

NEWBY & SCALBY TOWN COUNCIL

MEMBERS' DECLARATION OF INTERESTS

(Form updated 4/6/25)

Name:

Meeting:

Date:

Is it a Disclosable Pecuniary Interest ☐ (✓ & give details in Box 1 below)

Box 1	Agenda Number & Item	
	Nature of Interest	

OR is it an Other Registrable Interest ☐ (✓ & give details in Box 2 below)

Box 2	Agenda Number & Item	
	Nature of Interest	

OR is it a Non-Registrable Interest ☐ (✓ & give details in Box 3 below)

Box 3	Agenda Number & Item	
	Nature of Interest	

SIGNED: _____

DATE: _____

If you are uncertain if you have an interest, please raise the matter with the Clerk on receipt of the agenda papers, so there is time to take advice (if necessary) prior to the meeting.

MINUTES OF ANNUAL MEETING OF NEWBY AND SCALBY TOWN COUNCIL
held in the large meeting room, Council offices, 445b Scalby Road,
on Wednesday 13th May 2026 at 7pm

714

PRESENT:

Councillors J Smith (outgoing Chairman), H Bore (incoming Chairman), D Bastiman, J Buckley, R Holliday, G Kendall, B Marley, N Murphy, J Shepherd, C Thistleton, R. Thompson.

ALSO IN ATTENDANCE

10 members of public; Mrs J Marley (Town Clerk).

ABSENT

Cllrs. S Foote, R Towse.

8/26

ELECTION OF CHAIRMAN

Cllr. Bore was nominated. A vote by show of hands was taken. 10 in favour, 1 against. **Resolved** Cllr. Bore be elected as Chairman of the Council for the Year 2026 to 2027.

9/26

CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

In accordance with Section 83(a) of the 1972 Local Government Act the elected Chairman signed her Declaration of Acceptance of Office which was duly witnessed by the Clerk as the Proper Officer of the Council.

At 7.04pm Cllr. Bore took over as Chairman of the meeting.

10/26

NON-ATTENDANCE OF COUNCILLORS

10/26.1

Apologies **received & noted** from Cllrs. S Foote (via Cllr. Thompson) and R Towse (via Cllr. Buckley).

10/26.2

Acceptance of reasons for absence - **resolved** the reason for absence given by Cllr. Foote (prior commitment) and Cllr. Towse (health) be accepted.

11/26

ELECTION OF VICE CHAIRMAN

Cllr. Smith was nominated. A vote by show of hands was taken. 9 in favour, 2 against. **Resolved** Councillor Smith be elected as Vice-Chairman of the Council for the year 2026 to 2027.

12/26

REPRESENTATIVES TO OUTSIDE BODIES

Resolved the following be appointed:-

NYMNP Coastal Forum

Cllr. Thompson

YLCA

Cllr. Smith

Christopher Keld Charity

Cllr. Smith (to serve till May 2027 Annual Meeting of Council alongside Cllr. Holliday).

13/26

MEMBERSHIP OF FINANCE & GENERAL PURPOSES COMMITTEE

Four valid nominations were made, votes in favour Buckley 6, Holliday 8, Kendall 9, Thompson 9. **Resolved** membership to be Cllrs. Bore (*ex officio*), Smith (*ex officio*), Holliday, Kendall, and Thompson.

14/26

MEMBERSHIP OF PLANNING COMMITTEE

Three valid nominations were made, votes in favour Holliday 9, Marley 9, Thompson 9. **Resolved** membership to be Cllrs. Bore (*ex officio*), Smith (*ex officio*), Holliday, Marley and Thompson.

15/26

MEMBERSHIP OF REVIEW & STAFFING COMMITTEE

Three valid nominations were made, votes in favour Kendall 9, Shepherd 9, Thompson 9. **Resolved** membership to be Cllrs. Bore (*ex officio*), Smith (*ex officio*), Kendall, Shepherd and Thompson.

16/26

MEETING DATES A draft had been circulated with the agenda. The date of the November meeting was corrected to the 10th. **Resolved** Ordinary meetings of the Town Council be held on the following dates:- 9th September 2026, 10th November 2026, 9th February 2027 and the Annual meeting on 19th May 2027.

17/26

DECLARATIONS OF INTEREST: None received.

18/26

MINUTES

18/26.1

Cllr. Buckley requested the second sentence of Minute 2/26 (commencing "Cllr. Buckley requested" and ending "asked for advice") be moved to the beginning of Minute 5/26.1. He

also asked for additional wording to be added to the end of the moved sentence. There was a brief adjournment of the meeting (7.33-7.40pm) to allow the Clerk to check the details of the meeting referred to and offer advice to the Chairman of the meeting. **Resolved** the second sentence of Minute 2/26 (commencing "Cllr. Buckley requested" and ending "asked for advice") be moved to the beginning of Minute 5/26.1 (8 votes for, 2 against, 1 abstention). Cllr. Buckley had also requested additional wording be included at the end of the above moved item. Council **noted** the Clerk's strong reservations as to when the additional wording requested had taken place. **Resolved** the additional wording not be included (2 voted for, 8 voted against, 1 abstention). **Resolved** the amended minutes be authorised for signature by Cllr. Bore as Chairman.

18/26.2 For information only – **resolved** the minutes of the Finance & General Purposes Committee meeting of 18/12/25, 2/3/26 and 23/3/26 (*circulated with agenda*) be noted.

18/26.3 For information only – **resolved** the minutes of the Planning Committee meetings of 22/12/25, 9/2/26 and 16/3/26 (*circulated with agenda*) be noted.

18/26.4 For information only – **resolved** the minutes of the Review & Staffing Committee meetings of 27/11/25, 18/2/26 and 23/3/26 (*circulated with agenda*) be noted.

19/26 **PUBLIC FORUM (not to exceed 15 minutes)**

No matters were raised in respect of items on the agenda.

20/26 **MATTERS RAISED IN PUBLIC FORUM**

None to consider.

21/26 **COUNCILLOR'S REPORTS**

21/26.1 **Resolved** reports of poor road surface on Stony Lane and potholes at bottom of Cleveland Avenue and Wrea Head Close be referred to Highways.

22/26 **CORRESPONDENCE**

22/26.1 Speed of traffic Station Road and Scalby Road – **resolved** correspondence circulated with agenda be received and noted; VAS sign to be placed on Station Road; Clerk to update parishioner.

22/26.2 Speed of traffic of Lady Edith's/Forge Valley – **resolved** correspondence circulated with agenda be received and noted; Clerk to write to the other parish councils covering the area in question drawing their attention to the issue; Clerk to update parishioner.

22/26.3 Correspondence received after preparation of the agenda which the Chairman of the meeting deems it necessary to consider as a matter of urgency – **resolved** correspondence from parishioner in respect of problems with inconsiderate parking on The Green be received & noted; Clerk to write to school and pass on details of offending vehicle to Police; Clerk to update parishioner.

23/26 **FINANCE, REGULATORY & GENERAL MATTERS**

23/26.1 **Resolved** the Schedule of Accounts to be paid for May 2025 (Schedule 2a, totalling £1,819-98) and circulated with the agenda be authorised/ratified and Cllr. Bore to sign the Schedule. Authorisation of online payments to be done by Cllrs. Bore and Smith.

23/26.2 2025/26 Annual Return [*emailed to councillors 5/5/26*] - **Resolved** the report [*circulated with agenda*] of the Finance & General Purposes Committee with regard to its recommendations in respect of the 2025/26 Annual Governance & Accountability Return (AGAR), be received and noted.

1. Internal Auditor's Report – **Resolved** unanimously that the Internal Auditor's unqualified report be received and noted.
2. Annual Governance Statement (Section 1) – **Resolved** (9 votes for, 2 abstentions) that the Annual Governance Statement (Section 1) be approved and the Chairman authorised to sign the Statement on behalf of the Council.
3. Accounting Statements (Section 2) – **Resolved** unanimously that the Accounting Statements (Section 2) be approved and the Chairman authorised to sign the Statements on behalf of the Council.
4. Notice of Public Rights – **Resolved** unanimously that the period for the exercise of public rights and publication of the unaudited AGAR be set as 1 July 2026 to 11 August 2026 (inclusive).

24/26.3 Committee Terms of Reference – Calling of Meetings:- **Resolved** (9 votes for, 1 against)

the recommendations of the report [*circulated with agenda*] be carried.

- 24/26.4 2025/26 Annual Report and Accounts – **Resolved** (10 votes for, 1 against) the report [*circulated with agenda*] of the Finance & General Purposes Committee be received and noted. **Resolved** (10 votes for, 1 against) the Annual Report and Accounts be approved and the Chairman authorised to sign them on behalf of the Council.

There being no further business to be transacted, the Chairman declared the meeting closed at 8.29pm.

Cllr. Helen Bore, Chairman
Dated: WHENEVER

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PRESENT:

Councillors H Bore (Chairman), J Buckley, R Holliday (from 2.09pm), B Marley,
N Murphy, J Smith (left 2.25pm), C Thistleton (from 2.06pm), R. Thompson (left 2.25pm), R Towse.

ALSO IN ATTENDANCE

50 members of public (some in courtyard); Mrs J Marley (Town Clerk).

ABSENT

Cllrs. D Bastiman, S Foote, G Kendall, J Shepherd.

25/26

NON-ATTENDANCE OF COUNCILLORS

25/26.1

Apologies **received & noted** from Cllrs. D Bastiman, S Foote, G Kendall and J Shepherd.

25/26.2

Acceptance of reasons for absence:- recorded vote - **FOR** Cllrs. Bore, Marley, Smith and Thompson, **AGAINST** Cllrs. Buckley, Murphy and Towse and **resolved** the reasons for absence given by Cllrs. Bastiman, Foote and Shepherd (prior commitment) and Kendall (shift working) be accepted & approved.

26/26

DECLARATIONS OF INTEREST: **Resolved** forms be received from Cllrs. Smith and Thompson (other registrable interest in agenda item 4.1 – trustee of Newby and Scalby Community Hall being a body directed to charitable purposes).

Procedural Note – during the Public Forum, Councillors Thistleton and Holliday joined the meeting having been delayed in traffic.

27/26

PUBLIC FORUM

27/26.1

At 2.03pm the Chairman explained what an Asset of Community Value (ACV) was and invited comments from the public on the nomination of Newby and Scalby Community Hall as an Asset of Community Value. At least 10 members of public spoke (some representing local organisations) - all were in favour of the ACV and asked Council to support the nomination. At 2.24pm the Chairman called for a show of hands from the public to indicate whether or not they wished Council to support the ACV nomination – there were 50 votes in favour and none against.

Procedural Note – in accordance with their Declarations of Interest, at 2.25pm Cllrs. Smith and Thompson left the room. At least 10 members of public also left.

