

held in the Community Hub, 445b Scalby Road,
on Wednesday 12th April 2023 at 7pm.

PRESENT: Councillor R Towse (Chairman),

Cllrs. D Bastiman, S Barnes, J Fennell, S Foote, R Holliday, B Marley, J Smith, R Thompson, D Wiles

ALSO IN ATTENDANCE

Rev. Tony Hand, PC636 Flinton (left 7.06pm), Mrs J Marley (Clerk to Council).

ABSENT: Cllrs. D Sutton, Unitary Cllr. Sharma, H. King (hub).

54/23 **APOLOGIES FOR ABSENCE** Cllrs. D Sutton (personal commitment), Unitary Cllr Sharma (prior commitment), H. King (prior commitment).

55/23 **DECLARATIONS OF INTEREST:** None to receive.

56/23 **MINUTES**

56/23.1 Having been previously circulated, the minutes of the Ordinary Council meeting held on 8th March 2023 were **approved** as a correct record and **authorised** for signature by Cllr. Towse.

56/23.2 Having been previously circulated, the minutes of the Review & Staffing Committee held on 15th March 2023 were **received** and signed by Cllr. Towse.

PROCEDURAL MATTER Standing Orders suspended at 7.02pm.

57/23 **PUBLIC OPEN FORUM** No matters raised.

PROCEDURAL MATTER Standing Orders resumed at 7.03pm.

58/23 **MATTERS RAISED IN PUBLIC OPEN FORUM** None.

59/23 **VACANCY UNFILLED AT THE ELECTION BY REASON OF INSUFFICIENT NOMINATIONS**

Noted no applications for co-option to the existing Ordinary Vacancy had been received.

60/23 **EXTERNAL REPORTS**

60/23.1 **Police:-** The Scalby report for March 23 incidents [*circulated with agenda*] was **received & noted**. Additional details on the Newby report for March 23 incidents [*tabled at the meeting*] were given by PC636 Flinton and the report was **received**.

PC 636 Flinton left the meeting at this point.

60/23.2 **Unitary Council:-** Cllr. Bastiman reported the change to a unitary council had now taken place and while there had been some minor teething problems, overall things had gone very well. A new fare structure was now in place across the whole of North Yorkshire for taxis and license plates had been standardised across the authority.

61/23 **UPDATES ON VARIOUS MATTERS & COUNCILLOR'S REPORTS**

61/23.1 A written report from H King on Community and Wellbeing Hub covering March [*tabled at meeting*] was **received & noted**.

61/23.2 Update from Chairman and/or Clerk on any matters dealt with under delegated powers and on Neighbourhood Plan Working Group (NHPWG) – Cllr. Towse reported on requests from two parishioners regarding seats (placing a plaque or installing seats) – **agreed** Cllr. Towse to contact the parishioner requesting a plaque, Clerk to try and establish ownership of the land on Duchy Estate where seat installation was being requested.

61/23.3 Update on local government re-organisation – Cllr. Bastiman reported rationalisation of assets (including land and property) was likely to start in the near future. He also reported on moves to create a Town Council to cover the currently unparished area of Scarborough. Councillors **agreed** they were very strongly against Newby & Scalby Town Council becoming part of any proposed Scarborough Town Council and **authorised** the Chairman to make statements in this respect as necessary to the media and anywhere else necessary.

61/23.4 Update on Scalby Toilets – None.

61/23.5 Update on grit bin on Carr Lane [*Minute 46/23.2 refers*] – Clerk reported Highways had confirmed there were no acceptable locations within the highway verge. They had

suggested that a bin within the car park of the Church rooms could serve the residents. In the ensuing discussion (which included the Rev. Hand) it became clear this location posed several potential problems for both Church and Council. **Agreed** no bin to be sited due to difficulties posed, Clerk to contact Highways and the parishioner who had made the original request.

61/23.6 Suspected breach of planning at a property on Elderflower Road – a verbal report from Cllr. Smith was **received** and **agreed** Clerk to bring the matter to the attention of the relevant planning authority. During the course of the discussion on this item the Chairman had to remind members that in accordance with Standing Orders only one person at a time should speak.

61/23.7 Reports from Councillors of any highway & footpath or general matters requiring attention – reports regarding potholes and the road surface on Field Lane/Station Road (again), Hackness Drive, Hackness Road, near Cumboots Dairy Farm.

62/23 **CORRESPONDENCE**

62/23.1 Letter of thanks from Scalby Toilet Trust for Council's £650 contribution to 2022/23 running **received & noted**.

62/23.2 Community Governance Review – Draft Recommendations for the Unparished part of Scarborough [*circulated with agenda*] - **received & agreed** no objections to extending Town Council's boundary to include all of Charles Williams Apartments within the ward.

62/23.3 Correspondence received after preparation of the agenda which the Chairman of the meeting deemed it necessary to consider as a matter of urgency:– 1] letter from Chairman of SANTA in response to our letter of 16/3/23 regarding twinning with Pornic and the 2023 civic reception [*Minute 51/23 refers*] – **received & noted**. Clerk to respond. Further **noted** nobody from Council available to attend the Civic Reception, Chairman would do a letter of welcome to the Pornicais; 2] **noted** an email of resignation (due to ill health and other commitments) had been received from Cllr. Langmead. **Agreed** A] a formal letter of thanks be sent, B] a Casual Vacancy be declared and C] the Clerk to do the necessary notices.

63/23 **FINANCE, REGULATORY & GENERAL MATTERS**

63/23.1 **Resolved** the Schedule of Accounts Payable for April 2023 (Sch 1, £10,954-63) [*tabled at meeting*] be **approved**. Cllrs. Thompson and Towse to do the online authorisations within 24 hours, the cheque was signed by Cllrs. Bastiman and Thompson.

63/23.2 Recommendations of Review and Staffing Committee of 15/3/23 – the report & documentation (*circulated with agenda*) was **received & agreed** all recommendations be accepted.

63/23.3 Civility & Respect Project including the Pledge [*emailed to councillors 15/11/22*] and deferred from February meeting, [*Minute 31/23.3 refers*] - **agreed** Newby & Scalby Town Council to sign up to the Civility and Respect Pledge, Clerk to do the necessary paperwork

64/23 **PLANNING APPLICATIONS & APPEALS NOTIFIED**

Comments on the following applications received [*circulated with agenda*] were **agreed**:-

1. 22/02164/HS Proposed rear extension, 3 Wrea Head Close, Scalby. **No objections.**
2. 23/00347/HS Demolish existing conservatory, erect single storey rear extension, 2 Orchard Heights, Newby. **No objections.**
3. 23/00390/HS Single storey extension to front to create larger porch, convert garage into bedroom, create new driveway and access, 36 The Parkway, Newby. **No objections** but concerns re. creation of new driveway.
4. 23/00400/HS Erect two storey side extension, install dormers to front and rear, 9 Vernon Grove, Newby. **No objections.**
5. 23/00403/HS Erect single storey rear extension and veranda, 50A Scalby Avenue, Newby. **No objections.**
6. NYM/2023/0152 Listed Building consent for conversion of agricultural outbuildings to three holiday letting units, Prospect House Farm, Hay Lane, Scalby. **No objections.**

65/23 **PLANNING DECISIONS** - The following were **received and noted**:-

1. 22/00772/FL Demolish residential care home, erect three storey apartment block, Briar Dene Retirement Home, 73 Burniston Road, Newby. **Withdrawn.**
2. 22/01945/HS Erect single storey side extension, 8 The Crescent, Newby. **Granted with conditions.**

3. 22/02382/HS Replace front porch, install gate and masonry piers to front boundary, insert window at first floor level on front elevation, 73 Newby Farm Road, Newby. **Granted with conditions.**
4. 22/02440/HS Alter and extend existing driveway entrance, 5 Station Road, Scalby. **Granted with conditions.**
5. 23/00120/RG4 Extend existing compound, resurface existing hardstanding area, new/relocated electric hookup and relocation of hedge, Scarborough C&C Site, Field Lane, Scalby. **Granted with conditions.**

66/23**PLANNING MATTERS RECEIVED AFTER 1/3/23**

Comments on the following applications received [*previously notified to councillors by email*] were **agreed**:-

1. 23/00440/HS Erect carport to garage at rear, 24 High Street, Scalby. **No objections.**
2. NYM/2023/0721/FL. Convert and extend stable block to form residential annexe (revised scheme to NYM/2020/0721/FL), Foxhill Paddocks, Low Road, Throxenby. **No objections.**

67/23**REPORTS FROM OUTSIDE BODIES**

An update on Twinning was contained within Minute 62/23.3.1.

