

MINUTES OF EXTRAORDINARY MEETING OF NEWBY AND SCALBY TOWN COUNCIL 682

held in the Community Hub, 445b Scalby Road,
on Friday 21st February 2025 at 9am.

PRESENT:

Councillors R Thompson (Chairman), H Bore, R Holliday, G Kendall, J Shepherd, J Smith, R Towse.

ALSO IN ATTENDANCE

8 members of public (left at various times). Mrs J Marley (Clerk to Council).

ABSENT: Cllrs. D Bastiman, S Foote, B Marley, N Murphy, C Thistleton.

15/25 NON-ATTENDANCE OF COUNCILLORS

15/25.1 Apologies **received & noted** from Cllrs. D Bastiman, S Foote, B Marley and C Thistleton.

15/25.2 **Resolved** the reasons for absence given by Cllrs. Bastiman (NYC commitment), Foote (health commitment) Marley (prior commitment) and Thistleton (work commitment) be **accepted**. (Recorded vote requested by Cllr. Towse:- for Cllrs. Bore, Holliday, Kendall, Shepherd, Smith and Thompson, against Cllr. Towse).

16/25 DECLARATIONS OF INTEREST: None.

17/25 MINUTES

17/25.1 Having been previously circulated, the minutes of the Ordinary Meeting of Council held on 12th February 2025 were **resolved** to be a correct record and **authorised** for signature by Cllr. Thompson. (Recorded vote requested by Cllr. Towse:- for Cllrs. Bore, Holliday, Kendall, Shepherd, Smith and Thompson, against Cllr. Towse).

18/25 CASUAL VACANCY [Minute 8/25.3 refers]

18/25.1 **Resolved** it be **noted** that an election had been requested to fill the vacancy.

18/25.2 **Resolved** poll cards not to be provided for the vacancy. Clerk to inform Electoral Services. (Recorded vote requested by Cllr. Towse:- for Cllrs. Bore, Holliday, Kendall, Shepherd, Smith and Thompson, against Cllr. Towse)

There being no further business to be transacted, the Chairman declared the meeting closed at 9.07am.

Cllr. Richard Thompson, Chairman

Dated:

**MINUTES OF AN EXTRAORDINARY MEETING OF REVIEW & STAFFING COMMITTEE,
NEWBY AND SCALBY TOWN COUNCIL**

held in the Community Hub, 445b Scalby Road,
on Monday, 24th February 2025 at 9am.

PRESENT:

Councillors R Thompson (Chairman), H Bore, R. Holliday, J Shepherd and J Smith.

ALSO IN ATTENDANCE

Mrs J Marley (Clerk).

ABSENT: None.

RS1/25 APOLOGIES FOR ABSENCE

RS1/25.1 None.

RS1/25.2 **Resolved** no reasons for absence to consider.

RS2/25 DECLARATIONS OF INTEREST None.

RS3/25 EXCLUSION OF PUBLIC & PRESS

At 9.01am **resolved** that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the next items due to the confidential nature of the business to be transacted.

CONFIDENTIAL ITEMS

RS4/25 VEXATIOUS POLICY

A confidential report (tabled at the meeting) asked committee to consider if the actions of three individuals (identified as A, B and C) fell within the ambit of Council's Vexatious Policy.

Resolved

1. Actions/behaviours of A, B and C to be classified as vexatious in accordance with Appendix 1 of Council's policy.
2. For all three, contact with Council to be only via email to Clerk (restriction applied until 31/8/2025).
3. B and C to be reminded that Council's Standing Orders regulated proceedings at meetings included disorderly conduct and would be invoked as necessary.

There being no further business on the agenda, the Chairman declared the meeting closed at 10.12am.

**Cllr. Richard Thompson, Chairman
9th April 2025**



**Scalby and Hackness group and Staintondale & Ravenscar
Parish Councils Report
April 2025 meetings**

Total crime figures for Scalby & Hackness from January to December every year for the previous three years and for 2025.

Scalby etc...	2022	2023	2024	2025	Grand Total
Arson & Criminal Damage	2	1	5	1	9
Burglary	0	1	2	1	4
Drug Offences	1	2	1	1	5
Fraud	2	5	3	2	12
Misc Crimes Against Society	0	1	0	0	1
Possession Of Weapons	0	0	0	2	2
Public Order Offences	0	0	1	1	2
Robbery	0	1	0	0	1
Sexual Offences	0	3	1	2	6
Theft	3	2	4	2	11
Vehicle Offences	0	2	6	1	9
Violence Against The Person	19	18	16	12	65
Grand Total	27	36	39	25	127

Total crime figures for 2025 for the whole area covered by Filey NPT (Filey & Eastfield Police Stations) for the previous three years from January to December every year. See below map for area.

