.

## **Corporate**

### **19 Values**

- 19.1 The Council is committed to the seven principles of public life: selflessness, integrity, objectivity, openness, honesty, leadership and will strive to improve standards for:
- *Our customers*
  - *Our staff*
  - *Our community*
  - *Our environment*

### **20 Council Offices**

- 20.1 The Town Council is outgrowing its existing premise in Queen Street and is actively seeking alternative accommodation to obtain more storage to store the Crimlisk Fisher Archive collections to preserve our local history and ideally a high street location would be preferable to improve accessibility for local people. This would raise the profile of the Town Council.

## **21 Members**

### **21.1 Model Code of Conduct**

Members of the Town Council have all signed a declaration of acceptance of office and a written undertaking to abide by the Local Authorities (Model Code of Conduct) Order 2012.

The Code of Conduct is based upon the principles of

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

### **21.2 Register of Interests**

Councillors must also register their financial and other interest within 28 days of being elected or co-opted to the council. The Register of Interests for each Town Councillor are displayed on the Town Council's website [www.fileytowncouncil.co.uk](http://www.fileytowncouncil.co.uk) and it is each Councillor's responsibility to update their register of interests and to declare their interests (either personal or pecuniary) at meetings.

### **21.3 Councillor Training**

The Council has adopted the National Training Strategy publication 'The good Councillor's guide' and it is committed to providing adequate training for members in order that they can undertake their role and responsibilities and it has adopted a Member Training Strategy and has undertaken a training needs analysis to be delivered over members' four year term of office. All new Councillors are supplied with an induction training session and are provided with a new member pack which contains documents and guidelines to be followed in their role as a Town Councillor.

### **21.4 Councillor Identification**

Members of the Town Council are issued with an official Town Council identification card and lanyard to prove their identity when attending meetings or on council business.

## **22 New Local Council Award Scheme**

22.1 The Town Council achieved Quality Status in 2005 and was re-accredited in 2009. The new Local Council Award Scheme was introduced in early 2015 and the Town Council has automatically been awarded a Foundation Level Award and is working towards achieving a Quality Level Award in early 2016.

22.2 A Quality Level Award will demonstrate that the Town Council meets all requirements of the Foundation Award and has additional documentation and information in place for good governance, effective community engagement and council improvement. A council with a Quality Award also meets the eligibility criteria for the general power of competence.

## **23 Standing Orders and Financial Regulations**

- 23.1 The Town Council has drawn up its own set of Standing Orders and Financial Regulations which are rules and regulations which the Council abides by. These documents are based on model documents as agreed by the National Association of Local Councils.
- 23.2 Standing Orders and Financial Regulations are reviewed on an annual basis.

## **24 Employer**

- 24.1 The Town Council is a corporate body and as such is an employer and it has the power to employ staff under section 112 of the Local Government Act 1972. The Law requires that at all times the Council must act as a responsible employer. The Council currently employs:
- Town Clerk/Responsible Financial Officer (CiLCA Qualified) – 37 hours
  - Part Time Deputy Town Clerk – 24 hours
  - Part Time Administrative Clerk/Receptionist – 24 hours
  - Part Time Caretaker/Cleaner – 6 hours
- 24.2 The Town Council has recently reviewed and adopted its employment policies and has adopted the National Training Strategy for Town and Parish Councils 'Being a good employer'.
- 24.3 The Town Council's Staffing Committee under its delegated Terms of Reference is responsible for all aspects of employment and staff training.
- 24.4 The Council has a 'Statement of Intent for Training' and supports the continual professional development of its staff. The Town Council monitors its staff training and development through a staff appraisal process on an annual basis.
- 24.5 The Town Council has developed a Staff Handbook for all members of staff which contains its employment policies.