68/23**EXCLUSION OF PRESS AND PUBLIC**

Not required as no confidential items to consider.

69/23**CONFIDENTIAL ITEMS**

None to consider.

There being no further business, the Chairman declared the meeting closed at 8.06pm.

Chairman
Dated: 10th May 2023

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Police Report

Hackness, Scalby and Staintondale & Ravenscar Parish Councils Report May 2023



Scalby, Hackness and Staintondale/Ravenscar Figures:

Breakdown data based on 01/04/2023 to 30/04/2023
versus same period in previous two years

Group	Crime Type	2021-22	2022-23	2023-24	Diff 2024 from 2023
Victim Based	Arson & Criminal Damage	0	3	0	-3
	Burglary	0	0	1	+1
	Sexual Offences	0	4	0	-4
	Fraud	2	0	0	0
	Theft	2	2	0	-2
	Vehicle Offences	0	0	1	+1
	Violence against the person	2	1	4	+3
	Total victim-based crimes	6	10	6	-4
	Drugs offences	0	0	0	0
	Misc Crimes Against Society	0	0	0	0
Crimes Against Society	Possession Of Weapons	0	0	0	0
	Public Order Offences	2	0	2	+2
	Total crimes against society	2	0	2	+2
	Total	8	10	8	-2

April 2023

There were 68 incidents reported in your area during April.

01/04/2023 16:57 – Two road signs were reported as damaged at Turkey Carpet, a give way sign and a directional sign. The rural team are aware of this incident and bearing it in mind when on patrol in the area, please report any information relating to this and quote incident 12230057910.

02/04/2023 16:58 – A resident received a text message stating it was their son and they needed £2,000 for a new car, they stated they had a new number as they had dropped their phone in the toilet. The scammer then asked to switch to whatsapp rather than text message. The resident contacted their son via phone to speak to them in person, they confirmed it wasn't them who had sent this message. This is precisely the correct course of action to take. No money was lost to the scammers.

04/04/2023 12:43 – A resident entered a competition on a Facebook profile named 'Debbie Foster' to win £1,500. They won the competition but had to send £100 to receive the £1,500. They sent the money but did not receive anything back. This is known as an advance fee fraud – please do not send any money in these circumstances.

10/04/2023 16:41 – A two vehicle minor injury RTC occurred on A165 Coastal Road in Burniston. This collision is currently under investigation.

24/04/2023 15:07 – A resident of High Street in Cloughton reported theft of 400-500 litres of oil from the tanker in their garden. It had happened during the preceding 6 days and at present there are no suspects.

Change to front office opening times - Due to staffing difficulties, the front counter hours of both Filey and Eastfield Police Station are changing for the next 6 months. Filey will be open 0900-1500 every Monday, Wednesday and Friday. Eastfield will be open 0900-1500 every Tuesday and Thursday.

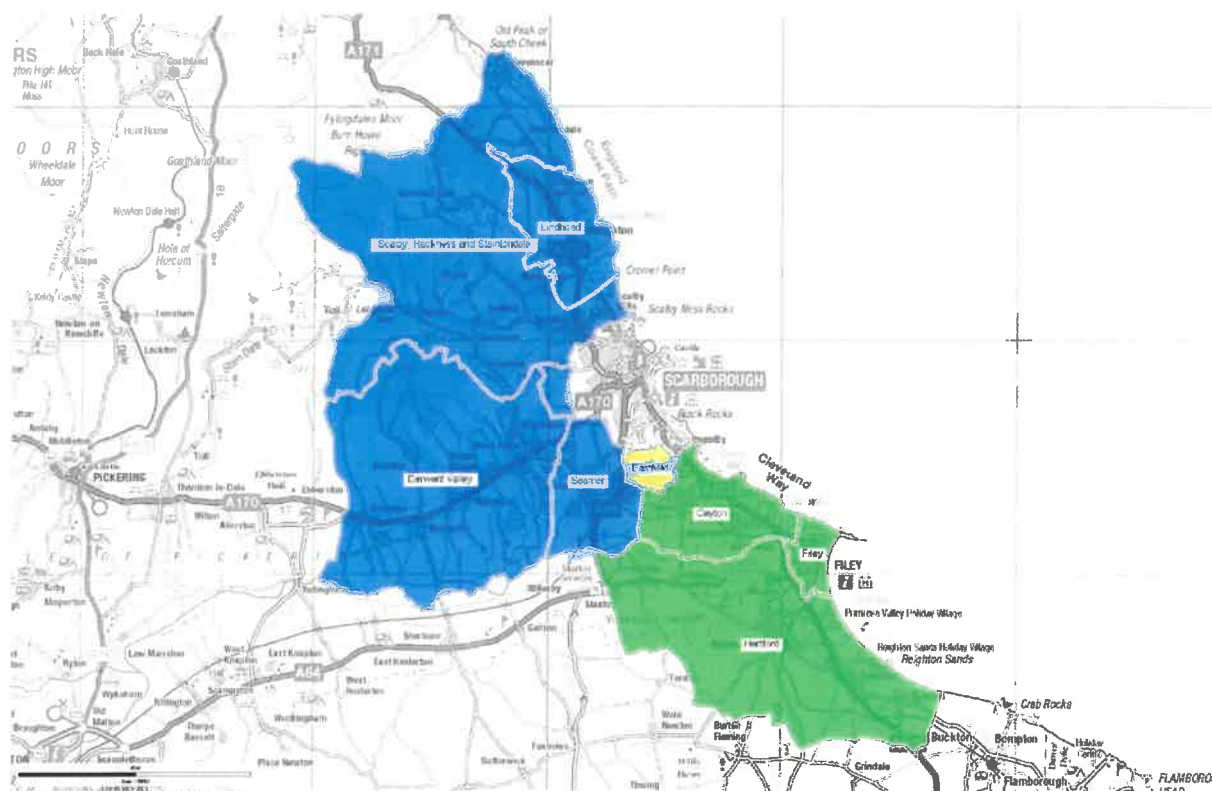
During April we dealt with 883 incidents across the area as a whole, a breakdown of these follows (not inclusive of all incidents): -

- 6 injury RTCs.
- 0 fatal RTCs
- 20 damage only RTCs.
- 38 road related offences, drink/drug driving, no insurance/license/dangerous driving/speeding etc...
- 60 reports of suspicious circumstances.
- 12 missing persons.
- 0 firearms/weapons incidents.
- 4 hoax calls.
- 66 domestic incidents/violence.
- 98 concern for safety incidents.
- 1 civil disputes.
- 5 animal incidents
- 26 highway disruptions
- 79 violence crimes.
- 17 sexual offences.
- 18 thefts.
- 1 stolen motor vehicle.
- 7 fraud or forgery.
- 3 drug offence.
- 26 criminal damages.
- 6 dwelling or commercial burglaries.
- 0 auto crimes.
- 67 anti-social behaviour reports.