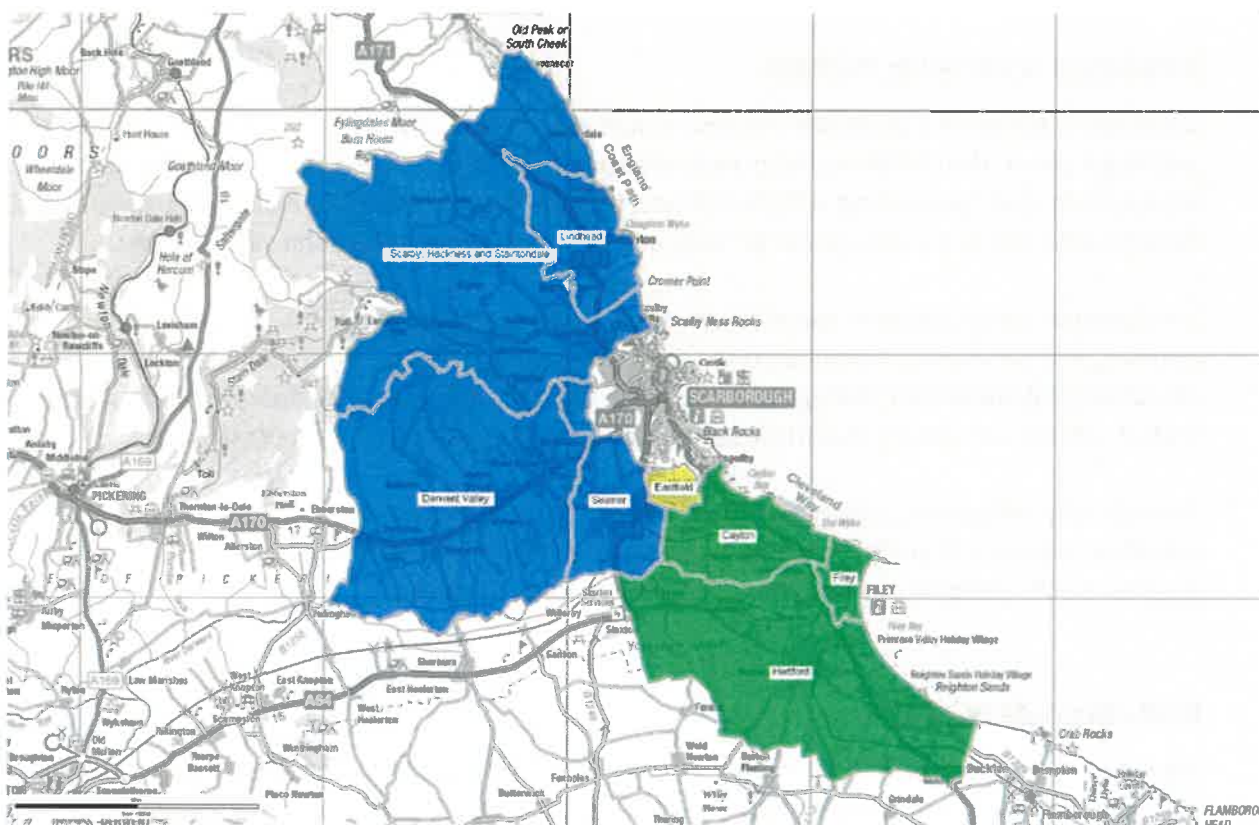
	2022	2023	2024	2025	Grand Total
Arson & Criminal Damage	57	78	50	44	229
Burglary	8	7	16	13	44
Drug Offences	14	13	22	17	66
Fraud	42	32	27	8	109
Misc Crimes Against Society	4	10	13	17	44
Possession Of Weapons	1	5	5	7	18
Public Order Offences	41	41	24	27	133
Robbery	0	2	1	0	3
Sexual Offences	28	29	20	26	103
Theft	57	58	67	50	232
Vehicle Offences	4	12	16	10	42
Violence Against The Person	250	235	254	182	921
Grand Total	506	522	515	401	1944

If you wish to look at further details relating to the crime figures, please visit

[Home | Police.uk \(www.police.uk\)](https://www.police.uk) and search for your relevant area.

Which areas are covered from Filey and Eastfield Police Stations?

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



There were 64 incidents reported in your area during March. Incidents of note are as follows: -

03/03/2025 18:57 – A high value burglary was reported from a house on Limestone Road in Burniston. Please report any information and quote 12250038802 - [High-value designer watches and handbags taken during Burniston burglary](#)

09/03/2025 11:09 – Two orange off-road motorbikes failed to stop for Officers at Langdale End.

12/03/2025 07:00 – Officers from Filey and Eastfield stations, accompanied by the Chief Officer Team and other specialist departments carried out a proactive Policing day targeting a range of offences. The results from this day are as follows; Four drug warrants executed, three arrests for drug-related offences, there was no-one was present at one of the addresses, but drugs were located and the suspect to be dealt with later. 35 vehicles stopped – one arrest, 19 Traffic Offence Reports (TORs) issued, seven vehicle seizures. Seven suspects arrested for retail crime offences with the property returned to the shop. Of the seven arrests, four were dealt with by way of Community Resolution Disposal due to them being first-time offenders. Please see this link for a [full report](#) including images - [Filey and Eastfield feel the full force of Operation Tornado | North Yorkshire Police](#)

Introducing OP TRAILBLAZE: A New Initiative to Tackle Off-Road Vehicle Disruption in Forestry Areas

Introduction to Operation Trailblaze

Operation Trailblaze is a dedicated initiative aimed at addressing the increasing issue of anti-social and illegal use of off-road 4x4 vehicles and motorbikes. These activities have caused significant disruption to local forestry and wildlife habitats, threatening the balance of delicate ecosystems and impacting the safety and enjoyment of these areas for local communities and visitors alike.