## **25 Health and Safety**

- 25.1 The Town Council appoints a Health and Safety Risk Advisor on an annual basis and takes its responsibilities with regard to health and safety and risk management as matters of high importance. Health and Safety Inspections and risk assessments are undertaken on an annual basis.
- 25.2 The Council will provide Health and Safety training to its staff and members to promote greater awareness of Health and Safety Management according to Health and Safety legislation.

## **26 Finance**

- 26.1 The Town Council employs a Responsible Financial Officer (RFO) and has appointed an Independent Financial Advisor to advise and monitor its investments.

- 26.2 The Council's Finance & General Purposes Committee under delegated terms of reference (together with the RFO) manage the day to day financial management of the Town Council making recommendations to the full council outside their remit.
- 26.3 This Committee is responsible for drawing up a draft budget and draft precept requirements to recommend to the full council. It also considers all applications for financial assistance to recommend to the full council.
- 26.4 The Finance Committee and the Responsible Financial Officer work within the constraints of the Town Council's Financial Regulations, Financial Controls and Procedures, Risk Management and the Governance and Accountability for Local Councils 2014.
- 26.5 The Town Council appoints an Independent Auditor on an annual basis reporting quarterly to the Town Council.
- 26.6 The Town Council meets the criteria to use the General Power of Competence and will continue to use this power to benefit its community.
- 26.7 The Town Council has adopted an Annual Investment Strategy and acknowledges the importance of prudently investing all funds held on behalf of the community by the Council. The Council's investment priorities are monitored on an annual basis and are as follows in order of priority:
- Security of capital
  - Liquidity
  - Yield
- 26.8 Public Contracts Regulations 2015  
All contracts with an estimated value of £25,000 or more, the Town Council will advertise the contract opportunity on the government's Contract Finder website. The Town Council's three year contract for the Hire & Installation of Festive Decorative Lighting was advertised on the Contract Finder website in 2015 to comply with the new Public Contracts Regulations 2015.
- 26.9 Local Government Transparency Code 2014  
In line with the Transparency Code all 'Schedules of all Council Payments' are displayed on the Town Council's website [www.fileytowncouncil.co.uk](http://www.fileytowncouncil.co.uk) on a monthly basis. The awarding of all Grant Payments are displayed on the Town Council's website on an annual basis.

## **27 Devolved Functions**

- 27.1 The Town Council currently manages the following under a local service agreement 'the Model Agreement' with Scarborough Borough Council and is responsible for the day to day management of:
- The Lawns Cemetery and its Burial Administration
  - Public and Commemorative Seating
  - Public Shelter cleaning and maintenance
- It is also responsible for a local service agreement with North Yorkshire County Council for 'Weed spraying' in the town.

- 27.2 The Town Council will consider taking on more devolved functions and services under similar local agreements in the future in order to retain local services.

## **28 Communications**

- 28.1 The Town Council will use a variety of methods to communicate with its electorate:
- Town Council website
  - Quarterly Newsletter 'Filey Town Crier'
  - Local press and radio
  - Publish an Annual Report
  - Annual Parish Meeting
  - Filey Bay Today Magazine
  - Maintenance of 4 Community Noticeboards – display of event posters for community groups and organisations

## **29 Access to Information**

- 29.1 The Council Office is a 'Just Ask' information point and can sign post or refer issues to the relevant authority. Local issues reported by our customers are deemed to be very important and our staff are trained to deliver high levels of customer care.

## **30 Room Hire**

- 30.1 The Town Council offers the Council Chamber and the Committee Room at reasonable room hire rates to local groups and organisations. The Council Chamber hosts an overhead digital projector and electronic screen. Access to the Council Chamber is provided by a new platform lift for persons requiring mobility assistance.

## **31 Railway Posters and Postcards**

- 31.1 The Council offers a selection of old railway posters and postcards for sale via the Council Offices and via its website.

## **32 Crimlisk Fisher Archive**

- 32.1 The Town Council supports the Crimlisk Fisher Archive and an Honorary Archivist and promotes the archive to the general public on two mornings per week. The archive collections are currently being digitised by the Archivist and archive volunteers. The Archivist will promote the archive collections by giving lectures and presentations to local groups and organisations.