In addition to the crime stats, we also have access to data to show how many total incidents and crimes your local Officers have attended. The below figures are for all Parishes/Towns covered by Filey and Eastfield Police Station and includes ALL incidents and crimes.

Time period	Total incidents
01/04/2023 – 30/04/2023	883 – Average 883 per month
01/04/2022 – 30/04/2022	768 – Average 768 per month
01/04/2021 – 30/04/2021	861 – Average 861 per month - (main covid lockdowns)
01/04/2020 – 30/04/2020	830 – Average 830 per month
01/04/2019 – 30/04/2019	900 – Average 900 per month

Areas in blue and yellow – covered from Eastfield Police station. Areas in green – covered from Filey Police Station.



Would you like a member of Police staff of volunteer to attend your event?

Filey SNT & or Police Volunteers would like to attend some of the local events in your area to provide information on topics such as Fraud, Crime Prevention, rural safety etc. This would not be a formal presentation and we can tailor the information to each particular event.

If you are aware of any meetings taking place which you think suitable, please let us know Dates and Place and Times and we will endeavour to get to some of them. Please email matthew.hazelwood@northyorkshire.police.uk if you would like more information or to book the volunteers.

Other News

Please note that in addition to the traditional 999 or 101 we can be contacted on our email address is snafiley@northyorkshire.pnn.police.uk. Please do not report incidents to this email, but if you would like to speak to a member of our team for advice then please use it. Incidents can also be reported direct on www.northyorkshire.police.uk

If an incident of Anti-Social Behaviour occurs which you would like Police to deal with then please report this as soon as possible after the event to allow Officers the best chance to deal with the culprits. Please do not wait until next time you happen to bump into an Officer or Parish Councillor. It allows us to make connections with other incidents and deal with individuals for patterns of behaviour rather than incidents in isolation. It does not matter if no suspects

have been seen or cannot be identified; we may have this reported on another nearby incident and be able to link them.

If you wish to look at crime statistics, along with stop-searches, news & events and other information for your area, then please visit www.police.uk. This website has been updated and has new sections with more detailed statistics relating to your area. There is a multitude of information on this website. You can also search for general Police advice on this website - <https://www.askthe.police.uk/content/default.mth>

North Yorkshire Community Messenger

This is a free email alert service from North Yorkshire Police. Our local teams use the system to let you know what's happening in your area.

- You can sign up to receive alerts about events, crime appeals, safety advice and much more.
- The alerts can be tailored to where you live and work.
- You can unsubscribe at any time.

When you sign up, you'll be able to select the type of alerts you'd like to receive, including:

- various watch schemes for business owners
- a monthly fraud round-up newsletter.

Sign up here - <https://www.northyorkshirecommunitymessaging.co.uk/#signup-section>



Community Safety Advice – May 2023



ICE stands for “In case of emergency” and is an initiative created by a paramedic called Bob Brochie as far back as 2005!

You set your mobile (both android and iPhone) so that a “star” appears next to the name of either your direct relative (or a close friend who is classed as your next of kin (NoK) who you want the emergency services to contact in case you are unable to speak for yourself. (the following information has come from the mystrokeguide.com website).

“The ICE feature will let you add a list of emergency contacts to your phone. You can also add medical information, such as allergies or current medications (or instructions as to where to find the information). This information can then be accessed by emergency service if you are unable to tell them about your medical history or contacts due to having had a stroke, for example. Some smartwatches now will even do this for you if it detects that you’ve had a fall.

iPhone ICE settings

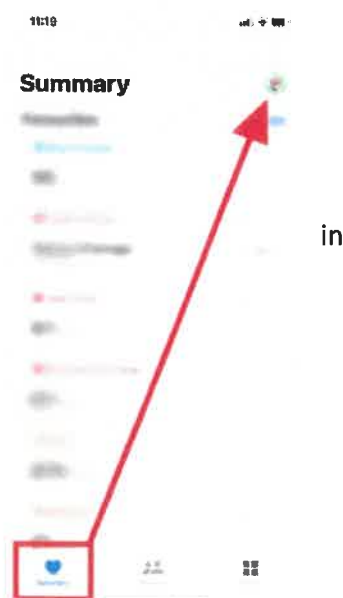
All iPhone settings have a Medical ID option withing the “Health” app. This is where you will go to set up your ICE information. You can also decide whether you want this information visible on your lock screen or not.

Please look at the following instructions to “walk you through” sorting this out

Step 1: Open the Health app



Step 2: Make sure you are on the Summary page by checking the bottom navigation bar. Tap your profile picture the top right (right side picture)

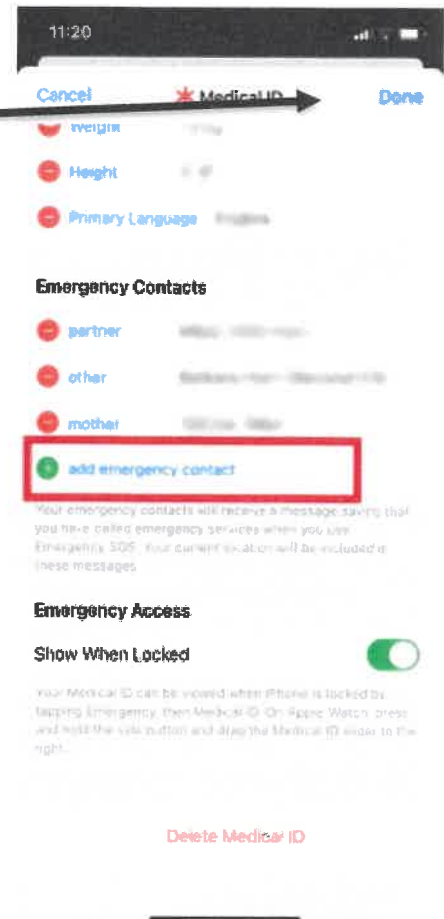


Step 3: Select "Medical ID"



Step 4: Click edit (in the top right).

Step 5: You can now fill in all your information and select your emergency contacts. Your emergency contacts need to already exist on your phone. Click Done in the top right when you are finished.



If you want this information visible on your lock screen, you will need to make sure "Show when locked" is switched on.

Emergency Access

Show When Locked



Your Medical ID can be viewed when iPhone is locked by: tapping Emergency, then Medical ID. On Apple Watch, press and hold the side button and drag the Medical ID slider to the right.

Emergency SOS

Your iPhone can automatically contact emergency services and alert **ALL** of your emergency contact list and get them to your current location (so if you have more than one name, it will contact everyone on that list so ensure they won't mind before adding names to this "Emergency Contact" list).

Please only do the following if you are in an actual emergency (no "dry runs"!!)

Using Emergency SOS (these instructions are for iPhone 8 or later)

1. Press and hold the side button and ONE of the volume buttons.
2. Three sliders will appear on screen.
3. Drag the Emergency SOS to the right.
4. If you continue to hold the buttons instead of using the slider, a countdown will start and an alert will play. If you are still holding down the buttons when the countdown ends, your iPhone will automatically call the emergency services.

Android ICE Settings

If you have an Android phone, there are a couple of different ways you can set this up.

Via **Personal Safety** app

Via **Settings**

Not all phones or versions of Android support the Personal Safety app or the settings option discussed as follows. There are other apps available, but you should always be careful when adding your personal information. Make sure you check the app is from a reputable company if using a third party one.

Personal Safety App

To set up the ICE features on an Android phone, you will need the Personal Safety App. Some devices will have this already installed.

To edit your emergency information, please follow the instructions below.

1. Open the Personal Safety app
2. Sign into your Google account
3. Select "Settings"
4. Select "Medical Information and add what you wish to include
5. Select "Emergency Contacts" and the "Add Contact" (NB – your emergency contacts need to already exist on your phone).