28/26

CORRESPONDENCE

28/26.1

Resolved a letter from North Yorkshire Council regarding a nomination for Newby and Scalby Community Hall, Scalby Road, Scalby, to be listed as an Asset of Community Value (*circulated with agenda*) be received and noted. The agenda asked members to “agree action as appropriate” however before any councillor could make a proposal, a 6 point motion was tabled at the meeting (in writing) by Cllr. Buckley. Points 2, 3, 4 and 5 were ruled out of order by the Chairman. Point 1 was amended by Cllr. Buckley by the deletion of “formally” and the insertion of “strongly”. The amended motion, point 1, “Newby and Scalby Town Council resolves to strongly support the nomination and listing of Newby and Scalby Community Hall as an Asset of Community Value under the provisions of the Localism Act 2011” as proposed by Cllr. Buckley and seconded Cllr. Towse was **carried** unanimously. Point 6 of the motion “Newby and Scalby Town Council resolves to affirm the Town Council’s belief that Newby and Scalby Community Hall should remain a protected and accessible community resource for current and future generations” as proposed by Cllr. Buckley and seconded by Cllr. Towse was **carried** unanimously. Proposed Cllr. Bore, seconded Cllr. Thistleton and **carried** unanimously that “Council notes the views expressed by the members of the public during the public forum and incorporates them in our response to North Yorkshire Council”.

There being no further business to be transacted, the Chairman declared the meeting closed at 2.46pm.

Cllr. Helen Bore, Chairman

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MINUTES OF EXTRAORDINARY MEETING OF NEWBY AND SCALBY TOWN COUNCIL
held in the Rickinson Hall, St. Lawrence's Church Rooms,
on Wednesday 29th July 2026 at 7.00pm

720

PRESENT:

Councillors J Buckley, N Murphy.

ALSO IN ATTENDANCE

113 members of public.

ABSENT

Cllrs. D Bastiman, H Bore, S Foote, R Holliday, G Kendall, B Marley, J Shepherd, J Smith, C Thistleton,
R Thompson, R Towse.

Procedural note – details of this meeting were provided by Cllr. Buckley as notetaker.

29/26

QUORUM

29/26.1

The meeting was convened at 7.00pm. Two Members were present. The quorum for a meeting of the Council is five Members and the meeting was therefore inquorate.

29/26.2

No business was transacted and the meeting was closed at 7pm.

Cllr. Helen Bore, Chairman
Dated: 9th September 2026

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**MINUTES OF A MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE,
NEWBY AND SCALBY TOWN COUNCIL**

11

held in the large meeting room, Council offices, 445b Scalby Road,
Friday, 22nd May 2026 at 2.15pm.

PRESENT:

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

ALSO IN ATTENDANCE

Mrs J Marley (Clerk).

ABSENT: None.

This meeting was scheduled to start at 2.15pm or on the rising of the Extraordinary Meeting of Council if that was later. In the event the Council meeting did not close until 2.46pm. In her capacity as Chairman of the Committee, Cllr. Bore called the committee meeting to order at 2.58pm.

FGP19/26 ELECTION OF CHAIRMAN

FGP19/26.1 Proposed Cllr. Bore, seconded Cllr. Kendall and **resolved** Cllr. Smith be Chairman of the Finance and General Purposes Committee until the first Committee meeting after the Annual Council Meeting in May 2027. Cllr. Smith then took over from Cllr. Bore as Chairman of the meeting.

FGP20/26 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

In accordance with Section 83(a) of the 1972 Local Government Act the elected Committee Chairman signed her Declaration of Acceptance of Office which was duly witnessed by the Clerk as the Proper Officer of the Council.

At 3.00pm Cllr. Smith took over as Chairman of the meeting.

FGP21/26 APOLOGIES FOR ABSENCE

FGP21/26.1 None to receive.

FGP21/26.2 Acceptance of reasons for absence:- None to receive.

FGP22/26 DECLARATIONS OF INTEREST None.

FGP23/26 MINUTES Having been previously circulated, **resolved** the minutes of the Finance & General Purposes Committee Meeting held on 27th April 2026 be approved and authorised for signature by the Chairman of the F&GP Committee.

FGP24/26 CHURCHYARD – Committee considered a draft Agreement from North Yorkshire Council about payments towards the maintenance of the churchyard (replaces the Model Agreement) and associated correspondence, all of which had been circulated with the agenda. Clerk reported she had studied the agreement closely and spoken to someone at NYC Bereavement Services – while that person had intimated the agreement was a pure formality, there were clauses in it which the Clerk advised the Committee it would be unwise to accept. She understood North Yorkshire Council was looking at changing some of the draft contract in light of concerns from other clerks. **Resolved** not to sign the draft agreement at the moment and Clerk to continue to negotiate with NYC. **Resolved** if an acceptable agreement was not forthcoming in the next couple of months, payment to be made to the Parochial Church Council in sum of £3,716.93 which was the sum NYC had agreed for this Council at its meeting of the Executive on 21st October 2025. This sum would be for the 26/27 year only.

There being no further business, the Chairman declared the meeting closed at 3.08pm.


Cllr. Jackie Smith, Committee Chairman
6th July 2026

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For noting by Council 9/9/26

**MINUTES OF A MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE,
NEWBY AND SCALBY TOWN COUNCIL**

13

held in the large meeting room, Council offices, 445b Scalby Road,
Friday, 6th July 2026 at 1.30pm.

PRESENT:

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

ALSO IN ATTENDANCE

Mrs J Marley (Clerk).

ABSENT: Cllr. R. Holliday.

This meeting was scheduled to start at 1.30pm or on the rising of the Planning Committee if that was later. In the event the Planning Committee meeting did not close until 1.39pm. In her capacity as Chairman of the Committee, Cllr. Smith called the committee meeting to order at 1.51pm.

FGP25/26 APOLOGIES FOR ABSENCE

FGP25/26.1 Apologies received & noted from Cllr. Holliday.

FGP25/26.2 **Resolved** the reason for Cllr. Holliday's absence (prior commitment) be approved.

FGP26/26 DECLARATIONS OF INTEREST None.

FGP27/26 MINUTES Having been previously circulated, **resolved** the minutes of the Finance & General Purposes Committee Meeting held on 22nd May 2026 be approved and authorised for signature by the Chairman of the F&GP Committee.

FGP28/26 CHURCHYARD [Minute FGP24/26 refers] – an amended agreement had been previously circulated and while it was felt to be more acceptable, Cllr. Bore suggested there were further improvements which could be made. **Resolved** Clerk to forward Cllr. Bore's version to NYC for consideration. Clerk to report to a future meeting of committee.

FGP29/26 CABLEWAY, LINDEN ROAD PLAYGROUND [Minute FGP24/26 refers] – **noted** the cableway had been taken out of service. The relevant part of the RoSPA inspection report had been circulated with the agenda. **Resolved** Clerk to investigate replacement costs using timber or plaswood and the availability of grants and report to a future meeting of committee.

FGP30/26 ALLOTMENTS a request (circulated with the agenda) from FONSA regarding work to the access track from the Hackness Road entrance was **received & noted**. **Resolved** the use of crusher run and re-laying with sleepers not to be undertaken at the moment; Clerk to obtain costs to scrape off the raised central part of the track; Clerk to report to a future meeting of committee.

FGP31/26 TREE CONDITION SURVEY an arboricultural consultant's report (circulated with the agenda) was **received & noted**. **Resolved** the Clerk to obtain costs for carrying out work to trees 3 and 4 near the memorial trough and in the quarry; Clerk to report to a future meeting of committee.

FGP32/26 SCHEDULES OF ACCOUNT (circulated with the agenda).

FGP32/26.1 Schedule 2A in the sum of £1,892-74 was **noted & ratified**. (Cllrs. Bore and Smith had done the online authorisations of BACS payments)

FGP32/26.1 Schedule 3 in the sum of £1595-01 - **resolved** payments be authorised, Cllrs. Bore and Smith to sign cheque/do online authorisations.

FGP33/26 MILEAGE RATES **Noted** the UK government had increased the Approved Mileage Allowance Payment rate for cars and vans from 45p to 55p per mile with effect from April 6, 2026. **Resolved** to pay the update amount to all employees for work-related mileage done on or after 6/4/26.

There being no further business, the Chairman declared the meeting closed at 2.20pm.


Cllr. Jackie Smith, Committee Chairman
16th July 2026

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For noting by Council 9/9/26

**MINUTES OF A MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE,
NEWBY AND SCALBY TOWN COUNCIL**

15

held in the large meeting room, Council offices, 445b Scalby Road,
Thursday, 16th July 2026 at 10am.

PRESENT:

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

ALSO IN ATTENDANCE

Mrs J Marley (Clerk). (By invitation Cllrs. Bastiman, Marley and Shepherd)

ABSENT: Cllr. R. Holliday.

This meeting was scheduled to start at 10am. In her capacity as Chairman of the Committee, Cllr. Smith called the committee meeting to order at 10.05am.

FGP34/26 APOLOGIES FOR ABSENCE

FGP34/26.1 Apologies received & noted from Cllr. Holliday.

FGP34/26.2 **Resolved** the reason for Cllr. Holliday's absence (prior commitment) be approved.

FGP35/26 DECLARATIONS OF INTEREST None.

FGP36/26 MINUTES Having been previously circulated, **resolved** the minutes of the Finance & General Purposes Committee Meeting held on 6th July 2026 be approved and authorised for signature by the Chairman of the F&GP Committee.

FGP37/26 EXCLUSION OF PUBLIC & PRESS

Resolved at 10.06am 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. Cllrs Bastiman, Marley and Shepherd were invited to remain to contribute to the confidential discussion. They were not members of the Committee for these items, took no part in the Committee's decision-making, and did not vote on any of the items.

CONFIDENTIAL ITEMS

FGP38/26 ASSET DISPOSAL Clerk gave a verbal report regarding an approach received from a third party concerning the potential disposal of a Council asset. The approach was discussed at length by those present. Following consideration by the Committee, it was **resolved** that the Clerk, together with Cllr Bore, communicate to the third party the terms and criteria on which any proposal for the disposal of the asset may be considered by the Council. Clerk to report back to a future F&GP Committee meeting.

There being no further business, the Chairman declared the meeting closed at 11.07am.


Cllr. Jackie Smith, Committee Chairman
30th July 2026

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For noting by Council 9/9/26

**MINUTES OF A MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE,
NEWBY AND SCALBY TOWN COUNCIL**

17

held in the large meeting room, Council offices, 445b Scalby Road,
Thursday, 30th July 2026 at 9.30am.

PRESENT:

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

ALSO IN ATTENDANCE

Mrs J Marley (Clerk). 5 members of public (1 arrived 10.15am, 4 left at 10.40am)

ABSENT: None.