The operation brings together law enforcement, forestry management teams, environmental agencies, and community stakeholders to tackle the problem head-on. By combining enforcement, education, and prevention strategies, Operation Trailblaze seeks to restore order to affected areas, protect wildlife, and ensure that these natural spaces are preserved for future generations.

Through targeted patrols, public awareness campaigns, and collaboration with residents, the operation aims to reduce the damage caused by irresponsible off-road activities, emphasizing the importance of respectful and lawful use of shared natural resources.

What can you do to help?

We are asking for your help to tackle the ongoing issue of anti-social driving in our local forestry and wildlife areas. If you see any 4x4 vehicles or off-road motorbikes being used irresponsibly, please report it to us.

Your information is vital in helping us identify and address this behaviour, which is causing significant harm to the environment, wildlife, and the safety of others.

To report sightings, please provide as much detail as possible, including:

- The location of the incident
- The time and date
- A description of the vehicles or individuals involved

You can report anonymously if you prefer. Together, we can protect our natural spaces and ensure they remain safe and enjoyable for everyone.

Call 101 for non-emergency enquiries.

If you have a hearing or speech impairment, use our textphone service on 18001 101.

Call 999 in emergency situations like these:

- there is an immediate danger to life.
- someone is using violence or is threatening to be violent.
- a road traffic collision where life is at risk, or the road is blocked.
- a crime is happening right now, like a house burglary or a theft.

If you accidentally dial 999, please stay on the line and tell the operator you're safe and that no crime has occurred.

Hearing or speech impairments

- If you have a hearing or speech impairment and you've pre-registered with the [emergencySMS service](#), you can use our textphone service 18000 or text us on 999.
- If you're a British Sign Language (BSL) user, you can call [999 BSL](#) to use a remote BSL interpreter.

Silent 999 calls

- If you're in danger but you can't talk on the phone, you should still call 999, then [follow these instructions](#).

Community messenger

We are committed to keeping the public informed about the progress of Operation Trailblaze. To do this, we will be using Community Messenger to share regular updates on our activities, including enforcement actions, patrols, and successes in tackling anti-social driving.

These updates will help ensure transparency, build community confidence, and highlight the important role you play in protecting our local forestry and wildlife habitats. Stay tuned to Community Messenger for the latest news and ways you can continue to support this initiative. Together, we can make a positive difference.

Sign up for updates here - [Home Page - North Yorkshire Community Messaging](#)

Property marking DNA kits for farms and rural locations.

[Farms across North Yorkshire and York are being protected by advanced forensic marking technology | North Yorkshire Police](#)

The rural team are now trained in the property marking DNA kits and will be visiting farms to assist with these. If you wish to have property marked, please contact

Jamie.Manson@northyorkshire.police.uk

When and how to call us

Contact NYP Information

Please scan this QR code to access information about how and when to contact North Yorkshire Police. When to phone 999 or 101 etc...

Or click this link - [Contact us](#) | [North Yorkshire Police](#)



How to contact your local team

PC 672 Manson

Jamie.Manson@northyorkshire.police.uk
07741175623

PCSO 5208 Ria Lockey –07741174576 -

ria.lockey@northyorkshire.police.uk

PCSO 6780 Anna Wilkinson – 07741174524 -

anna.wilkinson@northyorkshire.police.uk

Useful Contact Numbers

North Yorkshire Council Services can be reported online at www.northyorks.gov.uk

NYC Highways	0300 131 2 131
NYC Dog Warden	0300 131 2 131
NYC Noise Complaint	0300 131 2 131
NYC Food Safety Report	0300 131 2 131
NYC Community Safety	0300 131 2 131
NHS	111
Action Fraud	0300 123 2040

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>

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.

6-1
redacted.

Subject: Re: Parking at Newby and Scalby
Date: Tue, 11 Mar 2025 09:26:59 +0000
From: Jools Marley, Clerk to Council <clerk@newbyandscalby-tc.gov.uk>
Organisation: Newby & Scalby Town Council
To: REDACTED

Morning and thanks for the email. Traffic/parking on The Green and surrounding roads has regularly been mentioned at Council meetings as an issue - which in part is why "no parking" cones are situated at some points. I'm surprised that North Yorkshire Council (NYC) didn't say they are responsible for the parking enforcement and as such they could get wardens there to carry out enforcement of regulations.

In terms of other measures (bollards, one way etc), then I can put the matter to Council when it next meets and see what they suggest. At the moment I don't know when the next meeting will be, but will let you know once I do.