If you want this information visible on your lock screen, you will need to select "Show when device is locked".

Pixel settings

Some Android phones, like the Pixel, allow you to make changes from your normal settings, however, you will still need the "Personal Safety App".

To access your emergency information from Settings, you will need to do the following.

1. Go to "Settings".
2. Tap "About phone".
3. Tap "Emergency Information".
4. In the banner at the top of the screen, tap "Update".
5. You can now add your information.

If you want this information to be visible on your lock screen, you will need to select "Show when device is locked" option.

Emergency SOS

Android phones have the ability to call emergency services, notify your ICE contacts and even start recording video in an emergency (see settings below).

1. Go to Settings.
2. Select "Safety and Emergency".
3. Select "Emergency SOS"
4. Turn "Use Emergency SOS" on
5. Select which actions you would like performed. You can choose from -

- a. Call Emergency Services
- b. Share your location with Emergency Services
- c. Record video and share with Emergency Services

You trigger the Emergency SOS by

1. Press the **Power** button **five (5) times or more**.
2. This will start a five-second countdown. You will be able to cancel this if you did it by accident.
3. At the end of those five seconds, the emergency actions you set up will start.

Please only do the above if you are in an actual emergency

I hope you find the above informational and feel free to share with your friends/family

Until next time Stay Safe out there!

Mrs Trish Colling



Community SpeedWatch

If you wish to make a complaint about speeding, please email – communityspeedwatch@northyorkshire.police.uk and they will get in touch to discuss what options are available. This can range from enforcement from speed vans to members of the Community being trained in the use of a speed gun!

Community Messaging is "Live"

If you wish to receive community news via messaging, please visit the North Yorkshire Police website – Community Messaging and sign up or speak with a member of the Safer Neighbourhood Team

Crimestoppers

If you have any information you would like to pass on in confidence, please contact Crimestoppers on **0800 555 111**

Property Marking

Consider marking your expensive property – such as laptops, iPads, game consoles and TVs. Your local Neighbourhood Team will be happy to assist with this.

Also, register your new property at www.immobilise.com

Local News

Here is where you will see local news posted – could be a forthcoming fete, Show or roadshow. Contact Matthew.Hazelwood@northyorkshire.police.uk to "advertise" your event here !!

For any complaints regarding 101 or other issues, please go to the North Yorkshire Police Website, click – Contact us at the top of the page, then 'complain to us box'

Or go straight to it by this link - <https://northyorkshire.police.uk/contact/complain-to-us/>



Contact NYP



When to call 999 & 101

POLICE

P phone 999 only if

O offenders are nearby

L life is at risk

I injury caused/threatened

C crime in progress

E everything else, call 101

PLEASE THINK BEFORE USING 999

LIVES MAY BE AT RISK

Your Local Team

Beat Manager

PC 595 Graham Bilton –

graham.bilton@northyorkshire.police.uk

PCSOs

PCSO 5208 Ria Lockey –

ria.lockey@northyorkshire.police.uk

07741174576

PCSO 6780 Anna Wilkinson –

anna.wilkinson@northyorkshire.police.uk

07741174524

Useful Contact Numbers

Highways	01609 780 780
NHS	111
Local Dog Warden	01723 232323
Action Fraud	0300 123 2040



Force Twitter – [@NYorksPolice](https://twitter.com/NYorksPolice)

Checkout Facebook and give our page a
“like” for updates.

Force Page – North Yorkshire Police

Report for Newby and Scalby Town Council Meeting. Wednesday 10 May 2023

We have had a very different month in regard to events. With over 400 people coming to The Hub to attend Support Groups and The Kings Coronation events.

We have played bingo, held quizzes, hosted "The Price is Right", had 2 pop up shops, made Easter Bonnets, literally cried making Vision Boards and belly laughed through a session of dance through the menopause.

Wednesday 3 May

We have had a wonderful time celebrating the Coronation of King Charles. We held a garden party in the courtyard with over 60 people attending for cream teas and to hear our bagpiper both parade the courtyard playing his pipes and telling us all about his uniform. We were so lucky as amidst the days of rain and wind we had a glorious day of sunshine.

Thursday 4 May

I attended and helped with celebrations at Alder View with a vintage afternoon tea and keyboard player for 42 people. Many of these people attend events in the Hub so it truly is collaborative networking.

Saturday 6 May

I opened the Hub to regular attendees of our support groups and we had 17 people come together to watch the Coronation service on our wonderful new television funded by The Woodsmith Foundation. We then had a buffet lunch purchased from Morrisons. Most of these people would have watched the events at home alone and therefore the Hub once again brought lonely people together.

The Hub Coronation events were kindly funded by Councillor Bastiman and cost around £350 however we held a tombola, a raffle and rattled a donation bucket on both Weds and Sat and made £236 so thank you Councillor Bastiman we can now use your funds for another event.

We have a couple of larger events planned in the next few months including a ukulele band to play in the courtyard and a coach trip in July to the Scarborough Fair Museum near Filey for one of their afternoon tea dances.

All in all another truly successful month in The Hub.

The Hub regular bookings on both a weekly and monthly basis.

Monday afternoon –	Scalby Women's Institute Craft Club 1 st Monday each month
Tuesday Morning	Coffee Morning 2 nd Tuesday of each month
Tuesday Afternoon	Dementia Forward Café 1-3pm every week
Tuesday Evening	Menopause Meet Groups 3 and 4 (6.30pm – 8.30pm prebooked)
Wednesday Morning	Individual Support Sessions/Bereavement Support
Wednesday Afternoon	Social Afternoon 2-4pm anyone welcome
Thursday Morning	Slimming world 9am
Thursday Afternoon	U3A Hobbies at The Hub 2-4pm
Friday	HUB CLOSED

Helen King. Head of Support Services, Newby and Scalby Town Council Hub. Tele 07849 690327

PARISH OF NEWBY AND SCALBY

Minutes of the **ANNUAL TOWN MEETING**
held in the Community Hub, Council Offices, 445b Scalby Road on
WEDNESDAY, 12th APRIL 2023
commencing at 6.45m.

Present & able to vote as on electoral roll for parish:

Cllr. R Towse (Chairman of Newby & Scalby Town Council),
D. Bastiman, S Foote, R Holliday, RI Thompson.

In attendance but unable to vote as not on electoral roll for parish:

B. Marley, D Wiles, Mrs J Marley (Clerk to the Town Council) to take minutes.

The meeting was called to order at 6.45pm.

1/23 ELECTION OF CHAIRMAN OF MEETING

Not necessary as the Chairman of the Town Council was present.

2/23 APOLOGIES: Town Councillors Langmead and Sutton.

3/23 MINUTES OF THE MEETING HELD ON 13th April 2022

The Minutes of the Annual Assembly held on 13th April 2022, having been confirmed as accurate at a Town Council meeting held on 11th May 2022, Minute 30/22.1 refers, were **approved** for signature.

4/23 REPORT FROM CHAIRMAN OF THE PARISH COUNCIL FOR 2022/2023

As Chairman of Newby and Scalby Town Council it is my privilege to present this report to the Annual Town Meeting for Newby and Scalby.

We are now settled in our offices and the Community Hub is going from strength to strength, full details will be contained in the report by the Head of Support Services.

On 1st April 2023 the new Unitary council for North Yorkshire came to fruition. During 2022/2023 we spent a lot of time in meetings etc to provide feedback, information and the creation of a Parish Charter. The scale of this achievement should not be underestimated. Newby and Scalby Town Council will continue to explore what opportunities there are that can benefit our communities.

The council has agreed to approach the new North Yorkshire Council with a view to getting ownership of the Sweet Pea Toilets through a Community Asset Transfer, and while we are supporting the Trustees in their endeavour, Mr Nick Thomas provides an annual donation of £2;000 and the services of his staff to open and close the toilets daily.