## **33 Town Crier**

- 33.1 The Town Council supports the role and responsibilities of the 'Filey Town Crier' and recognises the commitment and dedication of this voluntary position in supporting both local community and civic events to promote the town. The Town Council will support the Filey Town Crier's Regalia in order that it may be 'fit for purpose'.

## **34 Projects and Events**

- 34.1 The Town Council is responsible for the following projects and events and will continue to support the following:
- Sunday Band Concerts and Band Concert Supervisor
  - Production of the Filey Town Guide and Town Map
  - Christmas and Permanent Lighting Schemes
  - Yorkshire Day in Filey
  - Flood Alleviation Scheme

## **35 Civic Events**

- 35.1 The Town Council supports the following civic responsibilities and events:
- Filey Town Mayor and Mayoress attendance at many local events upon request and attendance at all civic engagements
  - Deputy Town Mayor
  - Engraving of Mayoral Chains
  - Mayoral Board in Council Chamber
  - Plaque on a Mayoral Seat and Mayoral Photograph
  - Filey Town Mayor's attendance at 'Yorkshire Day Event'
  - Annual Town Council Civic Service
  - Annual Town Council Dinner
  - Attendance at Remembrance Day Sunday
  - Attendance at approx 50 Civic Events throughout the Mayoral Year

## **36 Honorary Citizen of Filey**

- 36.1 Every four years the Town Council considers any nominations for the title of 'Honorary Citizen of Filey'. The title of Honorary Citizen offers no material honours or special privileges, nor does it entitle the person to participate in the proceedings of the council meetings or in any ceremonial events, it is purely and simply for merit. The Council arranges a small ceremony for the recipients and each receive an official badge of honour and a framed certificate.

## **37 Information Technology**

- 37.1 Website – [www.fileytowncouncil.co.uk](http://www.fileytowncouncil.co.uk)  
In 2015 the Town Council's website will be fully upgraded to provide improved accessibility to Town Council documents and information.
- 37.2 Overhead Digital Projector and Electronic Screen  
In 2015 an Overhead Digital Project and Electronic Screen was installed in the Council Chamber and will be used to display information for council meetings, it will also be made available to local community groups and organisations who may wish to book the Council Chamber.
- 37.3 Recording and filming council meetings  
In 2015 the Town Council has embraced the new Openness and Transparency Regulations as part of the Local Audit and Accountability Act and actively encourages members of the public to film and record at council meetings and by the end of the year will be recording and filming its own

council meetings for members of the public to view on their own mobile and electronic devices and these will be available to view via the Town Council's website.

#### **37.4 Equipment**

The Town Council will maximise the use of Information Technology resources, software and equipment to meet its needs and to make efficiency savings wherever possible.

### **38 Young People**

38.1 The Town Council will increase its contact with young people through existing and new links with schools, youth groups and support organisations. It will act as a mentor by encouraging young people and students to attend council meetings and have their say about local issues and listen to their ideas for improvement. It will host 'mock student council meetings' by allowing young people to act as Chairman, Clerk and Councillors and will guide them as part of their Citizenship programme to put forward ideas for local democracy decision making.

38.2 The Council will strive to appoint a 'Young Persons Champion' to attend council meetings and put forward their views on behalf of young people.

### **39 Older People**

39.1 Similarly the Town Council will increase its contact with older people through existing links with outside groups and organisations and the elderly persons club. It will encourage them to attend council meetings and will consider appointing an 'Older Persons Champion' to attend council meetings and put forward views on behalf of older people in the town.

39.2 The Town Council will strive to encourage intergenerational activity between young and older people and will support events to promote participation.

### **40 Working in partnership**

40.1 The Town Council has signed 'The Local Council Parish Charter' with Scarborough Borough Council and is committed to working in partnership with other authorities and agencies to improve local issues.