This meeting was scheduled to start at 9.30am or on the rising of the Planning Committee if that was later. In her capacity as Chairman of the Committee, Cllr. Smith called the committee meeting to order at 9.34am.

FGP39/26 APOLOGIES FOR ABSENCE

FGP39/26.1 None to receive.

FGP40/26 DECLARATIONS OF INTEREST Received from Cllr. Kendall agenda item 6 (allotments) and **noted** a dispensation to allow Cllr. Kendall to remain in the room and take part in all discussions except those relating to the setting of allotment rent had been granted from 29/7/26 to 31/5/27 inclusive; the dispensation did not allow Cllr. Kendall to vote on any allotment matters.

FGP41/26 MINUTES Having been previously circulated, **resolved** the minutes of the Finance & General Purposes Committee Meeting held on 16th July 2026 be approved and authorised for signature by the Chairman of the F&GP Committee.

FGP42/26 CHURCHYARD [Minute FGP28/26 refers] – **noted** Cllr. Bore's amended version of the agreement (circulated with agenda) had in the main been accepted by North Yorkshire Council and **resolved** agreement be authorised for signature by Cllr. Smith and the Clerk as Proper Officer.

FGP43/26 CABLEWAY – LINDEN ROAD PLAYGROUND [Minute FGP29/26 refers] – **noted** Section 106 funds were available (details circulated with agenda) which would assist with the cost of replacing the zipline and/or improving the timber play equipment at Linden Road. Clerk to make relevant enquiries with NYC and equipment suppliers and report back to committee in due course.

FGP44/26 ALLOTMENTS

FGP44/26.1 Correspondence re. management matters (previously emailed to committee) was **received & noted**. **Resolved** 1] no works incurring expenditure to be undertaken without the Clerk's prior approval, as Council would not pay for unauthorised works; 2] reimbursement be authorised in sum of £31-40 as per invoice for fittings to repair water leak; 3] cost of digging over half of plot 45 – donation in sum of £50 to Martin House Children's Hospice be authorised; 4] Cllr. Kendall's offer to trim plots as requested by Clerk be accepted with thanks (fuel and other relevant expenses to be reimbursed on production of invoice but labour to be Free Of Charge). Further agreed that better communication between FONSA and Clerk was needed (Cllr. Kendall to arrange a meeting).

FGP44/26.2 Access Track [Minute FGP30/26 refers]. **Received & noted** Clerk's report that contractor had advised scraping off would be insufficient as banking up was also required. **Resolved** to proceed with FONSA's original proposed work at an estimated cost of £600. Invoices to be in Council's name to enable reclaim of VAT and to be passed to Clerk for payment via Multipay.

FGP44/26.3 Plot rental & deposit charges from October 2026. **Received & noted** Clerk's report (circulated with agenda) and **resolved** both recommendations be carried.

Procedural Note – At this point four members of public left the meeting.

FGP45/26 TREE CONDITION SURVEY [Minute FGP31/26 refers] Four firms had been asked to give a price for the work but only two responded. **Resolved** the most comprehensive quote be accepted at a cost of £1,900 ex VAT. Clerk to make the necessary arrangements.

FGP46/26 HR CONTRACT Anonymised quotes from three companies (circulated with agenda) were **received & noted**. **Resolved** the quote at silver level by company A be accepted in principle, Clerk and Cllrs. Kendall and Smith to negotiate length of contract and report to future meeting of committee.

FGP47/26 **SPEEDING/VAS SIGNS** An email (*circulated with agenda*) from a parishioner requesting a VAS sign at the top of Red Scar Lane was **received & noted**. **Resolved** Clerk to ask Highways if there was a suitable lighting column in the vicinity which could be fitted with a VAS socket and to obtain an estimate of cost; Clerk to report to future meeting; in the interim Clerk to respond to parishioner.

FGP48/26 **SCHEDULE OF ACCOUNTS**

FGP48/26.1 Schedule 4 in the sum of £2,792-60 plus confidential staff payments - **resolved** payments be authorised/ratified/noted as applicable, Cllrs. Bore and Smith to do online authorisations.

There being no further business, the Chairman declared the meeting closed at 10.58am.


Cllr. Jackie Smith, Committee Chairman
24th August 2026

For noting by Council 9/9/26

**MINUTES OF A MEETING OF PLANNING COMMITTEE,
NEWBY AND SCALBY TOWN COUNCIL**
held in the large meeting room, Council offices, 445b Scalby Road,
on Monday, 6th July 2026 at 1pm.

21

PRESENT:

Councillors R Thompson (Chairman), H Bore, B Marley, J Smith
Mrs J Marley (Clerk to Council)

ALSO IN ATTENDANCE

No one.

ABSENT: Cllr. R. Holliday.

P13/26 **ELECTION OF CHAIRMAN**

P13/26.1 Proposed Cllr. Bore, seconded Cllr. Smith and **resolved** Cllr. Thompson be Chairman of the Planning Committee until the first Committee meeting after the Annual Council Meeting in May 2027.

P14/26 **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

P14/26.1 In accordance with Section 83(a) of the 1972 Local Government Act the elected Committee Chairman signed his Declaration of Acceptance of Office which was duly witnessed by the Clerk as the Proper Officer of the Council.

P15/26 **APOLOGIES FOR ABSENCE**

P15/26.1 Apologies received & noted from Cllr. Holliday.

P15/26.2 **Resolved** the reason for Cllr. Holliday's absence (prior commitment) be approved.

P16/26 **DECLARATIONS OF INTEREST** **Resolved** form be received from Cllr. Marley (non-registrable interest in agenda items 6.10 and 6.11 as he was a member of NYMNP). Dispensation of 13/5/26 applies in respect of remaining in room.

P17/26 **MINUTES** Having been previously circulated it was **resolved** the minutes of the Planning Committee meeting of 7th May 2026 be approved and authorised for signature by Cllr. Thompson in his capacity as Chairman of the meeting.

P18/26 **PLANNING APPLICATIONS & APPEALS NOTIFIED**

Resolved comments on the following applications be submitted to the planning authority:-

1. NYC/25/04614/OUTMAJ AMENDED APPLICATION Outline application with all matters reserved except for access to North Street, the site for the development of up to 90 dwellings and associated landscaping and infrastructure works, land to the west of North Street, Scalby. **Resolved** original objections stand unchanged. Proposed development inappropriate for the near-central position of the village landscape, let alone the inadequate provision of infrastructure to accommodate the development, plus unacceptable problems of overcrowding, vehicular access, impact on drainage, wildlife and environment.
2. NYC/26/01690/FUL Proposed single storey extension to rear at 5 Cooks Gardens, Scalby. **Resolved** no objections.
3. NYC/26/01703/FUL Rear single storey extension with sloped roof at 332 Scalby Road, Newby. **Resolved** not considered as application decided.
4. NYC/26/02204/FUL Side extension at 97 Throxenby Lane, Newby. **Resolved** no objections.
5. NYC/26/02343/FUL Partial change of use from Class C2 (residential institutions) to Class E(f) (children's nursery) and external alterations comprising canopy, additional gates and landscape works at St. Catherine's Hospice, Throxenby Lane, Newby. **Resolved** no objections.
6. NYC/26/02372/FUL Erect single storey rear extension at 503 Scalby Road, Scalby. **Resolved** no objections.
7. NYC/26/02778/FUL Form new entrance door in south elevation and erect porch at East Barn, Queen Elizabeth's Drive, Scalby. **Resolved** no objections.
8. NYC/26/02782/FUL Erect single storey rear extension to replace existing conservatory and new log stove flue at 5 Field Close Road, Scalby. **Resolved** no objections.

9. NYC/26/03159/FUL Change roof to front elevation, remodel windows and doors and widen driveway at 4 Beech Drive, Scalby. **Resolved** no objections.
10. NYM/FL/2026/00193 Change of land use from agricultural to equestrian, create manège and erect stable building with parking provision for commercial livery and riding school purposes together with landscaping works at Prospect House Farm, Suffield Hill, Suffield. **Resolved** no objection in principle, request external lighting be Dark Skies compliant.
11. NYM/HP/2026/00214 Erect garden shed at 4 Wordsworth Close, Scalby. **Resolved** no objections.

P19/26**PLANNING DECISIONS/APPEALS/WITHDRAWALS**

Resolved the following be **noted**:-

1. NYC/2025/0030/ENV Temporary wellsite for appraisal of gas, including drilling operation, proppant squeeze, flow testing operation and site restoration on land to east of Mill Yard, Coastal Road, Burniston. **Refused**.
2. NYM/FL/2026/0121 Use of land for siting of two glamping pods for holiday purposes with associated access, parking, package treatment plant and landscaping works at Prospect House Farm, Suffield Hill, Scalby. **Granted with conditions**.
3. NYM/FL/2026/00132 Vary condition 2 of NYM/2023/0126 to allow changes to holiday letting units comprising revised internal layout, additional doorway and glazing of workshop door opening into courtyard at Prospect House Farm, Suffield Hill, Suffield. **Granted with conditions**.
4. NYM/HP/2026/00134 Construct single storey rear extension, raise roof height, alterations to fenestration of dwelling and outbuilding, create parking area at Stoneacres, Keld Runnels Lane, Scalby Nabs. **Granted with conditions**.
5. SCA21/01225/OL | Outline application for residential development with all matters reserved except for access | Land Off Old Rugby Way Scarborough YO12 6FA **Disposed of**.
6. SCA26/00806/FUL Proposed front extension to create sun room at 237 Scalby Road, Newby. **Granted with conditions**.
7. ZF25/00739/FL Appeal against refusal to demolish existing building and erect 5no. flats with allocated garages, garden office and gardens to rear at 143-145 Burniston Road Newby. **Appeal dismissed**.

P20/26**PLANNING MATTERS RECEIVED AFTER 30/6/26** None.

There being no further business, the Chairman declared the meeting closed at 1.39pm.


Cllr. Richard Thompson, Chairman
30th July 2026

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

59

held in the large meeting room, Council offices, 445b Scalby Road,
on Friday, 22nd May 2026 at 2.20pm.

PRESENT:

Councillors G Kendall (outgoing Chairman), H Bore, J Smith, R Thompson.

ALSO IN ATTENDANCE

Mrs J Marley (Clerk).

ABSENT: Cllr. J Shepherd.

This meeting was scheduled to start at 2.20pm or on the rising of the Finance & General Purposes Committee if that was later. In the event the F&GP Committee meeting did not close until 3.08pm. In her capacity as Chairman of the Committee, Cllr. Kendall called the committee meeting to order at 3.09pm.

RS15/26 ELECTION OF CHAIRMAN

RS15/26.1 Proposed Cllr. Smith, seconded Cllr. Thompson and **resolved** Cllr. Kendall be Chairman of the Review and Staffing Committee until the first Committee meeting after the Annual Council Meeting in May 2027.