Due to a request from Newby and Scalby Village Trust this council agreed to create a Neighbourhood Plan Working Group. Registration of a Neighbourhood Plan for our area has been completed and accepted by the planning authority. As a result of:-

- there being no sites in the current Local Plan for our area
- the Unitary Council could take up to five years to complete their Local Plan
- the Levelling Up and Regeneration Bill may contain matters affecting planning regulations
- the need to consult with our communities prior to committing funds and resources to a matter that will take some years to complete

it has been decided to put this matter on hold and review it in 2024.

For some time now Newby and Scalby In Bloom Group has been functioning with one member. As a result of volunteers coming forward we are working with them to take over from the In Bloom Group. This council will encourage and support this initiative.

PARISH OF NEWBY AND SCALBY

I am grateful to Councillor Thompson for his support as Vice Chairman and to my fellow Councillors for their commitment, diligence and support over the last 12 months, without which little would have been achieved.

I thank our Borough and County Councillors for their continued help and support.

I am indebted to Helen King, Head of Support Services for her hard work, long hours, spread of services and her success in receiving a large amount of funding to support the services she provides.

I am grateful to our Clerk and Responsible Financial Officer Jools Marley, for the way she has represented the Council and the thorough and meticulous approach she applies to her role on behalf of Newby and Scalby Town Council.

5/23 REPORTS FROM GROUPS OR ORGANISATIONS WITHIN THE PARISH

5/23.1 St. Laurence's Church.

St Laurence's seeks to serve those living in the area of the Newby and Scalby Town Council that fall within its parish boundaries. This can be confirmed via the A Church Near You website - www.achurchnearyou.com/

In the past year we have been working to identify and implement a new vision to shape and guide our work under the title of 'Building Together'. A key focus for our vision is partnership with others. A good example of this is the Warm Space initiative that we shared with the Nags Head pub on Monday afternoons (2.00pm – 4.30pm) through January – March 2023. The Warm Space initiative is about supporting those impacted by the cost-of-living crisis offering the opportunity for warmth and friendship and linking those who attend with other sources of help and support when possible. The pub met the cost of providing the venue and refreshments - hot drinks and biscuits. St Laurence's organised publicity and outreach. We also offered a team of people who shared in giving a welcome and getting everyone included at each session. The Warm Space team members were also on the lookout to give support where it could be offered. Every session was attended with some attracting just a couple of folk and others up to a dozen. A highlight was connecting with the Scarborough Sunflower Appeal for Ukraine through which we found out how to help them in their work to support Ukrainian refugees in and around Scarborough. It was also then possible for us to share with them a service at St Laurence's on Sunday 19th February marking the 1st anniversary of the war with Russia.

The Church is active in offering social events through the year that are open to church members and the wider community alike. In December the annual Wassail event was held at Scarborough Rugby club with close to 100 attending to share in an evening of 'home grown' entertainment for the whole family. Our focus on pastoral care can be seen in the 'Chat and Chuckle' gathering held at Webb Ellis Court on the last Friday of the month. Here we have been working with the Webb Ellis staff to create a friendly and welcoming gathering for residents and the wider community making use of the café area for this. Meanwhile, the Barnabas Group – our bereavement support group, meets on the 1st Tuesday of each month. Open to all it aims to be a place in which we can care for each other and journey together through the challenges that loss and grief bring to our lives.

Through our worship, pastoral care and outreach we aim to be a church that is connected to our community. This is helped by the fact that many of our members live locally and contribute as best they can, to our life together in our part of the world. We appreciate the work of the Town Council and its ongoing work to care for our community and look to support this whenever we can with Helen King (Hub & Community Support Services) being our key point of contact.

St Laurence's is active in making the church and churchyard available as a place and space for prayer and reflection, with the church being opened for this from 9.00am – 4.00pm, thanks to our team of volunteer keyholders. For those who request them the church is there for baptisms,

PARISH OF NEWBY AND SCALBY

weddings and funerals along with offering a place for marking and celebrating festivals and events through the year such as the Scalby Fair and Remembrance. Through the church rooms we are able to provide a meeting place for community activities including Rainbows Brownies and Guides, family celebrations and charity fundraising events.

The St Laurence's Friends group provides a way for those who would like to support our care of the Church and Churchyard, without being directly involved in parish church life and the wider connection that we have with the Church of England. The friend's group can be contacted through our Church office.

Thank you for support and encouragement you have given us through the year as we work together to help our community be the best it can be for all.

5/23.2 Helen King – Head of Support Services for Community and Hub.

The Hub opened on 6th September 2021 with an unknown audience of users. In the past 12 months, The Hub has seen over 5000 people come through the doors for various reasons including some mentioned below.

We quickly secured regular groups to the Hub as in Slimming World and U3A Hobbies at the Hub. Regular sessions of a Dementia Forward Café, Scalby Women's Institute Craft Group, Closer Communities Lunch Club, Soroptimists Coffee Morning, our 65+ social group ("Wellness Without Fuss at 65+), Keep Scarborough Tidy (litter picking) and our specialist group of Menopause Meet. We held a Platinum Jubilee Celebration for Her Majesty our late Queen Elizabeth II marked with the attendance of a Bagpiper. We also had our very first Carols in The Courtyard along with Choir, mulled wine and mince pies. Both events attracted over 70 people.

I continue to do Community visits, Bereavement Support sessions and one to one support sessions.

This year also saw the fun of our first group of Menopause ladies being "volunteered" into taking part in The Menopause Calendar which brought information and Guidelines from our local Gynaecology Consultant and has resulted in us having a waiting list for future Menopause Meet Sessions. At present we have two ten week courses underway and requests from local businesses to provide them with in-house support packages.

I have regular meetings with the local Social Prescriber to Hackness Road and Danes Dyke Surgeries who refers to groups within the Hub.

We have been successful in funding applications and give thanks this year to Woodsmith Foundation Trust, Stronger Communities, Two Ridings Foundation, Councillor Bastiman and Councillor Sharma, MADL (Making A Difference Locally), North Yorkshire County Council.

5/22.3 Janet E Shepherd, Chairperson, Scalby Toilet Trust

It has been a busy year for the toilets, unfortunately on September 30th 2022 we had to take the hard decision to shut the toilets as the public who use them still think they are free and don't need to put a donation in the box. We put a donation box in the gents which is used a little bit. On Scalby Fair day I sat outside and 80% of people just walked past me and never bothered putting anything in the donation box and the rest said "Oh we have used the QRcode" - we have this in all the toilets yet only one person used it. It did not help with one person who, when asked for a donation, replied "I can use the Nags for free"!

We average £28.71 per week through the donation box and it costs us £55.00 per week to have them cleaned and the cleaners do an excellent job.

So, with a heavy heart we shut the toilets for 6 weeks. Cllr Bastiman put to Newby and Scalby Town Council that it applied for a community asset transfer. This was looked into but as the

PARISH OF NEWBY AND SCALBY

Borough Council was in the last six months of its existence it was unable to help and recommended an approach was made to North Yorkshire Unitary Council after 1st April 2023. We agreed to re-open the toilets and continue to run them under our existing lease in order to give the Town Council time to negotiate with North Yorkshire Unitary Council.

Cllr Bastiman, Nick Thomas MBE, Nisa Making a Difference Locally and Newby & Scalby Town Council have very kindly given some money which is being used to change the lighting in all the toilets to led lights and also for day to day running costs. Mr Thomas has also agreed for his staff to open and close the toilets at each end of the day. We have also received a donation from Scalby Fair.

We will be shut for a week from 19th June 2023 in order to upgrade the urinals in the gents and replace the toilet pans in all the toilets.