Regards, Jools

Jools Marley (Mrs) CILCA
Clerk to the Council

Newby & Scalby Town Council

445b Scalby Road,

SCARBOROUGH

YO12 6UA

01723 354018 (answerphone when unavailable)

Office generally open Mon-Fri 8am-12noon.

Please note messages sent after 12noon may not get a response until the next working day.

Disclaimer This email (and any files attached) may contain confidential or privileged information and is intended for the addressee(s) only. If you are not the intended recipient, please be aware that any disclosure, copying distribution or any action taken is prohibited and may be unlawful. You should delete it from your system. Any opinions expressed are those of the author of the email, and do not necessarily reflect those of Newby & Scalby Town Council. PLEASE THINK BEFORE YOU PRINT

On 10/03/2025 23:03, REDACTED wrote:

Good evening Jules,

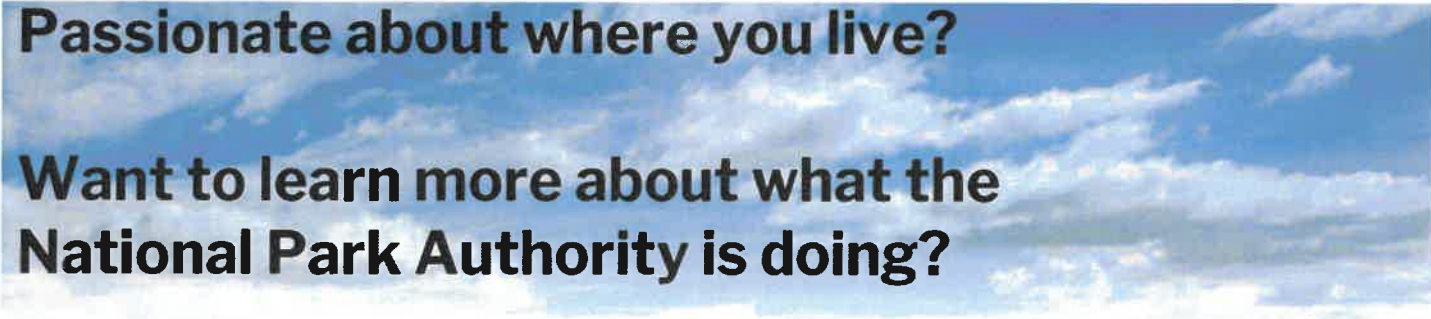
I am a governor at Newby and Scalby Primary School, I recently spoke to NYCC regarding the persistent traffic offences on school drop off and pick up every day. Whilst there are markings on the road (yellow zig zags) these are very rarely adhered to as there is seldom any wardens there to enforce things.

Approx 425 pupils enter two gates via The Green every school day, it is amazing that a child has not been seriously injured by a car yet.

I believe some sort of permanent obstruction such as bollards etc is needed to really have any positive effect, making The Green a one way street could also be hugely beneficial. NYCC said I was to raise this through my Parish Council, if this is not the case then I apologise and please point me in the right direction.

Kind regards

REDACTED



Passionate about where you live?

**Want to learn more about what the
National Park Authority is doing?**

Come along to the

Coastal Area Parish Forum Meeting

At Burniston and Cloughton Village Hall

On Monday, 28 April 2025 at 7pm

Members of the public are invited to attend.

Parish Forums are a means of discussing matters affecting your local community.
They help to ensure that our services and policies meet the needs of local people.

You can ask a question at the Parish Forum meeting to Members and to Officers of the
National Park Authority.

It would be helpful if you let us know your question in advance so that we can consider it fully,
but this is not essential.

Look forward to seeing you there.

North York Moors National Park Authority
The Old Vicarage
Bondgate
Helmsley
York YO62 5BP
Tel: 01439 772586 e-mail: j.seaton@northyorkmoors.org.uk
www.northyorkmoors.org.uk



Stuart Carlton
Corporate Director - Children and Young People's Service

Amanda Newbold
Assistant Director, Inclusion,
County Hall, Northallerton,
North Yorkshire, DL7 8AE

27 March 2025

Contact: Matthew Kettlewell
E-mail: schoolorganisation@northyorks.gov.uk
Web: www.northyorks.gov.uk

Dear colleague

Proposed Disposal of Land at Scalby School, Scarborough
Section 77 Schools Standards and Framework Act 1998

I am writing to you as part of a consultation process to enable North Yorkshire Council to seek consent from the Secretary of State to dispose playing field land following the proposed re-location of Scalby School, Fieldstead Crescent, Newby, Scarborough, North Yorkshire, YO12 6TH, and detached playing field situated to the West of The Green, Scarborough on a date to be determined.

To comply with Section 77 of the Schools Standards and Framework Act 1998, the Council must seek views from various interested parties to include the local Schools, Parish Councils, the local Councillors, MP and local community generally.