RS16/26 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

In accordance with Section 83(a) of the 1972 Local Government Act the elected Committee Chairman signed her Declaration of Acceptance of Office which was duly witnessed by the Clerk as the Proper Officer of the Council.

RS17/26 APOLOGIES FOR ABSENCE

RS17/26.1 Apologies **received & noted** from Cllr. J Shepherd.

RS17/26.2 Acceptance of reasons for absence:- **Resolved** the reason for absence given by Cllr. Smith (prior commitment) be accepted and approved.

RS18/26 DECLARATIONS OF INTEREST None.

RS19/26 MINUTES Having been previously circulated it was **resolved** the minutes of the Review & Staffing Committee meeting of 20th April 2026 be confirmed as accurate and signed by the Chairman of the Review & Staffing Committee.

RS20/26 EXCLUSION OF PUBLIC & PRESS

Resolved at 3.11 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

RS21/26 STAFFING MATTERS

RS21/26.1 Job description, advert for Clerk post and associated paperwork [Minute RS14/26.2 refers] had been previously circulated to committee members. A few minor amendments were made. **Resolved** Clerk to send to YLCA and NALC for national circulation and post on Council's website.

There being no further business on the agenda, the Chairman declared the meeting closed at 3.51pm.



Cllr. Gill Kendall, Chairman
26th June 2026

For noting by Council 9/9/26

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

held in the large meeting room, Council offices, 445b Scalby Road,
on Friday, 26th June 2026 at 3pm.

61

PRESENT:

Councillors G Kendall (Chairman), H Bore, J Smith, R Thompson (left 4.30pm).

ALSO IN ATTENDANCE

J. Manfrinato (investigator), Mrs J Marley (Clerk).

ABSENT: Cllr. J Shepherd.

Cllr. Kendall called the committee meeting to order at 3.19pm.

RS22/26 APOLOGIES FOR ABSENCE

RS22/26.1 Apologies **received & noted** from Cllr. J Shepherd.

RS22/26.2 Acceptance of reasons for absence:- **Resolved** the reason for absence given by Cllr. Shepherd (prior commitment) be accepted and approved.

RS23/26 DECLARATIONS OF INTEREST None.

RS24/26 MINUTES Having been previously circulated it was **resolved** the minutes of the Review & Staffing Committee meeting of 22nd May 2026 be confirmed as accurate and signed by the Chairman of the Review & Staffing Committee.

RS25/26 EXCLUSION OF PUBLIC & PRESS

Resolved at 3.20 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 (J Manfrinato was asked to remain).

CONFIDENTIAL ITEMS

RS26/26 STAFFING MATTERS

RS26/26.1 J Manfrinato gave a verbal presentation of her report in respect of her investigation into the formal complaint received by Council [Minute 14/26.3 refers]. Following consideration of the report and its conclusions it was **resolved** there should be no further action under the Council's disciplinary procedure. Cllr. Thompson left the meeting at this point. **Resolved** final sentence of Minute 14/26.3 be amended by deletion of everything from "except where" to the end of the sentence and replaced with the words "and other parties as directed or agreed by the Review and Staffing Committee". **Resolved** next meeting of Review & Staffing Committee to be 3rd July at 4.30pm.

There being no further business on the agenda, the Chairman declared the meeting closed at 4.45pm.


Cllr. Gill Kendall, Chairman
3rd July 2026

For noting by Council 9/9/26

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

63

held in the large meeting room, Council offices, 445b Scalby Road,
on Friday, 3rd July 2026 at 4.30pm.

PRESENT:

Councillors G Kendall (Chairman), H Bore, J Shepherd, J Smith.

ALSO IN ATTENDANCE

J. Manfrinato (investigator), Cllr. J Buckley (left 6.15pm), Mrs J Marley (Clerk).

ABSENT: Cllr. R Thompson.

RS27/26 APOLOGIES FOR ABSENCE

RS27/26.1 Apologies **received & noted** from Cllr. R. Thompson.

RS27/26.2 Acceptance of reasons for absence:- **Resolved** the reason for absence given by Cllr. Thompson (prior commitment) be accepted and approved.

RS28/26 DECLARATIONS OF INTEREST None.

RS29/26 MINUTES Having been previously circulated it was **resolved** the minutes of the Review & Staffing Committee meeting of 26th June 2026 be confirmed as accurate and signed by the Chairman of the Review & Staffing Committee.

RS30/26 EXCLUSION OF PUBLIC & PRESS

Resolved at 4.31 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 (J Manfrinato and Cllr. Buckley were asked to remain).

PROCEDURAL NOTE: The Clerk also left the meeting for the duration of the next item which was minuted by Cllr. Bore.

CONFIDENTIAL ITEMS

RS31/26 STAFFING MATTERS

RS31/26.1 The independent investigator reported on the outcome of her investigation into a complaint by Cllr. Buckley regarding the Clerk. Cllr. Buckley had been invited to attend the meeting of the Committee and was given the opportunity to ask questions of the investigator and members of the Committee. The independent investigator concluded that the 2023 investigation report referred to by Cllr. Buckley in his complaint was very seriously flawed. Cllr. Buckley's complaint was wholly unfounded and therefore not upheld. The independent investigator recommended that the Council record in its minutes that there were no substantiated findings of bullying, harassment and/or intimidation by the Clerk. She further recommended that the continued harassment of the Clerk must stop to avoid further serious risk to the Council. The Committee Chairman noted the investigator's suggestion of mediation and proposed that it be referred to full Council for consideration. **Resolved** the independent investigator's report be noted and her recommendations be carried.

PROCEDURAL NOTE: Cllr. Buckley left the room at 6.15pm and the Clerk returned to the room at 6.17pm.

RS31/26.2 **Resolved** Cllr. Kendall to write to the complainant giving the formal outcome of his complaints.

There being no further business on the agenda, the Chairman declared the meeting closed at 6.20pm.

Cllr. Gill Kendall, Chairman
30th July 2026

For noting by Council 9/9/26

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

65

held in the large meeting room, Council offices, 445b Scalby Road,
on Thursday, 30th July 2026 at 10.15am.

PRESENT:

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

ALSO IN ATTENDANCE

Mrs J Marley (Clerk).

ABSENT: None.

This meeting was scheduled to start at 10.15am or on the rising of the Finance & General Purposes Committee if that was later. In her capacity as Chairman of the Committee, Cllr. Kendall called the committee meeting to order at 11.13am.

RS32/26 APOLOGIES FOR ABSENCE

RS32/26.1 None to receive.

RS33/26 DECLARATIONS OF INTEREST None.

RS34/26 MINUTES Having been previously circulated it was **resolved** the minutes of the Review & Staffing Committee meeting of 3rd July 2026 be confirmed as accurate and signed by the Chairman of the Review & Staffing Committee.

RS35/26 POLICY REVIEWS/UPDATES A list of Council policies for review with suggested amendments had been circulated with the agenda and **resolved** as follows:-

- 1) Data Protection & Information Security Policy, Discretionary Grants Policy, Civility & Respect Pledge, Reserves Policy – suggested changes accepted and these policies to be recommended to full Council for adoption;
- 2) Complaints Policy, Disciplinary Procedure, Equality & Diversity Policy, Safeguarding Adults Policy & Procedure – all to be deferred to obtain advice from HR advisor before bringing back to R&S Committee;
- 3) Electronic Devices Policy – defer to future R&S Committee meeting;
- 4) Training Policy – Induction Guide to be presented to R&S Committee by end September with a view to recommending adoption to full Council at its November meeting.

RS36/26 EXCLUSION OF PUBLIC & PRESS

Resolved at 11.55 that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 s1(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

RS37/26 STAFFING MATTERS

RS37/26.1 Request for access to a confidential report (*Minutes RS31/26.1 and RS31/26.2 refer*). Committee considered the complainant councillor's request to inspect the confidential investigation report relating to their complaint against a member of staff and **resolved to refuse the request**. In reaching its decision, the Committee considered its obligations to preserve the confidentiality of employment-related information and the personal data contained within the report. The Committee also noted that the councillor had attended the meeting at which the investigator presented the report, had been given the opportunity to ask questions of both the investigator and members of the Committee, and that the report's findings and recommendations had been fully explained. The Committee therefore concluded that access to, or inspection of, the confidential report was not necessary for the councillor to understand the outcome of the investigation or to fulfil their role as a member of the Council.

There being no further business on the agenda, the Chairman declared the meeting closed at 12.01pm.


Cllr. Gill Kendall, Chairman
24th August 2026

For noting by Council 9/9/26

Clerk to Newby and Scalby Town Council
Jools Marley

Claire Wilson
Devolution & Community Rights Officer
North Yorkshire Council
Local Engagement
Civic Centre
PO Box 787
Harrogate
North Yorkshire
HG1 9RW

Our ref: NYCACV0079

Date: 27 July 2026

Tel: 0300 121 213

Email: assetsofcommunityvalue.NYC@northyorks.gov.uk
Web: www.northyorks.gov.uk

clerk@newbyandscalby-tc.gov.uk

Dear Jools

**Newby & Scalby Community Hall, Scalby Road, Scalby, Scarborough, YO13 0RA – Listed
Asset of Community Value: Notification of Full Moratorium Period – Parish Council**

I am contacting you regarding Newby & Scalby Community Hall, Scalby Road, Scalby, Scarborough, YO13, listed as an Asset of Community Value (ACV). I refer to previous correspondence dated 10 July 2026 regarding commencement of an Interim Moratorium Period running from 9 July 2026 and ending at midnight on 19 August (6 weeks), this related to part of the overall site listed as an ACV. On 27 July 2026 North Yorkshire Council received a written request to be treated as a potential bidder for the property. As a written request has been received from an eligible Community Interest Group within the Interim Moratorium Period the Full Moratorium Period will now be brought into force.

The Full Moratorium Period will operate for 6 months from the date the council was informed of an intention to dispose, 9 July 2026, ending at midnight on 8 January 2027, and gives local Community Interest Groups the opportunity to put an offer together and place a bid. During this period the owner may continue to market and negotiate sales but may not exchange contracts (or enter into a binding contract to do so later). There is one exception where the property may be sold to a Community Interest Group during the moratorium period.

If a bid is received the owner may choose to accept or decline the offer. Once the Full 6-month Moratorium Period has ended, they are free to sell to whomever they choose and at whatever price and no further moratorium will apply for the remainder of a protected period lasting 18 months from the date the council was informed of the intention to dispose. The protected period would therefore end on 8 January 2028.