Hopefully in the coming months an asset transfer will be negotiated and Newby & Scalby Town Council will take over responsibility for the toilets.

5/23.4 Newby and Scalby Library

When a group of Trustees took over running the library in April 2017, nobody could have foreseen the turbulent times ahead. Certainly, the pandemic and subsequent cost of living increases, particularly in utilities, have posed significant challenges for all charitable organisations. However, we are pleased to report that since March 2022 the library has continued to thrive and customer numbers are back to pre-pandemic levels. Volunteer numbers have remained buoyant and the loyal team of gardeners have made the garden a really attractive haven.

In order to make the most of it, we bought some garden games including Connect 4, Jenga, Draughts and others which were very popular over the Summer. We continued to support the various initiatives from NYCC and were pleased to support Mental Health Awareness Week in May with promotional material and a good selection of books for adults and teenagers to borrow and buy. We also arranged a special Mindfulness session with a qualified practitioner, for our volunteers. Reiki sessions were available during term time and much appreciated by customers who feel it contributes to relaxation and well-being.

The Ukrainian war and the fallout from that has touched people all over the country and as refugees began to arrive in the town, the library was pleased to be part of the response. Starting in mid May the library hosted drop-in meetings Ukrainian visitors, their hosts, potential sponsors and anyone who had information to share that might help them. The first meeting, led by local lawyer and businessman Iain Butterworth, was attended by 36 people, including representatives of North Yorkshire County Council, The Citizen's Advice Bureau and Salvation Army. Fortunately, the need for weekly meetings was eventually no longer required as the visitors found their feet and integrated into the local community.

As we look ahead to the coronation in the Summer of 2023, it is hard to realise that it was only last June that we were all celebrating the Queen's Platinum Jubilee. To mark the occasion, the Trustees held a very successful Vintage Tea Party on Wednesday 1 June and the weather was kind. We were delighted to host many of our home library customers who enjoyed the occasion and the novelty of coming to us for a change. As ever the library had appropriate bunting for the occasion! Last Summer's Reading Challenge for school age children ran throughout the school holidays on the theme of 'Gadgeteers'. As part of our post pandemic support for children we ran an even busier programme of free events with over 900 children attending throughout the Summer. Minecraft, junk modelling and cartoon art were available as well as our regular Zoolab events.

We continued with our school project in 2022 supporting literacy, making visits to local schools and providing brand new books for children in need. The aim was to support children's enjoyment of books after the interruption in their education caused by the pandemic.

However, challenges are never far away and as Autumn approached the spectre of rising gas prices began to emerge and the library has seen a 200% increase in its utilities costs in the last quarter.

PARISH OF NEWBY AND SCALBY

However, we played our part in the Warm Welcome scheme and we are one of the local venues listed where people can come and keep warm, have a coffee and read the paper. Our fundraising has, of course, become even more important against the backdrop of rising costs and we look ahead with some caution. Reserves at present are healthy but we cannot be complacent and we will continue to look for support from customers and organisations in the coming months. In the meantime, the garden is looking delightful and we look forward to welcoming all our visitors in the coming year. Please call in, check our website (www.newbyandscalbylibrary.co.uk), our facebook page or twitter for further information.

6/23 ELECTORS QUESTIONS/COMMENTS – Nothing raised.

There being no further matters the Chairman declared the meeting closed at 6.49 pm

**Chairman of the Town Meeting
A DATE IN APRIL OR MAY 2024**



Annual Report & Accounts

Year Ended 31 March 2023

NEWBY AND SCALBY TOWN COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31 MARCH 2023

RECEIPTS

(Previous) Year Ended 31 Mar 2022		(Current) Year Ended 31 Mar 2023	NOTES
£		£	
2,891.57	Allotment rents	2,744.07	1
118.17	General interest received	477.72	2
0.24	Interest taken into revenue	1.08	3
5,349.96	Model agreement – SBC	5,505.10	4
64,400.00	Parish precept	91,710.00	5
3,000.00	Grants & donations (Council)	5,150.00	6
21,088.00	Grants & donations (Hub)	37,684.00	7
1,000.00	Loan repayments	1,000.00	8
1,933.75	Hub income (room hire etc)	9,158.22	9
519.27	Other Council income inc. refunds	1,198.88	10
8,213.07	VAT reclaimed	5,238.95	11
9,343.23	Rent from property (gross)	15,000.00	12
<u>117,857.26</u>	TOTAL	<u>174,868.02</u>	

¹ Reduced turn over of tenancies.

² In line with expectations (increase due to increased interest rates nationally and higher balances in interest bearing accounts).

³ In line with expectations (increase due to increased interest rates nationally)

⁴ In line with expectations.

⁵ Increase to assist with funding increased staffing costs & loan repayments.

⁶ Grants from SBC and NYCC councillors for noticeboards/signage and creation of commemorative garden for the late Queen.

⁷ Grants specifically for hub and its projects

⁸ Loan repayment by Scalby Sports Association.

⁹ Hub room hire £4,374.00; refreshments £21.00; donations £85.29; entry fees £1,148.00; calendar sales £3,529.93.

¹⁰ Refunds (allotment water £55.15, office water £172.57, roofing items £924.14, utilities £40.02); photocopying £7.00.

¹¹ In line with expectations.

¹² Rent for 445 Scalby Road (12 months occupancy) [21/22 figure is net].

PAYMENTS

(Previous) Year Ended 31 Mar 2022 £		(Current) Year Ended 31 Mar 2023 £	NOTES
2,299.04	Allotments	3,065.33	1
1,440.00	Audit fees	510.00	2
1,191.00	Courses, subs & training	1,338.73	3
0.00	Contingency	0.00	4
333.00	General expenditure	353.90	5
2,119.90	Insurance	2,231.09	6
4,763.69	Model agreement	5,467.97	7
4,496.41	Office, newsletter & software support	3,514.43	8
32.40	Councillor's expenses	63.90	9
179.99	Website	399.99	10
40,157.55	Staffing	57,364.19	11
3,450.00	Legal & professional fees	1,245.00	12
28,230.49	PWLB loan repayments	29,179.22	13
390.00	Discretionary grants	125.00	14
903.93	Premises, hall hire & equipment	6,420.44	15
661.16	Parish caretaker/civic pride	184.00	16
175.00	Vehicle Activated Speed signs	0.00	17
450.00	Special payments – section 96 (verges)	75.00	18
3,298.04	445 costs	23,936.43	19
46,535.33	445b costs	9,433.44	20
2,339.74	Community engagement/hub specific costs	11,734.30	21
587.50	Charitable donations	750.00	22
2.06	JJ Burchell bequest	0.00	23
10,263.73	VAT	6,006.13	24
<u>154,299.96</u>	TOTAL	<u>163,398.49</u>	

- ¹ Landlord increased rent, water costs doubled (increase in usage and increased cost per unit).
- ² Decrease due to reduced income as no PWLB loan.
- ³ In line with expectations.
- ⁴ No contingency expenditure in 2022/23.
- ⁵ Xmas lights prizes £135, bank charges/multipay fees £155.90, sundries £63.
- ⁶ In line with expectations.
- ⁷ In line with expectations.
- ⁸ In line with expectations.
- ⁹ Mileage now that meetings are no longer virtual.
- ¹⁰ Increase due to cost of technical support.
- ¹¹ 2022/23 pay settlement much higher than expected; additional hours worked by staff.
- ¹² In line with expectations.
- ¹³ First full year of payments.
- ¹⁴ Warm Space grant to Scalby Methodists.
- ¹⁵ Fire extinguishers £144.32; signage £547.00; tarmac path on drive (grant funded) £2,400; general maintenance £1,598.62 (includes courtyard lights £367.02; external painting £630 and window replacement £225); security cctv & wifi £1,416.50, ground maintenance £314.
- ¹⁶ Reduced due to contractor ill health.
- ¹⁷ No expenditure in year of account.
- ¹⁸ Reduction in line with expectations.
- ¹⁹ Re-roof house & external paint £21,423-43; letting management charges £1,916; repair/maintenance/window cleaning £597.
- ²⁰ Utilities £3,817.94; asset purchase (land) £5,000 (goods) £21.67; window cleaning & miscellaneous costs £259.68; repairs/maintenance of 445b & environs in general £334-15
- ²¹ Calendar costs £8,466.24; Platinum Jubilee events £626.41; event speakers/specialists £1,140.78; catering £345.49; general £802.04; room hire (grant funded) £353.34.
- ²² Scalby Toilet Trust £650.00; British Legion £100.00.
- ²³ No expenditure in year of account.
- ²⁴ In line with expectations.