40.2 The Town Council also hold two liaison meetings per year with the Chief Executive and Leader of Scarborough Borough Council to raise any issues of concern.

### **41 Site Visits and Walkabouts**

41.1 Members of the Town Council conduct two walkabout site meetings each year with Officers of Scarborough Borough Council and North Yorkshire County Council to identify minor works and maintenance in Filey. All issues are logged and progress reports are given to members at regular liaison meetings with an appointed Scarborough Borough Council Liaison Officer.



**FILEY TOWN COUNCIL  
STRATEGIC PLAN 2015-2019 - ACTION PLAN**

|          | <b>Action</b>  | <b>Lead timescale</b>   | <b>Comments and progress update</b>   |
|----------|--|---|---|
| <b>1</b> | <b>Quality Services</b><br>To maintain a high level of quality services  | Ongoing   | Consultation with residents regarding Grass Cutting Services via its Autumn Newsletter 2015                   |
| <b>2</b> | <b>Encourage Partnership/Sponsorship Approach and Funding</b><br>To encourage partnership and sponsors and to explore opportunities for external funding for council projects.   | Ongoing<br>Committees,<br>Working parties<br>and Full Council | Investigate possibility of an asset transfer for Southdene Land October 2015                                  |
| <b>3</b> | <b>Development of the Town Centre</b><br>The Town Council to work in partnership with other groups and organisations to support town centre development to improve the local economy.  | New Town Centre<br>Working Party                              | New Town Centre Working Party to commence November 2015   |
| <b>4</b> | <b>Employment</b><br>The Town Council will encourage the number and range of employment opportunities within the town to promote the tourist season  | Ongoing<br>New Town Centre<br>Working Party                   | Liaison with local Chamber of Trade and Local Member of Parliament  |
| <b>5</b> | <b>Law and Order</b><br>The Council will maintain links with the local Police via attendance at Council meetings and the Community and Police Group.<br>The Council will support Neighbourhood Watch Schemes and 'No Cold Calling' zones working in partnership with other agencies. | 12 council meetings<br>per year plus 4<br>CAP meetings        | Ongoing<br>Possibilities that the Town Council considers funding towards a new CCTV Camera for Mitford Street |

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|---|--|---|--|
| 6 | <p><b>Sports/Leisure facilities</b><br/> The Council will work in partnership with other local authorities to press for the provision of an indoor all weather sports/leisure facility.<br/> The Council will press for Section 106 funds to be spent in the locality for recreational purposes (Community Infrastructure Levy CIL not adopted by SBC)</p> | <p>Capital bid submitted to SBC 2010 and 2011<br/><br/> Still Ongoing</p> | <p>Negotiations with Ebor Academy Alliance (Filey School) to progress enhanced sports facilities for community use<br/> Capital receipt from sale of Southdene Land by SBC still unknown.</p>  |
| 7 | <p><b>Highways and Transport</b><br/> The Council will work in partnership with NYCC Area Highways via the NYCC County Councillor in order to progress traffic issues and make suggestions for improvements</p>  | <p>2 walkabouts per year with NYCC Highways Officers</p>                  | <p>Ongoing<br/> NYCC Cty Cllr to meet with FTC Members and NYCC Highways Officer on a monthly basis for a walkabout to identify potential issues reporting back to FTC Council meetings on a monthly basis.<br/> Town Council to press for</p> <ul style="list-style-type: none"> <li>▪ replacement setts for Crescent Hill</li> <li>▪ Improvements to Murray Street Junction</li> <li>▪ All year round Traffic Regulation Order for Cargate Hill</li> <li>▪ Improved signage and lineage</li> </ul> |
| 8 | <p><b>Planning and Major Development</b><br/> The Council's Planning Committee will consider all aspects of major developments within the Scarborough Borough Local Plan. The Filey Flood Working Group will consider drainage reports for major developments in order to protect the town from further flooding.</p>                                      | <p>Planning Committee<br/> Ongoing</p>                                    | <p>The Town Council have been consulted on the draft Scarborough Borough Local Plan and have submitted their comments.</p>   |
| 9 | <p><b>Land</b><br/> All land owned by the Council is registered with the Land Registry.</p>  | <p>Clerk<br/> Property Committee</p>                                      | <p>Land Registry Title numbers are displayed on the Town Council website</p>   |