The areas under consideration are shown shaded pink on the attached plans and measures approximately 6.98 hectares, and is situated at Fieldstead Crescent, Newby, Scarborough, North Yorkshire, YO12 6TH (2.67 hectares) and to the West of The Green, Scarborough (4.31 hectares).

Any redevelopment of the areas would require planning permission and as such would be subject to a separate consultation and approval process.

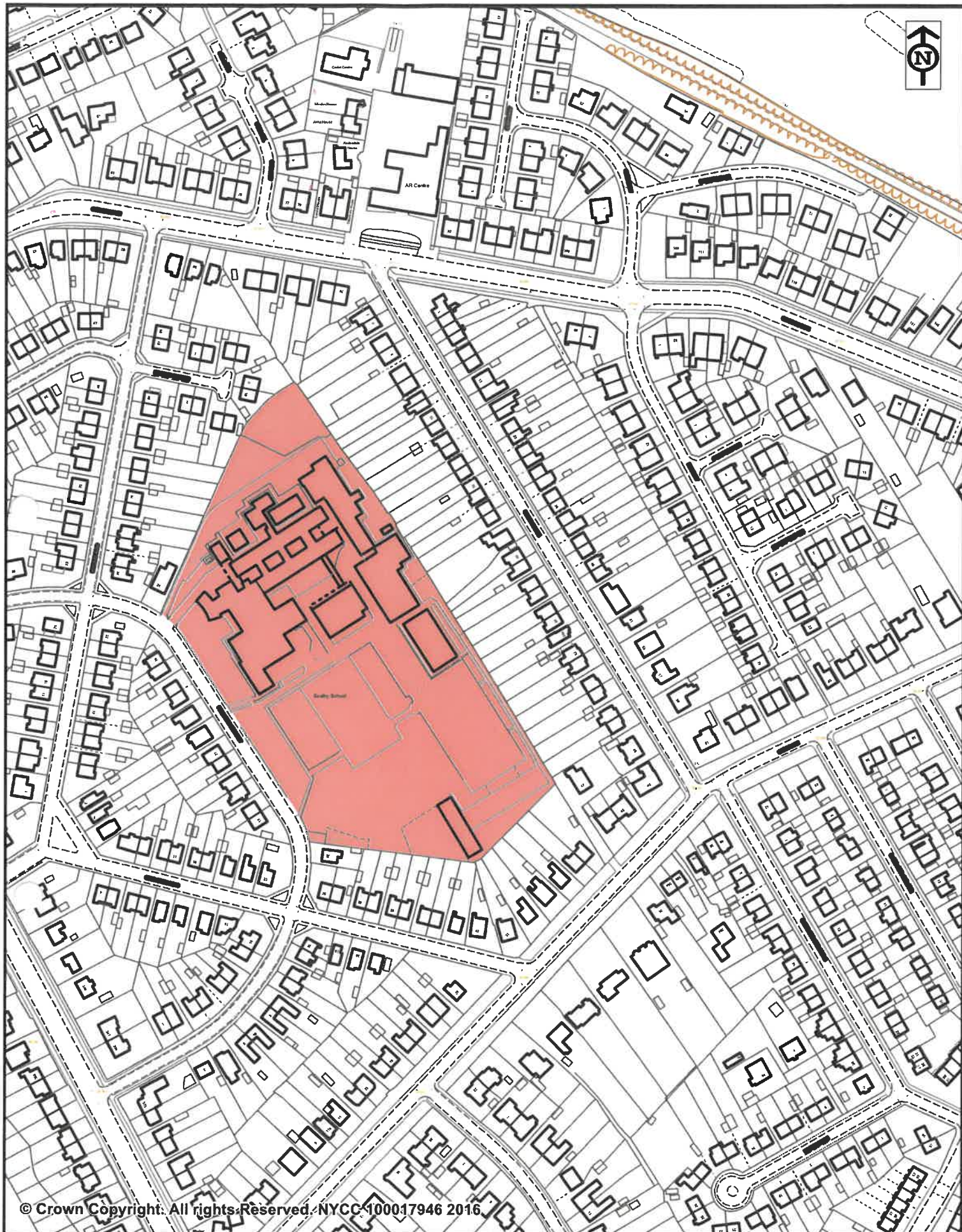
Views and comments on the proposed disposal of land are invited in writing to the Corporate Director - Children and Young People's Service, by email to schoolorganisation@northyorks.gov.uk.

All comments and representations received by the consultation closing date of 5.00pm on Thursday 8 May 2025 will be taken into account and reported to the Secretary of State as part of the Section 77 application process.