I trust that my letter clarifies the current position. If, however, you require any further advice, please contact our team either by the phone number above or at assetsofcommunityvalue.NYC@northyorks.gov.uk

Yours sincerely,

Claire Wilson

Devolution & Community Rights Officer

By email

For Council 9/9/26

NEWBY AND SCALBY TOWN COUNCIL

**Parish Caretaker/Highways Items/
Street lights (column number essential)**

DATE first noticed	LOCATION	NATURE OF WORK REQUIRED

Councillor

Date



For homes and habitats

Newby and Scalby Parish Council
By email

3 August 2026

Dear Parish Clerk

RE: Cloughton 2 well site – environmental permit consultation

We previously wrote to let you know that we had received an environmental permit application from Europa Oil and Gas Limited. The application is for drilling an exploratory borehole to assess gas potential at a site in Burniston, near Scarborough.

This letter provides you with a few updates.

We held a public drop-in session on 3rd September 2025 at Burniston and Cloughton village hall, which was well attended by members of the community. We also held a public consultation about this permit application which closed on 7th October 2025.

Since then, we have been assessing the application documents and relevant consultation responses in detail. We have completed our draft permit decision and are satisfied the operator can comply with the permit conditions and has appropriate systems in place to operate without causing harm to the environment, human health or wildlife.

We will be opening a second public consultation. This consultation forms part of the decision-making process and allows interested parties to comment on our draft permit decision before a final decision is made.

As you will be aware, North Yorkshire Council rejected the planning application for this development in May 2026. Planning permission and environmental permits are separate legal requirements administered by different organisations. A planning authority assesses land-use and planning considerations, while the Environment Agency assesses environmental risks and whether they can be adequately controlled.

To report environmental problems please visit www.gov.uk/report-environmental-problem or call the incident hotline on **0800 80 70 60**

We can determine permit applications independently of the planning process because we regulate different matters to the local planning authority. However, a permit alone would not allow development to proceed without any other required consents. Both planning approval and an environmental permit are required for development to proceed.

When the second consultation has closed, we will review all relevant responses, finalise our assessment and then publish our final permit decision together with our decision document on the public register.

The consultation runs from 3rd August 2026 to 23rd September 2026.

The consultation portal and supporting documents are available here:

<https://consult.environment-agency.gov.uk/psc/yo13-0db-europa-oil-gas-limited-draft-decision/>

We would appreciate your help in informing your local community about this public consultation. We've attached a poster advertising the consultation, which we would appreciate you sharing with your community, if possible, please.

If you have any questions, please contact us at:

YORKSHIREOilandGAS@environment-agency.gov.uk

Yours sincerely

Ian Foster

Area Environment Manager – North & East Yorkshire

REPORT

FROM: Jools Marley, Clerk to Council.

TO: All Councillors

DATE: 26th August 2026

SUBJECT: Recommendations of Finance & General Purposes Committee held on 24th August 2026 – Burchell Bequest Scheme of Governance

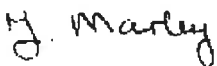
The Council's Internal Auditor recommended council obtained appropriate advice via the YLCA to confirm the governance administration arrangements for the Burchell Bequest charity which relates to Carr Lane Playng Field, including the requirement to hold separate trust meetings *[Recommendation 5 of Minute F&GP18/26.1 refers]*.

In May 2026 the YLCA advised the conveyance on its own should not operate as the constitution and recommended obtaining the advice of the Charity Commission.

In July 2026 the Charity Commission confirmed that the conveyance alone was insufficient and a Governing Document was needed. A draft document was therefore drawn up and considered by the Finance and General Purposes Committee at its meeting on 24th August 2026.

F&GP COMMITTEE'S RECOMMENDATIONS TO COUNCIL:-

- 1] Council resolves to receive and note this report and attached draft Governing Document.
- 2] Council resolves to recommend to the Trustee that the Governing Document is adopted with immediate effect.
- 3] A meeting of the Council acting in its capacity of Sole Trustee of the Burchell Bequest be held immediately after the closure of the Council meeting of 9th September, with the aim of the Trustee meeting being to formally adopt with immediate effect the Governing Document just considered by Council and instruct the Town Clerk to update the documents held by the Charity Commission.



Jools Marley CiLCA
Clerk to Council

Scheme of Governance for the Public Recreation Ground (Charity Number 523407)

1. Name of Charity

The charity shall be known as the Public Recreation Ground (also known as the Burchell Bequest or Carr Lane Playing Field).

2. Governing Documents

The charity is governed by:

1. The will creating the Burchell Bequest;
2. Conveyance dated 29 June 1954 relating to Carr Lane Playing Field; and
3. Order dated 21 September 1956 appointing Scalby Urban District Council as trustee for the administration of the Foundation.

This Scheme sets out how Newby and Scalby Town Council will exercise its functions as sole trustee in accordance with those governing documents.

3. Trustee

Newby and Scalby Town Council ('the Council'), as successor authority to Scalby Urban District Council, acts as sole trustee of the charity.

In acting as trustee, the Council shall administer the charity separately from its ordinary functions as a local authority.

In exercising its functions as trustee, the Council shall act exclusively in the best interests of the charity, having regard to its governing documents and the applicable requirements of charity law.

4. Charitable Purpose

The charitable purpose of the charity is to provide and maintain Carr Lane Playing Field as a public recreation ground and playing field for the benefit of the inhabitants of the area.

The land shall continue to be used principally for recreation, including cricket, football, children's recreation and associated outdoor sporting activities.

5. Administration of the Charity

The Council, acting as trustee of the charity, delegates day-to-day administration of the charity to the Clerk as Proper Officer.

Day-to-day administration includes:

- routine maintenance and upkeep of the land;
- liaison with sports clubs, users and contractors;
- management of bookings and routine use arrangements;
- management of the charity bank account and accounting records;
- payment of routine expenditure authorised within approved budgets; and
- maintaining records relating to the charity.

The Clerk shall act in accordance with these Governance Arrangements and any lawful direction of the Council acting as trustee.

6. Reserved Matters

The following matters are reserved to the Council acting as trustee:

- approval of annual accounts or financial statements;
- approval of non-routine or significant expenditure;
- entering into leases, licences or formal agreements relating to the land;
- any proposed change to the use of the land;
- disposal of any charity asset;
- borrowing or investment decisions;
- adoption or amendment of governance arrangements; and
- any matter considered significant by the Clerk or the Council.

7. Delegation

Except for the day-to-day administrative functions delegated to the Clerk under section 5, no trustee function shall be delegated to any committee or sub-committee of the Council. All trustee decisions shall be taken by the full Council acting as sole trustee.

8. Financial Arrangements

The funds of the charity shall be:

- held separately from the general funds of the Council,
- used solely for the purposes of the charity, and
- applied only for the maintenance, improvement and administration of the playing field and associated charitable purposes.

Proper accounting records shall be maintained.

9. Annual Review

The Council acting as trustee shall undertake an annual review of the administration and financial position of the charity at a meeting held for that purpose.

The annual review shall include consideration of:

- the charity's financial position and approval of its annual accounts,
- compliance with the charity's governing documents, and
- any matters requiring trustee decision.

10. Meetings

When the Council is acting in its capacity as charity trustee, meetings of the Council acting as trustee shall take place separately from meetings of the Council acting in its capacity as a local authority.

Trustee meetings shall be clearly identified as meetings of the Public Recreation Ground Charity. Separate agendas, minutes and records of decisions shall be maintained for trustee business.

The Council, when acting as trustee, shall make decisions in accordance with the governing documents of the charity and applicable charity law.

11. Records and Decisions

Decisions made by the Council acting as trustee shall be recorded in the minutes of the trustee meeting and maintained as separate charity records.

The records shall clearly identify that the Council was acting in its capacity as sole trustee of the Public Recreation Ground Charity.

12. Amendment of Arrangements

These Governance Arrangements may be amended by resolution of the Council acting as trustee provided that no amendment shall conflict with the governing documents of the charity or the applicable requirements of charity law.

13. Adoption

These Governance Arrangements were adopted by resolution of Newby and Scalby Town Council acting as trustee of the Public Recreation Ground Charity.

Date: _____

Minute Reference: _____

Signed: _____

Chairman

FROM: Jools Marley, Clerk to the Town Council & Responsible Financial Officer.

TO: All Councillors

DATE: 25th August 2026

SUBJECT: **Recommendations of Review & Staffing Committee In Respect of Policies and Procedures.**

Background

It is within the Terms of Reference of the Review and Staffing Committee to review all Council policies on an annual basis and make recommendations to Council

Additional information

The Review & Staffing Committee has met on several occasions to carry out a review of Council's policies & procedures, consider the drafts of any new policies and agree its recommendations to Council.

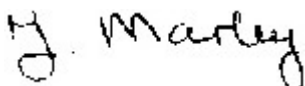
In accordance with new guidance and as advised by Council's Internal Auditor, there are additional new policies in respect of Reserves and Investments.

Cost implications

None to the Town Council in respect of amendments to the policies or adoption of the new policies.

Recommendations

1. Council receives and notes this report.
2. Council notes the recommendation of the Review & Staffing Committee to adopt the amended policies/documents as listed below and resolves to adopt those amended policies/documents with immediate effect:-
 - a) Data Protection & Information Security Policy (last updated 1/5/22) – minor changes made to reflect changes in legislation.
 - b) Discretionary Grants Policy (last updated 1/5/22) – minor changes made to allow Finance & General Purposes Committee to also consider applications.
 - c) Civility & Respect Pledge (adopted 18/4/23)) – 1] to renew the pledge; 2] to encourage all members to sign the Councillor's Statement of Assurance; 3] to display the Pledge and Statement of Assurance in the meeting room.
 - d) Training Policy (adopted 12/4/23) - minor changes made to remove reference to Society of Local Council Clerks and include details of Induction Guide for Councillors.
3. Council notes the recommendation of the Review & Staffing Committee to adopt the attached Reserves Policy and Investment Policy and resolves to adopt both policies without change and with immediate effect.



Jools Marley (CiLCA)
Clerk to the Town Council and RFO



Newby & Scalby Town Council

30/7/26 R&S version recommended to Council for adoption

DATA PROTECTION & INFORMATION SECURITY POLICY

Adopted by Full Council
12th October 2011

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DATA PROTECTION AND INFORMATION SECURITY POLICY

Newby & Scalby Town Council recognises its responsibility to comply with the Data Protection Act 2018 and UK General Data Protection Regulation, which regulate the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

The Data Protection Act

The Data Protection Act 2018 sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The Data Protection Act applies to anyone holding personal information about people electronically or on paper.