BANK RECONCILIATION

(Previous) Year Ended <u>31 Mar 2022</u>	SUMMARY	(Current) Year Ended <u>31 Mar 2023</u>
£76,760.10	Balance brought forward 1 April	£40,317.40
<u>£117,857.26</u>	ADD total receipts	<u>£174,868.02</u>
£194,617.36		£215,185.42
<u>£154,299.96</u>	LESS total payments	<u>£163,398.49</u>
£40,317.40		£51,786.93
<u>£0.00</u>	Transfers between banks	£65.00
<u>£40,317.40</u>	Balance carried forward	<u>£51,851.93</u>

These cumulative funds are represented by:

£2,445.60	Nat West Reserve a/c	£0.00
£0.00	Nat West Current a/c	£0.00
£17,211.55	Unity Reserve (IA)	£5,168.56
£5,719.03	Unity Current (T1)	£5,173.43
£9,066.29	Unity Hub Grants (IA)	£37,702.48
£0.00	Unity Hub Income (IA) (opened Oct. 22)	£3,949.93
<u>£0.00</u>	LESS unpresented cheques at year end	<u>£0.00</u>
<u>£34,442.47</u>		<u>£51,994.40</u>
£0.00	ADD Fixed term reserves	£0.00
£6,017.40	ADD Instant access reserves	£0.00
<u>(£142.47)</u>	Prior year adjustment	<u>(£142.47)</u>
<u>£40,317.40</u>	TOTAL	<u>£51,851.93</u>

The above statement represents fairly the financial position of the authority as at 31 March 2023 and reflects its receipts and payments during the year.

Approved by Council: _____

Signed _____

Chairman

Signed _____

J Marley (CiLCA)
Responsible Financial Officer

NOTES TO THE STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2023

1 ASSETS

At 31st March 2023 the assets held include play equipment at Linden Road playground, allotment items, Christmas lights, civic items, office equipment & furniture, white goods, catering equipment, plaswood seats, fixtures and fittings. Full details are contained in the Asset Register. In accordance with the conventions of Town and Parish Council accounting, assets (excluding 445/445b Scalby Road) are valued at purchase cost and there is no depreciation element. The property 445/445b is valued on an insurance rebuild ex VAT basis. The total value of the assets held at the end of this financial year amounted to £850,262.

2 LOANS MADE AND LOANS RECEIVED

The Town Council has one outstanding loan made [Minutes 126/18.2 and 11/19.3 refer]. By an agreement dated 18th February 2019 the sum of £10,000 was loaned to Scalby Sports Association for a term of 10 years. Funds were transferred to the Association's bank account on 27/3/19. Scheduled repayments are twice yearly on 1st January and 1st July. At 31st March 2023 the amount outstanding on this loan is £6,000.

One loan received (to purchase 445 and 445b Scalby Road) exists [Minute 79/20.4 refers]. On 7th December 2020 the sum of £600,000 was borrowed via the Public Works Loan Board (PWLb) for a term of 24 years and 11 months (maturity date 1st November 2045) at a fixed interest rate of 1.59%. Repayments are made twice yearly on the 1st May and 1st November. In the year of account repayments of £29,179-22 were made and the outstanding balance as at 31/3/23 was £560,250-68.

3 LEASES

At the end of the year the Town Council had the benefit of the following leases: -

Lessor	Purpose	Annual Payment	Year of Expiry
Siemens	Print/Scan/Copy	£1,396+VAT	2026

4 DEBTS OUTSTANDING

At the year end there was one outstanding invoice due to the Council (£20 for hall hire).

5 TENANCIES

During the year the following tenancies were held:

Council as Tenant			
Landlord	Property	Rent P.A.	Repairing/Non repairing
Duchy of Lancaster	Land for Allotments	£875+VAT	Maintain hedges, cut grass and maintain good soil quality.

Council as Landlord			
Tenant	Property	Rent P.A.	Repairing/Non repairing
De Lange	445 Scalby Road	£15,000 gross	Non-repairing on part of tenant.

6 GENERAL POWER OF COMPETENCE/SPECIAL PAYMENTS

During the year of account Newby & Scalby Town Council met the two criteria for eligibility to use the General Power of Competence (GPC) as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 that came into force in April 2012. The GPC is a power of first resort and gives an eligible council the power to do anything that individuals generally may do as long as they don't break other laws.

A council which has resolved to adopt the GPC can no longer use s137 of the 1972 Local Government Act as a power for taking action for the benefit of the area or its community.

At its meeting on 11th May 2022 Council resolved that from 11th May 2022 until the next relevant Annual Meeting of the Council, and having met the conditions of eligibility as defined in the Localism Act 2011 and The Parish Councils (General Power of Competence) (Prescribed Conditions) Order, Newby & Scalby Parish Council adopted the General Power of Competence. [Minute 31/22.5 refers]

Payments which would have previously been made under S137 and are now made under the GPC are shown below.

Item	Nature of payment	Power	Amount
Royal British Legion	Donation	GPC	£100.00
Total			£100.00

7 AGENCY WORK

During the year the Town Council undertook the following agency work on behalf of other Authorities:

Principal Authority	Nature of Work	£ Amount
Scarborough Borough Council	Upkeep & maintenance of parks, playing fields, open spaces & shelters	£2,335.58
Scarborough Borough Council	Contribution to closed churchyard upkeep costs	£3,132.39
Total		£5,467.97

8**RESERVES**

In 2022/23 accounts at the NatWest and NS&I were closed and the balances moved to Unity Trust. When setting the precept for 2022/23 Council decided to fund some of its requirements from reserves instead of putting the precept up to the full level required. As a result the 22/23 precept was set at £91,710. This has severely depleted reserves. Reserves have been re-allocated and are now held within the Unity Trust T1 and Instant Access accounts.

Year Ending 31 March 2022		Year Ending 31 March 2023
£5,000.00	Community & Infrastructure Reserve (held within Unity IA a/c)	£2,500.00
£6,017.40	General Reserve (t/f NS&I to Unity)	£0.00
£5,000.00	Allotments (held within Unity IA a/c)	£1,000.00
£1,895.55	Carr Lane Playing Field (t/f NatWest to Unity)	£0.00
£550.05	Burchell Bequest (t/f NatWest to Unity a/c)	£598.81
£4,000.00	Decorative Lighting (held within Unity IA a/c)	£0.00
£3,000.00	Election Fees (held within Unity IA a/c)	£0.00
£0.00	Premises/Buildings (held within Unity IA a/c)	£2,500.00
£211.55	General Reserve (held within Unity IA a/c)	£3,743.18
£25,674.55		£10,341.99

The monies held in the Hub Grants and Hub Income accounts are specifically for the use of the Hub.

9**ADVERTISING AND PUBLICITY**

There were no costs for advertising or publicity incurred in the year of account.

10**CONTINGENT LIABILITIES**

None.