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| <b>10</b> | <b>Flooding and Drainage</b><br>The Town Council and the Filey flood Working Group will endeavour to protect the town from further flooding by working in partnership with external agencies and professional bodies                                      | Ongoing<br>Filey Flood Working Group                              | Funding obtained for the Filey Flood Alleviation Scheme (FFAS) and a planning application has been submitted for the FFAS (Bunded flood protection around periphery of Filey).                         |
| <b>11</b> | <b>Beach Bathing Water Quality</b><br>The Filey Flood Working Group will work in partnership with Yorkshire Water and the Environment Agency to achieve the required standard for beach bathing water quality with the aim of retaining a Blue Flag Award | Ongoing<br>Filey Flood Working Group                              | Filey Flood Working Group working with Yorkshire Water and Environment Agency to improve cross connections in Filey to improve beach bathing water quality.  |
| <b>12</b> | <b>Protect and enhance the environment</b><br>The Town Council acknowledges the excellent work being carried out by the Filey in Bloom Group and the Friends of Filey Parks Group.  | Ongoing<br>Finance & General Purposes Committee for grant funding | Councillor Representatives are elected to serve on the Filey in Bloom Group and report back to the full council on a monthly basis.<br>The Town Mayor & Mayoress/Consort to attend bloom judging days. |
| <b>13</b> | <b>Tree Preservation Orders</b><br>The Town Council will strive to protect all trees within conservation areas and those listed with Tree Preservation Orders.  | Ongoing   | The Town Council has agreed a tree management scheme with Scarborough Borough Council for trees in Crescent Gardens.   |
| <b>14</b> | <b>Public Toilets</b><br>The Town Council was successful in its bid for a new town centre toilet in 2014. The Council will continue to monitor the cleanliness of public toilets in the town.   | Liaison meetings with SBC Officers                                | Two Walkabouts per year with Borough Officers to highlight areas of concern.   |

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| 15 | <p><b>Filey Country Park</b><br/> The Town Council has signed a Memorandum of Understanding with Scarborough Borough Council to protect Filey Country Park and to be consulted on any matters which affect this area. The Town Council will promote this area for local events and encourage SBC to use for regional events and outdoor concerts.<br/> The Town Council has supported 'in principle' the plans drawn up by the Discover Filey Development Trust but has requested to be consulted on each stage of their plans for Filey Country Park.</p> | Strategic Planning Committee/Full Council<br>Ongoing | The Town Council will investigate the possibility and viability of making an application for an Asset Transfer for Filey Country Park and will consider making external funding applications for projects in this area.   |
| 16 | <p><b>Community Health &amp; Safety</b><br/> The Town Council will continue to elect members to sit on the Filey &amp; District Safety Committee</p>   | Annual Council                                       | Ongoing   |
| 17 | <p><b>Emergency Planning</b><br/> The Town Council's Emergency Plan Working Group works in close partnership with representatives from local groups and organisations alongside representatives from the Emergency Services and the NYCC Emergency Planning Unit. The Emergency Plan Working Group will review the Town Council's Emergency Plan to ensure that it is 'fit for purpose' in the event of a major emergency in the town.</p>   | Emergency Plan Working Group<br>Ongoing              | <p>The Filey Emergency plan has been held up as an example of best practice by NYCC and the Pitt Report.</p> <p>Emergency Plan Working Group to plan a further training exercise in 2016 to test the emergency plan and emergency equipment to set up an emergency rest centre.</p> <p>Communication with local residents regarding 'what to do in the event of a major emergency'. Distribution of Emergency pack folders to each household.</p> |