As a local authority Newby & Scalby Town Council has a number of procedures in place to ensure that it complies with The Data Protection Act 2018. The Town Council has also notified the Information Commissioner that it holds personal data about individuals. When dealing with personal data, Newby & Scalby Town Council staff and Councillors must ensure that:

- **Data is processed fairly and lawfully**
Personal information should only be collected from individuals if staff and Councillors have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**
- **Data is relevant to what it is needed for**
Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date**
Personal data should be accurate, if it is not it should be corrected.
- **Data is not kept longer than it is needed**
Data no longer needed will be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals**
Individuals must be informed, upon request, of all the personal information held about them.
- **Data is kept securely**
Only the Clerk or Deputy Clerk/RFO can directly access the data, which is held securely by a system of passwords and encryption. It cannot be accessed by members of the public.
- **Data is not transferred outside the European Economic Area unless the country in question can provide an adequate level of security for that data**

Storing and accessing data

Newby & Scalby Town Council recognises its responsibility to be open with people when taking personal details from them. This means that councillors and staff must be honest about why they want a particular piece of personal information. If, for example, a member of the public gives their phone number to staff or a member of Newby & Scalby Town Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else without the person's permission. Confidential documents and personal information about staff is held in a locked filing cabinet to which only the Clerk has a key.

Newby & Scalby Town Council may hold personal information about individuals such as their addresses and telephone numbers. This is securely kept in the office of the Town Clerk and Deputy Clerk/RFO and is not available for public access. The Council's staff office is locked when there are no staff in attendance. Only the Town Clerk, Deputy Clerk/RFO, cleaner and Chairman hold keys or the access code to Council's staff office. All Council's computers are password protected. Once data falls outside the minimum retention time of Council's document retention policy, it will be shredded or securely deleted from the computer.

The Town Council is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them

- They must be sent all of the personal information that is being held about them
- There must be explanation for why it has been stored
- There must be a list of who has seen it
- It must be dealt with within the prescribed time limits

A fee to cover photocopying and postage charges will be charged to the person requesting the personal information.

Disclosure of personal information

If an elected member of the council needs to obtain personal information to help carry out their duties, this is acceptable. They are only able to obtain as much personal information as necessary and it should only be used for that specific purpose. A councillor may only do this providing they represent the ward in which the subject lives. Data should never be used for political reasons unless the data subjects have consented.

Confidentiality

Newby & Scalby Town Council councillors and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Document History		
Status	Date	Version
Council Adopted [Minute 106/11.2 refers]	12/10/2011	
Amended to reflect Council's change of name	01/05/2022	



Newby & Scalby Town Council

**30/7/26 updated version recommended by R&S
for adoption**

DISCRETIONARY GRANTS POLICY

Adopted by Full Council

12th February 2014

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Discretionary Grants policy

A grant is any payment or gift made by the Town Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Town Council. The law requires that grants must be “in the interests of, and will bring direct benefit to, the area or any part of it or all or some of its inhabitants” and “the direct benefit should be commensurate with expenditure.”

Grant applications will be considered by the Finance & General Purposes Committee or at Ordinary Meetings of the Town Council.

GRANT CRITERIA

Applicants must be able to demonstrate a clear need for financial support so as to benefit Newby and Scalby parishioners by:-

- Providing a service,
- Enhancing the quality of life,
- Improving the environment, or
- Promoting Newby and Scalby in a positive way

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account, however not having these does not automatically mean the application will be refused so long as suitable credible evidence of the requirement can be made.

The Town Council will not award grants to: -

- a. private individuals or regional/national charities unless for a specific project within the Council area
- b. commercial organisations
- c. purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- d. “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution
- e. political parties
- f. religious organisations; unless for a purpose which does not discriminate on grounds of belief
- g. schools for an activity that takes place within the school day
- h. any project outside the powers and functions of the Council

CONDITIONS

- Grants will not be awarded for similar items on a regular basis
- Additional applications within a rolling 12 month period will not normally be considered.
- Financial status – a copy of your most recent set of accounts must be enclosed with your application. Should none be available an explanation must be provided, if possible with substantiating evidence, to enable the Council to make a judgement as to the viability of the applying organisation. A grant will not be considered without this information.
- Applicants must attend the council meeting at which their application is considered. Failure to do so will result in their application being refused.
- Donations to Registered Charities in response to a general fundraising appeal will be restricted to an upper limit of £100-00.
- Groups operating outside the parish boundary will normally be limited to an upper limit of £100-00.
- The award can only be used for the purpose for which the application was made.
- If the award cannot be used for the stated purpose, all monies must be returned to Newby and Scalby Town Council.

- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If Newby and Scalby Town Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded.

Only one application for a grant will be considered from any organisation in any one financial year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. Grants will not be made retrospectively.

SUCCESSFUL APPLICATIONS

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Newby and Scalby Town Council. Where appropriate, the Town Council will affix a label to equipment.

Where equipment is gifted to an organisation, the Town Council advises that it be insured and maintained at the expense of the user.

It is not just the role of the Town Council to award grants - it actively encourages organisations to do their own fundraising and, where possible, seek grants from other agencies to finance projects.

Document History		
Status	Date	Version
Council Adopted [Minute 27/14.2 refers]	12/2/2014	1.0
Reviewed [Minute 11/15.5 refers]	14/1/2015	1.1
Amended to reflect Council's name change	01/05/2022	1.2
Updated by R&S 30/7/26	30/7/26	1.3
Update recommended to Council for adoption	9/9/26	1.3

Agenda item

MOTION

For Review & Staffing Committee [DATE

From : Cllr. Helen Bore

To : All members of Review & Staffing Committee

Date : 28th February 2026

SUBJECT : Civility & Respect Assurance

Newby & Scalby Town Council signed the NALC Civility & Respect Pledge on the 18th April 2023.

On the 16th September 2025, NALC introduced its 'Councillor's Statement of Assurance'. This invites councillors to commit personally to upholding the highest standards of civility, respect and professionalism in their daily work and interactions. The Civility & Respect Pledge shows the organisation's commitment; the new Statement places the spotlight on individual councillors. It asks them to take personal responsibility for setting the tone of their council, ensuring that meetings, decisions and discussions are fair, inclusive and effective. It is not a legal document or contractual obligation. Instead, it acts as a public affirmation of personal values and conduct, underscoring the role of councillors as community leaders and role models.

Scarborough Town Council has recently voted to adopt the Civility and Respect Pledge and sign the Councillor's Statement of Assurance.

In light of the continuing behaviour of certain members of Newby & Scalby Town Council, I believe that it is time for the Council to renew its Civility & Respect Pledge and for individual members to sign the Statement of Assurance.

I **PROPOSE** therefore :

1. That Newby & Scalby Town Council renews its Civility & Respect Pledge;

See over for resolution

2. That all members are encouraged to sign the Councillor's Statement of Assurance; and
3. That the Civility & Respect Pledge and the Councillor's Statement of Assurance are displayed in the large meeting room at the Council offices.


Helen Bore

Nos 1, 2 and 3 carried
Min RS 35/26-1 refers

Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Councillor's Statement of Assurance

I confirm that I have read the Council's Code of Conduct, including the principles of public life, and understand my obligations and the behaviour expected of me whenever I am acting as a councillor.

Understanding my duties as a councillor, I will adopt the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. I will also:

- behave respectfully towards others, including those I disagree with;
- uphold the values identified in my Council's Code of Conduct; and
- attend training required by the Council as part of my role as a councillor.

Name	Signature	Date
Cllr.Derek Bastiman		
Cllr. Helen Bore		
Cllr. John Buckley		
Cllr. Syd Foote		
Cllr. Rachael Holliday		
Cllr. Gill Kendall		
Cllr. Bob Marley		
Cllr. Norman Murphy		
Cllr. Janet Shepherd		
Cllr. Jackie Smith		
Cllr. Chris Thistleton.....		
Cllr. Richard Thompson		
Cllr. Reg Towse		



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that
Newby & Scalby Town Council
has signed up to the Civility & Respect Pledge**

Newby & Scalby Town Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate Number 1143

Newby & Scalby Town Council will:

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements in place including, staff contracts, and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Signed on behalf of the council by:

Chairperson/Mayor: R. Towse Date: 18/4/2023



Newby & Scalby Town Council

**30/7/26 updated version recommended by R&S
for adoption**

TRAINING POLICY

Adopted by Full Council 12/4/23

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NEWBY & SCALBY TOWN COUNCIL TRAINING POLICY

Newby and Scalby Town Council (N&STC) is committed to offering and encouraging continuous training for all its staff and members. It recognises that to be well trained and informed promotes good practice in its organisation and increases and encourages the activities for community work.

N&STC values the time given by its members to their community and this policy is aimed at maximising the rewards from that time by ensuring that its members understand and enjoy the role they undertake in the community.

N&STC will identify training needs in the light of the overall objectives of the Council and the requirements of the individual. Decisions regarding training needs of individual councillors or members of staff are made by the Chairman of the Review and Staffing Committee and the Town Clerk.

N&STC will encourage its members to attend training meetings relevant to their specific roles and needs of the Council.

N&STC will ensure that all new members are offered appropriate training at the earliest opportunity and will be presented with an Induction Guide for Councillors containing relevant information about becoming a Councillor on N&STC. For all councillors in-house training to meet specific needs may be arranged to enable all councillors to attend. If this is not possible and N&STC deems that training is necessary then all approved training costs will be met by N&STC. The Yorkshire Local Councils Association provide N&STC with details of training available and this information is forwarded to councillors on a regular basis – Councillors are expected to look at these training bulletins and indicate which courses they wish to undertake

N&STC will ensure that training for members and staff is adequately covered as a training item in the annual budget.

N&STC will maintain a selection of current publications offering advice concerning all aspects of Local Government.

N&STC is committed to networking with other Councils as an effective means of information gathering where possible to link in with training events held by other Councils.

Contracts of employment and job descriptions will include details of the Council's commitment to training.

Document History		
Status	Date	Version
Draft for adoption consideration Council of 12/4/23		1.0
Adopted, Minute 63/23.2 refers	12/4/23	1.0
Updated by R&S 30/7/26	30/7/26	1.1
Update recommended to Council for adoption	10/11/26	1.1



Newby & Scalby Town Council

RESERVES POLICY

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Introduction

Newby and Scalby Town Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

Reserves can be categorised as general or earmarked.

Earmarked reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend – some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet excesses of claims not covered by insurance
- Other earmarked reserves may be set up from time to time to meet known or predicated liabilities.

General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves

Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements.

Any decision to set up a reserve must be made by Full Council. Expenditure from reserves can only be authorised by Full Council.

Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various Earmarked Reserves and the purpose for which they are held.

Reviewing the Council’s Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

General Reserves

The level of General Reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Setting the level of General Reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay one month's salaries to staff in General Reserves at all times.

Current level of financial reserves

The Governance and Accountability Practitioners' Guide states that the generally accepted minimum level of a smaller authority's general reserve should be between three and twelve months of net revenue expenditure. Smaller authorities are advised to hold reserves closer to twelve months, while larger authorities may hold nearer to three months. Authorities with income and expenditure above £200,000 are expected to plan towards a general reserve equivalent to three months' expenditure.

The level of general reserves to be held by the Council should ideally be between five and seven months of the annual precepted figure. At 23rd April 2026 general reserves are £29,014 which is just below the averaged 3 month expenditure for 25/6 – hence the Internal Auditor's recommendation that the general reserve would benefit from being increased.