11**PENSIONS**

Pursuant to pension auto-enrolment legislation, a pension scheme was set up in April 2016. The provider is the People's Pension and all staff are enrolled in this scheme. Contributions are 5% by employees and 4% by the council. In the year of account, employee's contributions totalled £2,321.69 and employer's contributions totalled £1,874.25.

12**MANAGED TRUSTS**

The Town Council is the Trustee for the J J Burchell Bequest in connection with the upkeep & maintenance of the playing field at Carr Lane, Scalby. The Trust is registered with the Charity Commissioners. Its sole source of income is from funds invested in 4¼% 2046 Treasury Gilts. In the year of account, the balance of the accrued dividends held amounted to £598.81.

INTERNAL AUDIT REPORT

2022/23 FINANCIAL YEAR

January -March CASH BOOK & BANK STATEMENT FOR SCHEDULES 10-12 AND January to March ACCOUNTS, SCHEDULES 10-12

AUDIT CARRIED OUT ON 18th April 2023

1 PETTY CASH (Schedules 10-12 of 2022/23 financial year, physical count as on day of audit).

- ☒ Petty Cash was accurately recorded.
- ☐ Petty Cash was inaccurate. See section 7 overleaf.

2 CASH BOOK & BANK STATEMENTS

- ☒ I am satisfied that the records are complete and accurate.
- ☐ I am not satisfied that the records are complete and accurate. See section 7 overleaf.
- ☒ The records are balanced and reconciled.
- ☐ The records are not balanced and reconciled. See section 6 overleaf.

3 INCOME RECORD ON P.C.

- ☒ The record is accurate and reconciled.
- ☐ The record is not accurate and reconciled. See section 7 overleaf.

4 EXPENDITURE ON P.C.

- ☒ The record is accurate and reconciled.
- ☐ The record is not accurate and reconciled. See section 7 overleaf.

5 VAT RECORD ON PC AND I & E FILES

- ☒ The record is accurate and refund claims have been made on a timely basis.
- ☐ The record is not accurate and/or refund claims have not been made on a timely basis. See section 7 overleaf.

6 PAYE RECORDS

- ☒ The Inland Revenue electronic record has been completed correctly and the figures accord with the schedule of payments.
- ☐ The Inland Revenue electronic record has not been completed correctly and the figures do not accord with the schedule of payments. See Comments Section 7.

7 COMMENTS/EXPLANATIONS:

Signed R.A. Long
Internal Auditor

Date: 19th April 2023

consider paying staff by Standing Order (perhaps somewhere between 2/3 and 3/4 of their wage) with the balance paid via the regular schedule of payments. Ensures staff paid bulk of wage without need for councillor approval (good practice / contract requirement)

8 FINANCIAL YEAR END ONLY

- ☒ I have examined the year end records and I am satisfied that the annual report & accounts comply with Governance & Accountability.
- ☐ I have examined the year end records and I am not satisfied that the annual report & accounts comply with Governance & Accountability and make the following comments:

- ☒ I have examined the Annual Return to the External Auditor and confirm that I am satisfied with the completeness of the data.
- ☐ I have examined the Annual Return to the External Auditor and confirm that I am not satisfied with the completeness of the data and make the following comments:

Signed R.A. [Signature]
Internal Auditor

Date: 19th April 2023

Annual Internal Audit Report 2022/23

NEWBY & SCALBY TOWN COUNCIL

<https://newbyandscalby-tc.gov.uk/>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

07/11/2022

10/02/2023

19/04/2023

R. A. Carey

Signature of person who carried out the internal audit

R.A. Carey

Date

19/04/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

NEWBY & SCALBY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

10/05/2023

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

<https://newbyandscalby-tc.gov.uk/>

Section 2 – Accounting Statements 2022/23 for

NEWBY & SCALBY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	76,459	40,220	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	64,400	91,710	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	53,357	83,109	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	40,150	57,087	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	28,230	29,179	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	85,616	76,827	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	40,220	51,946	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	40,220	51,946	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	849,565	850,262	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	580,283	560,251	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	✓			<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

J. Marley

11/04/2023

Date

I confirm that these Accounting Statements were approved by this authority on this date:

10/05/2023

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved



Newby & Scalby Town Council

DIGNITY AT WORK POLICY

Adopted by full Council 8/2/23

AMENDMENTS (highlighted in yellow) to be considered for adoption at Council meeting of 10/5/2023

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DIGNITY AT WORK POLICY

Newby & Scalby Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Newby & Scalby Town Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Newby & Scalby Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC & SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks/chief officers and all employees engaged to work at Newby & Scalby Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Newby & Scalby Town Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the Review and Staffing Committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

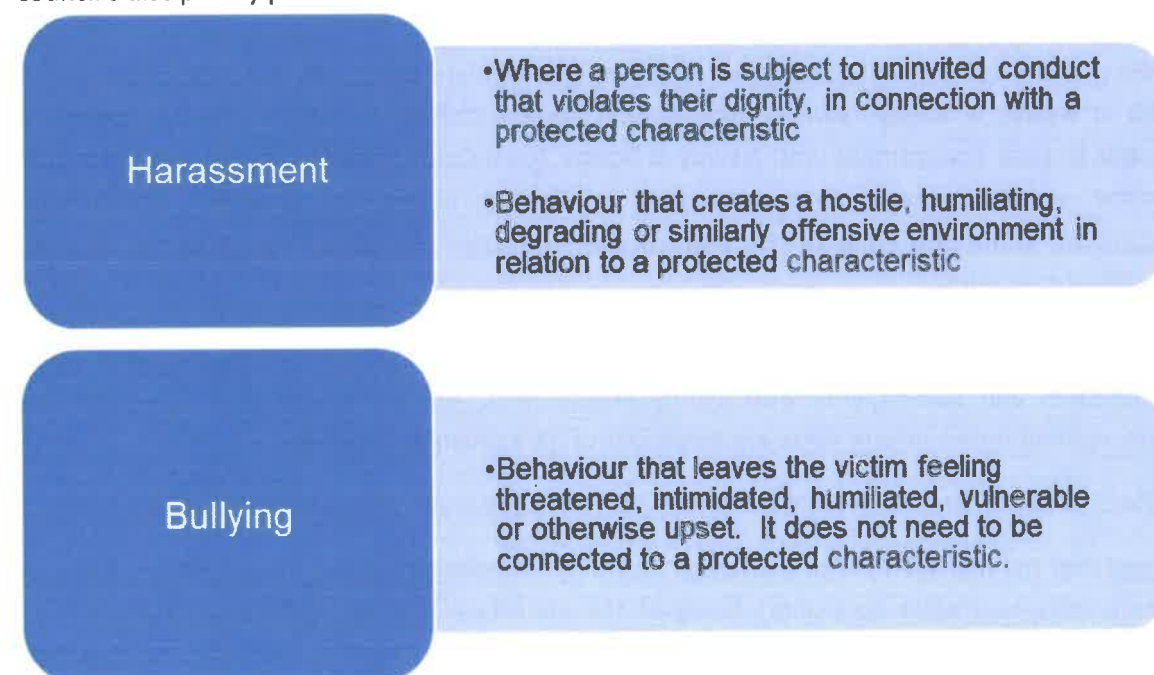
All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Newby & Scalby Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, **civility and respect pledge**, equality & diversity policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.



What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not)

or due to their association with someone else (such as harassment related to their partner having a disability for example). See the Council's Equality and Diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

Document History		
Status	Date	Version
Draft for approval by Council.	14/12/22	n&stc 2022-08-dignity-at-work-policy.doc
Adopted by Council	8/2/23	n&stc_pre-pledge-dignity-at-work-policy-080223.doc
Amended policy for council consideration 10/5/23		n&stc_dignity-at-work-policy100523.doc