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| <b>18</b> | <b>Community Groups and Organisations</b><br>The Town Council will support local groups and organisations through its Community Engagement Strategy. The Town Council will offer an annual financial assistance scheme depending on sufficient funds being available in the financial budget<br>The Town Council elects Council Representatives to sit on many local groups and organisations who report information to the full council meetings on a monthly basis. | Finance & General Purposes Committee<br>Annual Budget<br>Annual Council Meeting | Grants to be published on Town Council website on an annual basis.<br><br>List of Councillor Representatives displayed on council website |
| <b>19</b> | <b>Values</b>   | Strategic Planning Committee  | Reviewed annually   |
| <b>20</b> | <b>Council Offices</b><br>The Town Council will actively seek larger premises to house the Crimlisk Fisher Archive and to improve accessibility for local people to the Council Offices   | Property Committee<br>Ongoing   | New Platform Lift installed early 2015 to provide improved accessibility to the Council Chamber and Crimlisk Fisher Archive.              |
| <b>21</b> | <b>Members</b><br>To abide by the Town Council's Code of Conduct and the seven principles of public life<br>Declare personal and pecuniary interests at meetings.<br>Register their interests<br>Undertake relevant training  | Referrals to the SBC Monitoring Officer<br>Members<br>Member Training Strategy  | Ongoing<br><br>Ongoing<br>Ongoing<br>Member Training Plan   |
| <b>22</b> | <b>New Local Council Award Scheme</b><br>Foundation Level awarded January 2015  | Strategic Planning Committee/Clerk  | Submission for Quality Level Award to be submitted Dec/Jan 2016   |
| <b>23</b> | <b>Standing Orders and Financial Regulations</b><br>Rules and Regulations of the Town Council as approved by the National Association of Local Councils   | Strategic Planning Committee/<br>Finance & General Purposes Committee           | Reviewed at least on an annual basis<br>A copy of each document to be provided to all Councillors in their Member Handbook                |

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| 24 | <p><b>Employer</b><br/>The Town Council will support its staff and their training needs<br/>Staff Appraisals to be carried out on an annual basis.</p>  | Staffing Committee<br>Annually   | Staff Training Plan and Continual professional Development Plan for the Clerk<br>Staff Appraisal Process   |
| 25 | <p><b>Health and Safety</b><br/>The Town Council appoints a Health &amp; Safety Risk Advisor to advise on matters of Health &amp; Safety<br/>The Town Council will review its Health &amp; Safety Policy on an annual basis.<br/>The Town Council will carry out Health &amp; Safety Inspections and Risk Assessments.<br/>The Town Council will train its staff on the management of Health &amp; Safety according to current Health and Safety legislation.</p>   | Annual Council<br><br>Property Committee<br><br>Health & Safety Risk Advisor | To consider options for a health and safety risk advisor if and when required.<br>Ongoing<br><br>Ongoing   |
| 26 | <p><b>Finance</b><br/>The Council will appoint an Independent Financial Advisor and an Independent Internal Auditor on an annual basis.<br/>The Council will draw up a financial budget on an annual basis taking into account the level of precept requirement<br/>The Council will review its level of service charges on an annual basis e.g. cemetery fees, hire and service charges.<br/>The Council will make efficiency savings wherever possible in order to achieve value for money.<br/>The Council will consider taking on more devolved functions and services under local service agreements with other local authorities.<br/>Investigate possibilities for BACS payments<br/>The Council will review its Annual Investment Strategy on an annual basis<br/>The Council will comply with the Local Transparency Code in respect of council contracts.</p> | Finance & General Purposes Committee/Full Council<br><br>Annually            | Ongoing<br>The Council will work within the guidelines of the Governance and Accountability For Local Councils Practitioners Guide 2014<br><br><br>Advertise all contracts above £25K on the Government Contract Finder website (Decorative Lighting 3 year Contract advertised July 2015) |