Capital Receipts Fund/Investments

The Council may from time to time receive capital receipts from the disposal of land or other capital assets. Such receipts do not form part of the Council's General Reserve or Earmarked Reserves and shall be accounted for separately. Capital receipts are subject to statutory restrictions and may only be applied for purposes permitted by law. They shall not be regarded as available to support the Council's day-to-day revenue expenditure or to reduce the precept.

Pending their application, capital receipts shall be held and managed in accordance with the Council's Investment Policy.

Investment Policy needs to cover:-

- objectives (security first, liquidity second, yield third);
- authorised institutions;
- maximum sums with any one institution;
- permitted investment types;
- delegation of decisions;
- reporting to Council; and
- review arrangements.

Document History		
Status	Date	Version
Initial draft	23/4/26	1.0
Updated draft 22/7/26 (to include capital/investments) for R&S on 30/7/26	30/7/26	1.1
Update recommended to Council for adoption	9/9/26	1.2



Newby & Scalby Town Council

INVESTMENT POLICY

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Introduction

Newby & Scalby Town Council is committed to the prudent management of public funds. This Policy sets out how the Council will invest temporarily surplus funds, including General Reserves, Earmarked Reserves and any Capital Receipts, in accordance with the Local Government Act 2003, statutory guidance issued by the Secretary of State, and the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide.

The Council shall not borrow money for the purpose of investment.

Investment Objectives

The Council's investment priorities shall be:

1. Security – protecting the capital invested.
2. Liquidity – ensuring sufficient funds are available to meet the Council's financial commitments.
3. Yield – obtaining an appropriate return, consistent with the first two objectives.

The Council recognises that the protection of public funds takes precedence over maximising investment income.

Scope

This Policy applies to all temporary surplus funds held by the Council, including:

- General Reserves;
- Earmarked Reserves;
- the Capital Receipts Fund; and
- any other cash balances not immediately required for expenditure.

Authorised Institutions

Investments may only be placed with institutions that are considered to present a low level of risk.

Authorised institutions include:

- UK clearing banks;
- UK building societies;
- the Government Debt Management Account Deposit Facility (where available to local authorities);
- UK local authority investment schemes;
- other UK regulated financial institutions approved by the Council.

The Responsible Financial Officer shall keep the financial standing of authorised institutions under review and recommend any necessary changes to the Council.

Maximum Investment Limits

To reduce risk through diversification:

- no more than £250,000, or 25% of the Council's total invested funds (whichever is the greater), shall normally be invested with any single financial institution;
- this restriction shall not apply to investments backed directly by HM Government;
- where operational requirements require a temporary departure from these limits, the Responsible Financial Officer shall report the reasons to the next meeting of the Finance & General Purposes Committee.

Permitted Investment Types

The Council will only make prudent, low-risk investments.

Permitted investments include:

- instant access bank accounts;
- business reserve accounts;
- notice accounts;
- fixed-term deposits;
- local authority deposit schemes; and
- any other low-risk investment specifically approved by Full Council.

The Council shall not invest in:

- shares or equities;
- corporate bonds;
- derivatives;
- cryptocurrency;
- speculative investment products; or
- any investment where the capital value is at significant risk.

Capital Receipts

Capital receipts arising from the disposal of land or other capital assets shall be accounted for separately from the Council's General and Earmarked Reserves.

Pending their lawful application, capital receipts may be invested in accordance with this Policy.

The existence of a substantial capital receipt shall not justify taking increased investment risk.

Delegation

Day-to-day investment decisions are delegated to the Responsible Financial Officer, who shall:

- ensure compliance with this Policy;
- maintain sufficient liquidity to meet the Council's financial commitments;
- seek appropriate returns consistent with the Council's investment objectives;
- maintain accurate records of all investments; and
- ensure that investments remain within the limits approved by the Council.

Reporting

The Responsible Financial Officer shall report periodically to the Finance & General Purposes Committee on the Council's investments, including:

- investments currently held;
- the institutions with which funds are invested;
- the amount invested with each institution;
- investment maturity dates where applicable;
- interest earned;
- any changes to investment arrangements; and
- any concerns regarding investment risk or the financial standing of an authorised institution.

The Finance & General Purposes Committee shall monitor compliance with this Policy and make recommendations to Full Council where appropriate.

Investment balances shall also be reported as part of the Council's annual accounts and Annual Governance and Accountability Return (AGAR).

Review

This Policy shall be reviewed:

- annually;
- following any significant change in legislation or statutory guidance; or
- whenever the Council's financial circumstances materially change, including following the receipt of a significant capital receipt.

Any amendments shall require the approval of Full Council.

Document History		
Status	Date	Version
Draft written 6/8/26 for consideration by R&S	6/8/26	1.0

Council meeting of 9/9/26

SCHEDULE 6

**** Already drawn**

DATE 9th September 2026

NOTE - direct debit payments are for information/noting as their payment was approved at F&GP meeting of 23/3/26 (F&GP Minute 12/26.2 refers)



For emergencies, please contact your:
Water wholesaler: Yorkshire Water
Visit business-stream.co.uk/emergencies

Customer reference / Invoice no

Invoice / tax point date: 4 August 2026

Supply address: Allotments Hackness Road,
Scalby Scarborough, North Yorkshire, YO13
oQY

Our VAT number: 945 8508 85

Page 1 of 3

Water efficiency toolkit

We're committed to supporting our customers in reducing their water usage to cut costs and help protect the environment. Find out more at business-stream.co.uk/water-efficiency

S159901-2 / GMSWB01 / HTLN / 001 / 009079 / 688148 / 002958 / 4B / 002958 / 1 of 2



Newby & Scalby Town Council
445B Scalby Road
Newby
SCARBOROUGH
YO12 6UA



4B/002958
33300/413DU04EH00023

Your water services Invoice

3 May - 2 August 2026 (92 days, average £ per day)

Your account summary

Your previous balance	£9.10	
Payments received	£9.10	CREDIT
Your balance brought forward	£0.00	

Your charges this period (see page 2 for details)

Water services charges	£4.21
VAT	£0.00
Total charges this period	£4.21

Your new account balance **£4.21**



Thanks for paying by Direct Debit. You don't need to do anything - we'll collect £4.21 from your account on 18 August 2026.

Ways to pay

Direct Debit

Paying by Direct Debit is the quickest and easiest way to pay your bills. Visit business-stream.co.uk/direct-debit or call us on **0330 123 2000**.

Online

Visit [business-stream.co.uk/pay online](https://business-stream.co.uk/pay-online) with your debit or credit card details.

By phone

Call **0330 123 2000** to pay over the phone using your debit or credit card details.

By bank transfer



Payment slip

Complete the enclosed **payment slip** and present it, with your invoice, to your bank branch or to a post office, to pay by cash, card or cheque. You may be charged for this service.

Alternatively, you can send a cheque, and the completed payment slip enclosed, to **Business Stream, PO Box 17381, Edinburgh EH12 1GT**. Cheques should be payable to 'Business Stream' and include your customer reference number on the back. Please don't send cash in the post and allow 10 days for payment to be processed. For more information, visit business-stream.co.uk/ways-to-pay

PO Box 17381, Edinburgh, EH12 1GT | business-stream.co.uk

Naturally different.

Scottish Water Business Stream Limited trading as Business Stream. Registered in Scotland. Company no. SC294924. Registered office address and principal place of business: 1-3 Lochside Crescent, Edinburgh, EH12 9SE. Ofwat, the Water Services Regulation Authority, is the regulator of the water sector in England and Wales. For more information visit ofwat.gov.uk. Unless otherwise agreed, Scottish Water Business Stream Ltd provides services to you in accordance with our standard terms and conditions, a copy of which is available at business-stream.co.uk/terms. Copies are also available on request. Through your continued receipt and acceptance of our services, you are deemed to have accepted our standard terms and conditions.

Your charges in detail

Water charges**Fixed water charge**

		Units	Rate	VAT	Charge
Yearly fee £70.14	3 May 26 - 2 Aug 26	92 days	0.192164	Z	£17.68

This is a fee for the upkeep of external pipes and pumps that supply water to your premises.

Volumetric water charge

Estimated reading	3 Aug 26	6649			
Estimated reading	3 May 26	6655			
= volume used this period		-6 m ³			
Charges	3 May 26 - 2 Aug 26	-6 m ³	2.2458	Z	-£13.47

This is a charge for the amount of water you've used, as recorded by your water meter. The rate you are charged can vary based on your location and your water consumption.

Total water charges					£4.21
----------------------------	--	--	--	--	--------------

Subtotal	£4.21
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Total charges this period	£4.21
----------------------------------	--------------

on Sch of payments no 5
entry 5/7

INVOICE CHECKED BY/DATE _____

PAYMENT ENTERED BY _____

PAYMENT TYPE/UTR DDPAYMENT DATE 18/8/26

AUDIT CHECK BY/DATE _____

VAT RECLAIM DATE _____

NEIL BARNES LANDSCAPE SERVICES

'SHEBRI' MAIN STREET STAXTON
NORTH YORKSHIRE YO12 4SE
TEL: 01944 710835

Mrs J Marley
Newby and Scalby Town Council
445b Scalby Road
Newby
SCARBOROUGH
YO12 6UA

18 August 2026

DATE	INVOICE No	DETAILS	AMOUNT (£)
07/07/26	4069	Church Beck Green Cut down remaining daffodils	54.00
15/07/26		Cut Church Beck Green	52.00
29/07/26		Strimmed allotments	121.50
31/07/26		Cut hedge at allotments	54.00

Ch. Beck 106 —
Strim Allot 121-50
Hedge Allot 54 —

TOTAL AMOUNT DUE 281.50

INVOICE CHECKED BY/DATE 3/9

PAYMENT ENTERED BY dm

PAYMENT TYPE/UTR 117100446

PAYMENT DATE 11/9/26

AUDIT CHECK BY/DATE _____

VAT RECLAIM DATE _____



Invoice

Document Solutions UK Ltd.
Unit 18
Gosforth Industrial Estate
Gosforth
Newcastle Upon Tyne
NE3 1XD

T. 0191 5005222
E. accounts@documentsolutionsltd.co.uk

Invoice To

Newby & Scalby Town Council
445B Scalby Road
Scarborough
North Yorkshire
YO12 6UA

Invoice No 377729
Invoice Date 28/08/2026
Order No
Account No 788
Page No 1/1

Description	Unit amount	Quantity	Net amount
Model No A [REDACTED] Serial No A [REDACTED] Mono Via Remote Billing Reading at 26/08/2026 is 40,135 Reading at 28/05/2026 was 38,963 Usage Colour Via Remote Billing Reading at 26/08/2026 is 68,050 Reading at 28/05/2026 was 67,434 Usage	Location Newby & Scalby Town Council, 445B Scalby Road, Scarborough, North Yorkshire, YO12 6UA.		
	0.00436	1,172	5.11
	0.04360	616	26.86

INVOICE CHECKED BY/DATE _____

PAYMENT ENTERED BY _____

PAYMENT TYPE/UTR **DD** _____

PAYMENT DATE _____

AUDIT CHECK BY/DATE _____

VAT RECLAIM DATE _____

The amount due will be collected by Direct Debit on or immediately after 30 days, due by 27/09/2026

Net Total	GBP	31.97
Tax Total	GBP	6.39
Invoice Total	GBP	38.36

NEWBY & SCALBY TOWN COUNCIL
445b Scalby Road
Scarborough
YO12 6UA

Invoice

331737 SOGEA	£ 40.18
331737 Enhanced Support	£ 5.27
2028NEWBYANDSCALBYTOWNCOUNCIL VoIP rental	£ 17.51
01723354018 VoIP call charges	£ 0.00
Subtotal	£ 62.96
VAT at 20.0% on £ 62.96	£ 12.59
Total	£ 75.55

PAYMENT ENTERED BY _____

PAYMENT TYPE/UTR DD

PAYMENT DATE _____

AUDIT CHECK BY/DATE _____



VAT RECLAIM DATE
fidelity
group. Empowering XAAS.

