

REPORT

FROM: Jools Marley, Clerk to Council.

TO: All Councillors

DATE: 18th August 2025

SUBJECT: Recommendations of Review & Staffing Committee held on 18th August 2025.

The Review & Staffing Committee met earlier today and considered Terms of Reference for a Finance and General Purposes Committee.

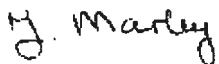
The Committee took into account that the decision as to whether or not there was to be a Finance & General Purposes Committee would be made at the Extraordinary Council meeting to be held on 20/8/25.

Committee also noted that should Council agree to set up a Finance and General Purposes Committee, then the Terms of Reference for such a Committee could be adopted at the same meeting.

A draft Terms of Reference for a Finance and General Purposes Committee was considered and approved.

COMMITTEE'S RECOMMENDATIONS TO COUNCIL:-

1] Should Council resolve to create a Finance and General Purposes Committee, it also resolves to adopt the attached Terms of Reference for the Finance & General Purposes Committee with immediate effect.



Jools Marley CiLCA
Clerk to Council

NEWBY & SCALBY TOWN COUNCIL

Terms of Reference for Finance and General Purposes Committee

1. Purpose

The Finance and General Purposes Committee (FGPC) is established to oversee the Town Council's financial management and general administrative matters, including budget monitoring, financial controls, asset oversight and the Premises.

The Town Council is the freehold owner of numbers 445 and 445b Scalby Road and the land adjacent 445b Scalby Road on Newby Farm Road and together these are referred to as "the Premises".

This Committee also serves as the Council's default committee for any matters not otherwise delegated. Nothing in these terms of reference shall prevent the Council from dealing with a matter that might otherwise be dealt with by this Committee.

2. Membership

- Membership shall consist of five Council members including the Chairman and Vice Chairman of the Town Council in an ex-officio capacity.
 - A quorum shall be **three members**.
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3. Chairing

- The Chairman and Vice Chairman of the Committee shall be elected by the committee membership at the first meeting after the Annual Meeting of the Parish Council.
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4. Meetings

- The Committee shall meet four weekly, or as required. Meetings may be called by the Proper Officer, the Chairman of the Committee or, in the absence of either, the Deputy Clerk (if there is one).
 - Meetings shall be conducted in accordance with the Council's Standing Orders and be open to the public unless confidential matters are being discussed.
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5. Delegated Authority

Within approved budgets and in accordance with Council policy, the Committee has full delegated authority to act on behalf of the Council in the following matters:-

5.1 Finance

- Monitoring income and expenditure and reviewing financial reports.
- Preparing and recommending the annual budget and precept to full Council.
- Reviewing financial controls, reserves, and risk management.
- Approving payments and contracts for services in accordance with the requirements of Financial Regulations.
- Overseeing council investments and banking arrangements.

NEWBY & SCALBY TOWN COUNCIL

Terms of Reference for Finance and General Purposes Committee

5.2 Audit and Accounts

- Considering internal and external audit reports and ensuring implementation of any required actions.
- Preparing recommendations on the Annual Governance and Accountability Return (AGAR).
- Carrying out financial checks to ensure effective systems of internal financial control.

5.3 General Administration

- Overseeing insurance cover, corporate governance and risk management for council assets.
- Monitoring leases, licences, and service contracts.
- Recommending procurement of goods and services where appropriate.

5.4 The Premises

- The Premises – to formulate management strategies for the Premises and authority to make decisions regarding the lease, repair, maintenance, insurance or improvement of the Premises or any part thereof. In respect of permanent disposal of any freehold, Committee has no delegated authority, it can only make recommendations to Council.

5.5 Other Matters

- Dealing with any other matters not specifically delegated to another committee.
- Considering and making recommendations on any other matters referred to it by the Council.

6. Matters Reserved to Full Council

The Committee **may not**:

- Set the precept.
- Approve the AGAR (Annual Governance Statement and Accounts).
- Adopt or permanently amend Standing Orders or Financial Regulations.
- Co-opt councillors or appoint the Council Chair/Vice-Chair.

7. Minutes & Reporting

- The Committee shall approve and sign its own minutes at the next meeting of the Committee.
- Signed Committee minutes shall be presented to Council for information only.
- Recommendations of the Committee shall be put to the next full Council meeting.

8. Review

These Terms of Reference shall be reviewed annually by the Review & Staffing Committee which will make recommendations to Council.

REPORT

FROM: Jools Marley, Clerk to Council.

TO: All Councillors

DATE: 14th August 2025

SUBJECT: Recommendations of Planning Committee held on 14th August 2025.

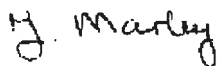
The Planning Committee met earlier today and considered the following agenda item:-

- 7.1 Application by Europa Oil & Gas Ltd, EPR/YP3623LC/A001 to Environment Agency for an Environment Permit in respect of Cloughton 2 wellsite, Coastal Road, Burniston:-
- a) to note the consultation period opened 16/7/25 and closes 19/9/25;
 - b) to recommend to full Council that as a matter of urgency a request be made of the EA to extend the consultation deadline for at least another four weeks on the grounds there is a lot of information, much of which is very technical.

COMMITTEE'S RECOMMENDATIONS TO COUNCIL:-

1] As a matter of urgency a request be made of the Environment Agency to extend the consultation deadline on EPR/YP3623LC/A001 for at least another four weeks on the grounds there is a lot of information, much of which is very technical

2] In conjunction with the Joint Fracking Working Group, Cllr. Bore be authorised to submit this Council's comments to the Environment Agency on the permit application.



Jools Marley CiLCA
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