Yours sincerely



Matthew Kettlewell
Sites Officer
Strategic Planning Team

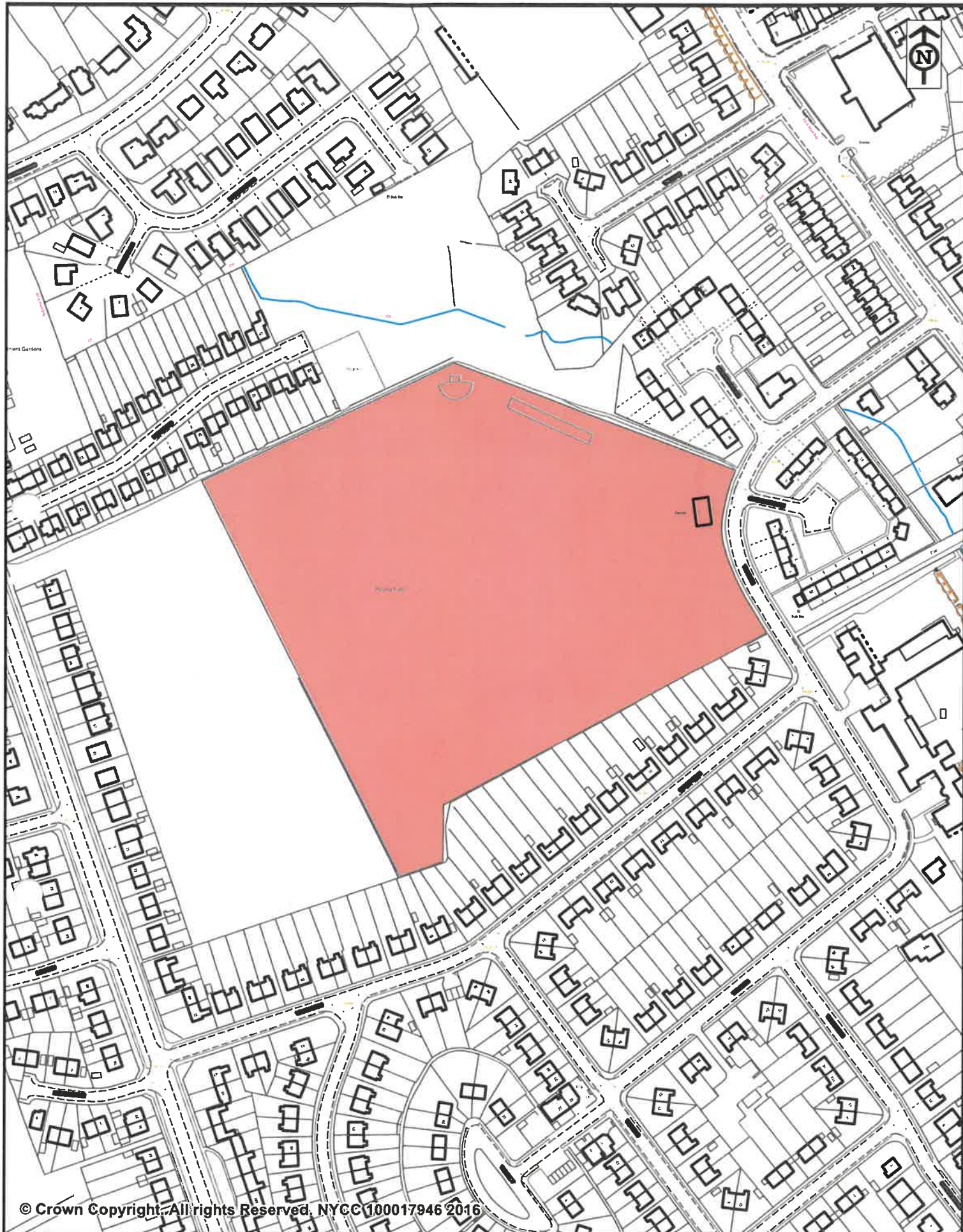


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Scalby School - Main Site
Area highlighted in pink = 2.67 hectares

Scale: 1:2500
Drawn: KA
Dwg No: 6624
OS Grid: 501943 489804



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6-4

----- Forwarded Message -----

Subject: Local Anti-Social Behaviour

Date: Sun, 30 Mar 2025 15:31:50 +0100

From: REDACTED

To: clerk@newbyandscalby-tc.gov.uk

I would be interested to know if any local Scalby residents have experienced any anti-social behaviour from a small group of Scalby School pupils on their way home about 3:00pm along the cycle track near the viaduct.

Recently they deliberately kicked over and uprooted the Cycle track sign and threw it partly down the slope towards our property boundary. They noticed that I saw them doing it while I was in my garden and they ran off when I remonstrated with them and told them I knew they were from Scalby School. The next day they came back and when they saw me they shouted they "had put the sign back up!" It was very insecure and leaning over and could have been a danger to passers-by. Two days later it had fallen over completely.

I contacted Scarborough Council and they eventually sent a team to reposition it securely.

I phoned the school and the Deputy Head rang me back to say they couldn't be responsible for pupils' behaviour out of school and they tried to make pupils aware of looking after the environment!

Last week I was in the garden at the same time 3:00pm aware that this is the time the same group come by when I heard a lot of shouting from the same area close to the viaduct and heard a loud metallic sound which I thought might have been them throwing stones at the sign. When I turned round I saw they had thrown a bicycle down the slope so it is still there littering the ground.