Details

Invoice no. 454060
Invoice date 1 September 2026
Due date 15 September 2026

Payment

This invoice is for information only. The amount shown will be collected by Direct Debit on or just after 15/09/2026 with reference V0038665. If there are any changes to the amount, date or frequency of your Direct Debit we will notify you 10 working days in advance of your account being debited or as otherwise agreed.

Our mission:

To be the UK's most customer-centric communications company, helping businesses grow by providing and supporting them with innovative and trusted solutions



Connectivity



Energy



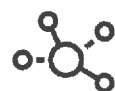
Mobile



Payments



Voice



IoT

**A. Brunton Waste**

A. Brunton Limited, Woodside, Boynton, Bridlington, YO16 4XG

☎ Call Us 01262 672591 🌐 Visit Our Website abruntonskiphire.co.uk ✉ Email Us info@abruntonskiphire.co.uk

Invoice**A/C Ref.: NEWBY001****NEWBY & SCALBY TOWN COUNCIL**

Newby & Scalby Community Hub
445 Scalby Road
Scarborough
North Yorkshire
YO12 6UA

Invoice No.: OUT-76219**Invoice Date: 01-09-26**

Date	Our Ref	Description	PO Number	Quantity	Rate	Total
Newby & Scalby Community Hub, 445 Scalby Road, Scarborough, North Yorkshire, YO12 6UA						
03/09/26	353496	SLBIN 240 (Ltr Bin) Waste (Mixed Municipal) 20.03.01 FC		1	7.15	£7.15
17/09/26	353497	SLBIN 240 (Ltr Bin) Waste (Mixed Municipal) 20.03.01 FC		1	7.15	£7.15
04/09/26	353498	SLBIN 240 (Ltr Bin) DMR (Mixed Packaging) FC		1	6.20	£6.20
18/09/26	353499	SLBIN 240 (Ltr Bin) DMR (Mixed Packaging) FC		1	6.20	£6.20

INVOICE CHECKED BY/DATE _____

PAYMENT ENTERED BY _____

PAYMENT TYPE/UTR **DD**

Payment is due 28 days from date of invoice.

VAT Rate is 20%

PAYMENT DATE _____

AUDIT CHECK BY/DATE _____

VAT RECLAIM DATE _____

Net Total £26.70**VAT £5.34****Grand Total £32.04**

KEY SERVICES: NEWSK = NEW SKIP, E/R = SKIP EXCHANGE, FIN = SKIP COLLECTION, WWL = SKIP WAIT WHILE LOAD, DELIV = UNIT DELIVERY, COLL = UNIT COLLECTION, HAU = HAULAGE, HSUP = HAULAGE SUPPLY, YAIN = TRADE IN, YAOUT = TRADE OUT, SLBIN = SCHEDULED BIN LIFT, ALBIN = ADHOC BIN LIFT, SEBIN = SCHEDULED BIN EXCHANGE, AEBIN = ADHOC BIN EXCHANGE, DBIN = BIN DELIVERY, CBIN = BIN COLLECTION, HIRE = RENTALS, CHARGE = SURCHARGES, PROUT = PRODUCTS

KEY PRICE LINES: FC = FLAT CHARGE, P/T = PER TONNE, P/U = PER UNIT, P/LTR = PER LITRE, P/HR = PER HOUR, TRIP = PER TRIP, DEL = DELIVERY, COL = COLLECTION, ITEM = ITEM, PPKG = PRICE PER KILOGRAM

VAT Registration: 167 1537 54

Company Registration: 09571842

Any queries must be notified within 14 days of invoice date.Remittances and account queries to: accounts@abruntonskiphire.co.uk**OUT-76219**



Franklin GreenScapes
115 Westway
Scarborough
North Yorkshire YO11 3EG
franklingreescapes@mail.com
07484270351

Jools Marley

Newby and Scalby Town Council

445b Scalby Road
Scarborough
North Yorkshire YO12 6UA

INVOICE 215

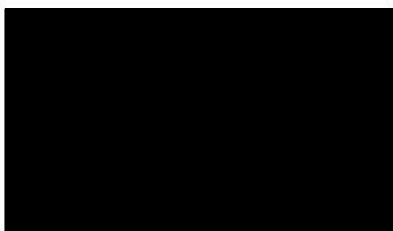
01 September 2026

Payment due by 08 September 2026

QUANTITY	DETAILS	UNIT PRICE (£)	SUBTOTAL (£)
4:00 Hours	4th August Removal of tree shoots at Moor Lane bus stop and overhanging tree on corner of Green Lane and Colescliffe Road 2 1/2 hours office gardens and courtyard maintenance 1 1/2 hours	22.00	88.00
4:30 Hours	11th Aug Bench Cleaning and Painting Seats 48, 45, 9, 10 and 11 9.30am - 2pm	22.00	99.00
3:00 Hours	18th Aug Removal of overhanging tree on corner of Green Lane and Colescliffe Road 1 hour Bench Cleaning and Painting Seats 34 and 35. 2 hrs 10.00am - 1pm	22.00	66.00
4:30 Hours	25th Aug Weeding Scalby Village toilets 1 hr Bench 50 Cleaning and Painting 1 hr Office garden lawns and borders 2.5 hrs 9.30am - 2.00pm	22.00	99.00

GBP Total £352.00

Payment Details



INVOICE CHECKED BY/DATE 3/9

PAYMENT ENTERED BY dm

PAYMENT TYPE/UTR 1759 56495

PAYMENT DATE 11/9/26

AUDIT CHECK BY/DATE _____

VAT RECLAIM DATE _____



%%eyeball1

NEWBY & SCALBY PARISH COUNCIL
445B SCALBY ROAD
SCALBY
SCARBOROUGH
YO12 6UA

Programme Administrator Helpline
0345 030 6270
+44 1908 544 059 (from abroad)
www.lloydsbank.com/commercialbanking

Corporate Purchasing Card - Sterling Account

Page 1

Cardholder details

Statement date 02-09-2026
Account number 4484-4513-1041-3630
Credit Limit £2,000.00

Your account at a glance

Previous balance	£126.44	Transaction refunds	£0.00
Payments received	£126.44	Account charges	£0.00
Purchases	£104.16	Annual Card Fees	£3.00
Cash advances	£0.00	Current balance	£107.16

Transaction date	Reference	Description	Amount
17-08-2026		DIRECT DEBIT PAYMENT - THANK YOU	£126.44 CR
	XXXX-XXXX-XXXX-6506 MARLEY, [REDACTED]		£107.16
06-08-2026	74045446219920025478754	DEANS SCARBOROUGH GARDEN SCARBOROUGH GB	£7.99
10-08-2026	74208476222100044256409	THECLEANINGCOLLECTIVE SCARBOROUGH GB	£90.17
23-08-2026	74875306235000513315064	giffgaff London GB	£6.00
02-09-2026		MONTHLY FEE	£3.00

Payment is due by 16 September 2026

Balance

£107.16

Payment will be collected by direct debit on 16 September 2026.

%%eyeball2

E:\PC&TC\Finance\Petty Cash\2026 to 2027\P CASH SCH 4-5 2026 TO 2027.xls

CONTROL ACCOUNT FOR PETTY CASH SCHEDULES 4&5 2026/2027									
INCOME			EXPENDITURE						
DATE	SOURCE	AMOUNT	DATE	DESCRIPTION	AMOUNT	VAT	NET	VAT NO.	
01/07/2026	b/fwd	77.15	7.7.26	Brushes for seat painting	£10.00	£1.67	£8.33	673583601	100% reclaim
21/07/2026	reclaimed	72.85	24.7.26	Window cleaner	£55.00	£0.00	£55.00		
			24.8.26	Strimmer line for allotments (GK)	£8.00	£1.33	£6.67	232555575	100% reclaim
			25.8.26	Petrol for strimmer (GK)	£11.47	£1.91	£9.56	979182661	100% reclaim
			1.9.26	QE2 seat fixing bolts etc	£3.55	£0.59	£2.96	747087505	100% reclaim
							£0.00		
							£0.00		
							£0.00		
							£0.00		
							£0.00		
(A) TOTAL		£150.00	(B) TOTAL		£88.02	£5.50	£82.52		
(C) FLOAT BALANCE		£61.98	(D) REPLENISH AMOUNT		£88.02				
(A) - (B)			(A) - (C)						
FLOAT COUNT			ACCOUNTS DATA						
DENOMN.	NUMBER	VALUE	DATE COUNTED		GROSS	VAT			
£20	0	£0.00		POSTAGE					
£10	2	£20.00		STATIONERY					
£5	7	£35.00		CIVIC PRIDE		£0.00			
£2	0	£0.00		EQUIPMENT					
£1	3	£3.00		PARKING/MLS					
£0.50	4	£2.00		445/445b	£55.00				
£0.20	4	£0.80		MISC		£0.00			
£0.10	7	£0.70		ALLOTMENTS	£19.47	£3.24			
£0.05	6	£0.30		HUB ENT'MT					
£0.02	5	£0.10		SEATS	£13.55	£2.26			
£0.01	8	£0.08		AUDIT					
					discrepancy	discrepancy			
		£61.98	MUST BALANCE TO (C)		£0.00	£0.00			
		(£0.00)	DISCREPANCY						
			17.50%	GROSS TO NET TIMES BY .85	VAT CONVERTER	AMT	15%	17.50%	20%
				GROSS TO VAT TIMES BY .149	TAKE VAT OFF	£8.00	£6.96	£6.81	6.67
						net of vat	£1.04	£1.19	£1.33