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| <p><b>27</b></p> | <p><b>Devolved Functions</b><br/> Management of the Lawns Cemetery, management of Public and Commemorative Seating and management of Public Shelters under a service level agreement named the Model Agreement with Scarborough Borough Council.</p> <p>Weed spraying contract with Scarborough Borough Council.</p> <p>Additional devolved functions</p>  | <p>Finance &amp; General Purposes Committee and Property Committee<br/> Liaison with Funeral Directors, Clergy, grounds maintenance contractors and the bereaved relatives<br/> Borough Officers and Parks Team</p> <p>Ongoing</p> | <p>Ongoing<br/> Review of Cemetery Rules and Regulations in 2015</p> <p>Ongoing with regular liaison</p> <p>The Council will explore opportunities to take on more devolved functions under similar agreements in order to retain local services.</p> |
| <p><b>28</b></p> | <p><b>Communications</b><br/> The Town Council will use a variety of means to communicate with its electorate and will consult with residents on issues of importance. The Town Council's website will be developed to communicate as much information as possible to local residents to comply with the Openness and Transparency Regulations and the Local Transparency Code</p> <p>The Town Council has embraced the recording and filming of council meetings and has agreed to proceed to film and record its own council meetings and display these on its website</p> | <p>Quarterly newsletter to all households</p>  | <p>Town Council website updated in 2015 to provide greater transparency and openness and access to information.</p> <p>Recording of council meetings to be displayed on council website from November 2015</p>  |

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| 29 | <p><b>Access to Information</b><br/> The Council Offices act as a referral information point for all authorities, staff to continue to receive customer care training to keep up to date with being a 'Just Ask' centre.<br/> High levels of customer care to be maintained</p>  | <p>Ongoing<br/><br/> Staff Training</p>               | <p>4 Community Noticeboards under the management of Filey Town Council and all community event posters managed by the Town Council.<br/> Council Agendas to be placed in Notice Board(s).<br/> Revised Town Council website August 2015 to supply greater access to council services and documentation<br/> Recording and filming of council meetings to be placed on website<br/> Nov/Dec 2015</p> |
| 30 | <p><b>Room Hire</b><br/> The Council will continue to offer room hire to local groups and organisations at a reasonable cost and will review its room hire costs on an annual basis</p>  | <p>Annually</p>                                       | <p>Ongoing</p>  |
| 31 | <p><b>Railway Posters and Postcards</b><br/> The Town Council will continue to sell railway merchandise from the Council offices and its website as this generates revenue income.</p>   | <p>Charges reviewed annually</p>                      | <p>Ongoing</p>  |
| 32 | <p><b>Crimlisk Fisher Archive</b><br/> The Town Council will support the Crimlisk Fisher Archive and an Archive Supervisor by allocating an annual budget to this service.<br/> The Town Council will consider options for larger premises to house the Crimlisk Fisher Archive.<br/> The Town Council will strive to keep all the historical records contained within the Archive in Filey working within the guidelines of the National Archives<br/> The Archive will work in partnership with local groups and organisations.<br/> The Archive records to be digitised and backed up to cloud services</p> | <p>Reviewed annually<br/><br/> Property Committee</p> | <p>Ongoing<br/><br/> Ongoing<br/><br/> Ongoing<br/><br/> Archivist working with the FISHFACE group</p>  |