(Personal details of family circumstances redacted) so I can't get there to clear it away. I'm wondering if anyone from the Parish Council could come and remove the bicycle and if anyone else has had problems from these pupils. I hesitate to contact the school again myself but if someone from the Parish Council were to voice their concerns it might have more force.

If anyone would like to come and speak to me and see the situation we I would be interested to know your response.

REDACTED

Parishioner lives on Newby Farm Estate, in the area between the Cinder Track and the Sea Cut

*Parishioner also emailed
NYC and cllr (PSB)
who dealt.*

----- Forwarded Message -----

Subject:Speeding- Barmoor Lane

Date: Wed, 19 Mar 2025 13:41:43 +0000

From: Reg Towse

To: Jools Marley - Marley, Clerk to N & S Town Council <clerk@newbyandscalby-tc.gov.uk>

Dear Dear Clerk,

REDACTED as per the message below.

Could the Councils VAS sign (the one that collects speed data) be deployed at Barmoor Lane with a view to identifying if there is a speeding problem or not.

He is aware of my suggestion and happy for this course of action in the first place.

MESSAGE

Dear Mr Towse I'm a resident of Wrea head cottages armour lane. our road has become a race track over the years and in fact we had a serious accident 10 days ago luckily nobody was killed. I hope something can be done about this worrying situation. I would like to point out the development on limestone road of several houses is going to make the situation even worse. I look forward to hearing from you regarding this very serious problem. REDACTED



Newby & Scalby Town Council

RISK ASSESSMENT 20/3/2025

Adopted by Full Council
14th September 2011

1	ASSETS			
REF	AREA OF RISK	RISK	LEVEL OF RISK	CONTROL
1A	SECURITY OF OFFICE	Theft or damage	L	Property insured. Access to clerk's office via locked internal door (part glazed) from main hallway or from locked internal door to staff kitchen. . CCTV 24/7 on front door and internal hall door.
1B	PREMISES	Loss of premises	L	Council owns office and hub plus adjoining house Property insured against various risks.

2	FINANCE			
	ACCOUNTS & AUDIT REGULATIONS REQUIRE THAT: A) FINANCIAL MANAGEMENT IS ADEQUATE & SOUND B) THERE IS A SOUND SYSTEM OF INTERNAL CONTROL C) YOU HAVE A FINANCIAL RISK ASSESSMENT POLICY WHICH IS REVIEWED ANNUALLY AND ITS FINDINGS RECORDED.			
REF	AREA OF RISK	RISK	LEVEL OF RISK	CONTROL
2A	BANKING	Loss of cash/cheques	L	All banking to be carried out on the day cash/cheques received or within 24 hours latest. Petty cash (max £150) & receipts kept in separate locations within office. In sole control of RFO
2B	FINANCIAL CONTROLS AND RECORDS	Risk of theft or fraud	M	Monthly reconciliations. Online banking with Unity Trust – person setting up payees or payments cannot authorise same. 2 members to authorise setting up of payees or online payments. Two councillor signatories on Unity Trust cheques. Councillors can inspect records at any time Internal audit verification
2C	LOSS OF CASH	Through theft or dishonesty	H	Petty cash requires receipts which tally with expenditure. Councillors can count petty cash at any time Internal audit verification

2D	VAT	Comply with customs and excise regulations	H	Council reclaims VAT monthly using VAT 126. Reconciled to expenditure record by RFO. Claim submitted electronically. Internal audit verification.
2E	POWER TO SPEND	All spending must be made within the legal framework pertaining to parish councils as amended from time to time	H	All expenditure which is not budgeted for and/or outside the scope of normal or regular expenditure must be within the powers of the council. RFO to ensure payments are legal and take advice where necessary
2F	TAX & NATIONAL INSURANCE	Comply with inland revenue regulations	H	Regular remittances made to HMRC via Direct Debit and revenue records accurately compiled. Diary note to ensure annual return is made before deadline otherwise £100 fine. Use revenue software for calculations Internal audit verification.
2G	BORROWING	Comply with borrowing limits/regulations	L	Borrowing via PWLB
2H	BUDGETARY CONTROL	Accurate budget required for annual precept request	M	New budget and precept requirement compiled by RFO To council by end January Notify principal authority by end February Internal audit verification.
2I	NON BUDGETED EXPENDITURE	Current spending and known future expenditure to be reviewed	L	Should be reported to Council for noting unless it is emergency spending and within agreed limits as per standing orders. If necessary virements be agreed and made to budget to accommodate expenditure May mean utilising reserves if appropriate or cutting other planned expenditure
2J	POWER TO SPEND	All spending must be made within the legal framework pertaining to parish councils as amended from time to time	H	All expenditure must be within the powers of the council. RFO to ensure payments are legal and take advice where necessary

3	PERSONAL LIABILITY			
REF	AREA OF RISK	RISK	LEVEL OF RISK	CONTROL
3A	RISK TO THIRD PARTY, PROPERTY OR INDIVIDUALS	Use of council offices and community hub	H	Legal liability insurance cover mandatory. Electrical equipment test carried out annually. Fire alarm checked monthly Fire extinguishers serviced annually by specialist contractors.
3B	RISK TO THIRD PARTY, PROPERTY OR INDIVIDUALS	Linden Road playground	M	Legal liability insurance cover in place. Annual inspection by ROSPA. Regular inspections made
3C	RISK TO THIRD PARTY, PROPERTY OR INDIVIDUALS	Foulsyke pond, Barmoor Lane Avoid insurance cover invalidation	M	Legal liability insurance cover in place. Regular inspection of fencing. Liaison with NYUC for immediate repairs as and when necessary
3D	RISK TO THIRD PARTY, PROPERTY OR INDIVIDUALS	Cumboots quarry Avoid insurance cover invalidation	M	Legal liability insurance cover in place. Regular inspection of fencing. Immediate repairs to fence to make sure insurance cover is not invalidated
3E	RISK TO THIRD PARTY, PROPERTY OR INDIVIDUALS	Church Becks green & Scalby Village memorial Avoid insurance cover invalidation	M	Legal liability insurance cover in place. Regular inspections by clerk. Liaison with NYUC for immediate repairs as and when necessary
3F	EMPLOYERS LIABILITY	Comply with employment law Duty of care to employees	M	Mandatory employers liability insurance cover Membership of national and regional bodies who supply advice and guidance to ensure that all steps are taken to ensure no breach of legislation
3G	SAFETY OF STAFF & VISITORS	Comply with health & safety regulations	M	Staff access to office via internal fire doors with keycode lock. No public access to staff office – reception hatch in use Checks by clerk to ensure no obstructions affecting safe access.

4 LEGAL LIABILITY				
REF	AREA OF RISK	RISK	LEVEL OF RISK	CONTROL
4A	ENSURE ACTIVITIES ARE WITHIN LEGAL POWERS	Ensure only valid and legal expenditure or activities are undertaken	H	If necessary Clerk clarifies legal position with YLCA on any new proposal. Legal advice sought where necessary.
4B	PROPER AND TIMELY REPORTING VIA THE MINUTES	Accurate records maintained and disseminated and/or made available to press and public	M	Council meets on a regular basis. Additional meetings called when circumstances dictate. Minutes made available to press, public and ward councillors.
4C	PROPER DOCUMENT CONTROL	All valuable documents, leases and legal documents	M	Secured in Clerk's office or held in County Records Archive. Scans held on computer. Documents retained in accordance with council's document retention & data protection policies Annual review of all policies Other storage on computer to comply with data protection act. Primary hourly backup of data to password protected cloud with secondary backup held on off site password protected hard drive
4D	REGISTER OF INTEREST AND GIFTS – LOCAL GOVERNMENT ACT 2000 SECTION 81(1)	Proper record to be kept and copied to monitoring officer	H	Register must be kept up to date - this responsibility lies with individual councillors. Councillors responsible for ensuring expenses or gifts are recorded. Register held by principal authority.
4E	FREEDOM OF INFORMATION ACT	Compliance with rights of public to have access to or copies of documentation	M	Notice on boards or website advising public of their rights and the terms and conditions for access.
4F	DATA SECURITY	Access to computers and confidential documents	M	Both laptop and tower are password protected & use screensavers. In event of staff absence, Chairman has access to envelope containing access instructions. Confidential documents in locked cabinet.

5	MANAGEMENT & CONTROL OF STAFF TO ENSURE THAT THE DAY TO DAY WORK AND LONGER TERM PROJECTS OF THE COUNCIL ARE MAINTAINED			
REF	AREA OF RISK	RISK	LEVEL OF RISK	CONTROL
5A	SERVICES OF CLERK	Short term absences (up to 2 weeks)	L	Staff may be able to work from home. A retired clerk may be able to stand in temporarily. Landline calls automatically divert to Council's mobile phone, which should be given to a councillor. Hub hirers to utilise door electronic lock access codes. Hub cleaning etc. to be covered by councillors or external help.
5B	SERVICES OF CLERK	Long term absences (2 weeks or more)	M	HUB:- Try to obtain temporary replacement, in interim Clerk and councillors attempt to cover bookings. Landline calls automatically divert to Council's mobile phone, which should be given to a councillor. Hub hirers to utilise door electronic lock access codes. Hub cleaning etc. to be covered by councillors or external help. A stand in clerk may not be able to cover longer term. YLCA has a list of locum clerks.

Document History		
Status	Date	Version
Council Approved	9/3/16	
Amended 10/12/18, pending approval		
AMENDED FEB 23		
Updated [Minute 66/24.3 refers]	20/3/24	
AMENDED 20/3/25, pending approval		

INTERNAL AUDIT REPORT**2024/25 FINANCIAL YEAR****November 2024-January 2025 ACCOUNTS, CASH BOOK & BANK STATEMENT FOR SCHEDULES 8-10****AUDIT CARRIED OUT ON 28th February 2025****1 PETTY CASH** (Schedules 10-11 of 2024/25 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. Cooney
Internal Auditor

Date: 28/2/25