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|           |  |   | Archivist and volunteers have digitised the majority of archive records and cloud storage has been purchased 2015   |
| <b>33</b> | <b>Town Crier</b><br>The Town Council will support the role of the Town Crier in a voluntary capacity  | Regular Liaison with Town Crier and invitation to attend civic events and act as Master of Ceremonies   | Annual Civic Service and Council Dinner and Yorkshire Day + other civic events as and when they occur.  |
| <b>34</b> | <p><b>Projects and Events</b></p> <p><b>Sunday Band Concert Programme</b> – the council will agree the provision of funding on an annual basis in order that the Bands may be secured in advance and provides a small honorarium for the Band Concert Supervisor.</p> <p><b>Management of Filey Bandstand</b> – the Council manages all bookings for the Filey Bandstand</p> <p><b>Production of Filey Town Guide/Map</b><br/>(self-funded from local business advertising)<br/>Filey Town Guide to be produced for 2016/2017<br/>Filey Town Map to be produced for 2017/2018</p> <p><b>Christmas and Permanent Lighting Schemes</b><br/>Support for 5 Year Master Plan for Permanent and Christmas Lighting</p> | <p>By end of October each year</p> <p>Bandstand Management Committee/Band Concert Supervisor</p> <p>Town Guide/Map Working Party</p> <p>Filey Decorative Lighting Group working in partnership with</p> | <p>Sunday Band Concert Programme displayed on Town Council website</p> <p>Sponsorship for the Filey Bandstand advertised on the Council website and how to book the Bandstand</p> <p>Ongoing New Guide to be completed 2015<br/>Supported by Administrative staff and volunteers</p> <p>To consider extending 5 Year Plan.<br/>Three year Contract for the Hire &amp; Installation of Festive Lighting 2015-2018 signed August 2015</p> |

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|           |  | local groups and organisations                      |  |
| <b>35</b> | <b>Civic Events</b><br>The Council will support the role of the Town Mayor and Mayoress/Consort and their attendance at Civic Events.<br>The Council will support the Annual Town Council Civic Service and the Annual Town Council Dinner                       | Civic Budget reviewed annually<br>Reviewed annually | Mayoral Events attended reported to full council on a monthly basis<br>How to contact the Town Mayor for civic engagements on Council website together with civic photos.  |
| <b>36</b> | <b>Honorary Citizen of Filey</b><br>The Council will support a small ceremony for the recipients of the Honorary Citizen of Filey Awards every four years and will support an honorary badge of honour and framed certificate.                                   | Budgeted for annually<br>Next Award Ceremony 2019   | Nominations to be submitted by end of 2018.<br>To be inserted in newsletter so public may make nominations.  |
| <b>37</b> | <b>Information Technology</b><br>The Council will budget for enhanced Information Technology Resources and development of its website.<br>The Town Council will consider Councillors and staff using tablet devices in the interest of making efficiency savings | Annually<br><br>Strategic Planning Committee        | New Digital Projector and Electronic Screen installed September 2015<br>Use of Tablet devices to be explored to reduce cost of postage, photocopying, stationery and officer time with possibilities of sending agendas and information to councillors electronically            |
| <b>38</b> | <b>Young People</b><br>The council will hold 'mock student council' meetings with young people and will appoint a 'Young Person's Champion' to put forward the views of young people to the Town Council.  |   | Invite students from Filey School and Filey Youth Centre to take part in a full council meeting.<br>Suggest new Council considers Councillors attending Student Council meetings at all local schools – consideration of all Councillors being subjected to Disclosure & Barring |

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|           |  |   | procedures (DBS)   |
| <b>39</b> | <b>Older People</b><br>The council will appoint an 'Older Person's Champion' to put forward the views of older people to the Town Council.<br>The Council will encourage intergenerational activity between younger and older people.      | Ongoing   | Council Representatives to invite someone from the Elderly Person Club/Filey & District U3A to be an older persons champion. |
| <b>40</b> | <b>Working in Partnership</b><br>The council is committed to working in partnership with SBC and NYCC and other authorities and agencies to improve local issues on behalf of the community.   | Ongoing   | Ongoing  |
| <b>41</b> | <b>Site Visits and Walkabouts</b><br>The Council to continue to undertake two walkabout site meetings each year with Officers of NYCC/SBC with regular reporting back on minor works via liaison meetings with members of the Town Council | Site Visit – October 2015<br>Site Visit – March 2016<br>2 Liaison meetings Per year | Ongoing<br>2 Walkabouts + 2 Liaison Meetings each year   |