

# **NOTICE**

is hereby given that a

## **Finance & General Purposes Committee Meeting**

will be held in

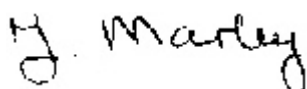
**the large meeting room,  
Council Offices  
445b Scalby Road,  
SCALBY**

on

**Thursday, 30<sup>th</sup> JULY 2026**

**at 9.30am or on the rising of the Planning Committee if that is later.**

**ALL MEMBERS OF THE COMMITTEE ARE HEREBY  
SEVERALLY SUMMONED AND REQUIRED TO ATTEND IN  
ORDER TO TRANSACT THE FOLLOWING BUSINESS:-**



J Marley (CiLCA)

Clerk to the Council and RFO

Town Council Office, 445b Scalby Road, Scalby, Scarborough YO12 6UA

Tel: (01723) 354018. Email: [clerk@newbyandscalby-tc.gov.uk](mailto:clerk@newbyandscalby-tc.gov.uk)

Friday 24<sup>th</sup> July 2026

# AGENDA

## 1 APOLOGIES FOR ABSENCE

- 1.1 To receive and note apologies from councillors who are unable to attend the meeting.
- 1.2 To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.

## 2 DECLARATIONS OF INTEREST

To receive any declarations of interest in items on this agenda.

## 3 MINUTES

- 3.1 To approve and sign as a correct record, the minutes of the Finance & General Purposes Committee Meeting held on 16<sup>th</sup> July 2026. (*enclosed*).

- 4 **Agreement re. churchyard** (replaces Model Agreement) [*Minute FGP28/26 refers*] – to note Cllr. Bore's amended version of the agreement (*enclosed*) had (in the main) been accepted by NYC and agree action as appropriate;

- 5 **Cableway in Linden Road playground** [*Minute FGP29/26 refers*] – to note s106 funds are available (*see enclosed*) and agree action/expenditure as appropriate.

## 6 Allotments –

- 6.1 Correspondence re. management matters (*emailed to members 21/7/26*) – to receive and agree action as appropriate.
- 6.2 Access track [*Minute FGP30/26 refers*] – to receive verbal update from Clerk and agree action/expenditure as appropriate;
- 6.3 Plot rental and deposit charges from October 2026 onwards - to receive report (*enclosed*) and agree action as appropriate.

- 7 **Tree Condition Survey** [*Minute FGP31/26 refers*] - to receive update from Clerk and agree action/expenditure as appropriate.

- 8 **HR Contracts** – to receive details from Clerk and agree action/expenditure as appropriate.

- 9 **Speeding/VAS signs** – to receive email from parishioner (*enclosed*) and agree action as appropriate.

## 10 Schedules of Accounts:-.

- 10.1 To approve Schedule 4 (*enclosed*) and agree who is to do the online authorisations of BACS payments.

**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, 16<sup>th</sup> 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 6<sup>th</sup> 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**

**DATE**

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**DATED** \_\_\_\_\_ **2026**

**(1) THE NORTH YORKSHIRE COUNCIL**

**(2) NEWBY AND SCALBY TOWN COUNCIL**

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**AGREEMENT**  
**relating to the maintenance of Cemeteries and/or Closed Churchyards**

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## **CONTENTS**

|     |                                                                  |    |
|-----|------------------------------------------------------------------|----|
| 1.  | Definitions                                                      | 3  |
| 2.  | Purpose of Agreement                                             | 5  |
| 3.  | Period of Agreement                                              | 5  |
| 4.  | Conditions at Commencement Date                                  | 5  |
| 5.  | The PC/TC's Obligations                                          | 5  |
| 6.  | Charges                                                          | 6  |
| 7.  | Modifications / Variation                                        | 8  |
| 8.  | Assignment and Sub-Contracting                                   | 8  |
| 9.  | Liabilities and Insurance                                        | 8  |
| 10. | Breach of Agreement and Termination                              | 9  |
| 11. | Data Protection                                                  | 10 |
| 12. | Freedom of Information and Environmental Information Regulations | 10 |
| 13. | Confidentiality                                                  | 11 |
| 14. | Health & Safety                                                  | 11 |
| 15. | New Legislation                                                  | 11 |
| 16. | Governing Law and Jurisdiction                                   | 11 |

### **Schedule 1 – Cemeteries and/or Closed Churchyards**

### **Schedule 2 – Services and Annual Estimated Charges Limit**

## BETWEEN

- (1) **THE NORTH YORKSHIRE COUNCIL** of County Hall, Racecourse Lane, Northallerton, North Yorkshire, DL7 8AL (“**NYC**”); and
- (2) **NEWBY AND SCALBY TOWN COUNCIL** of 445b Scalby Road, Newby, Scarborough YO12 6UA (the “**PC/TC**”),

(each a “**Party**” and together the “**Parties**”).

## BACKGROUND

- A. NYC is responsible for the maintenance of the Cemeteries and/or Closed Churchyard(s) specified in Schedule 1.
- B. The PC/TC has agreed to receive the charges specified in Schedule 2 for the sole purpose of forwarding them onto the relevant Parochial Church Council (PCC) which is responsible for the Cemeteries and/or Closed Churchyard identified in Schedule 1, subject to the terms and conditions of this Agreement.
- C. The PC/TC expects the relevant PCC to use charges specified in Schedule 2 to maintain the Cemeteries and/or Closed Churchyard(s) , subject to the Terms and Conditions of this Agreement, including Schedule 2.

## AGREED TERMS

### 1. Definitions

- 1.1 The following terms have the following meanings in this Agreement: -

|                                              |                                                                                                                                                  |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agreement:</b>                            | means the contract between (i) NYC and (ii) PC/TC constituted by these terms and conditions, its Schedules and any documents referred to within; |
| <b>Annual Estimated Charges Limit:</b>       | means the maximum sum of Charges to be paid to the PC/TC, each Financial Year, for performance of the Services.                                  |
| <b>Business Days:</b>                        | means a day (other than a Saturday or a Sunday) on which commercial banks are open for general business in London.                               |
| <b>Cemeteries and/or Closed Churchyards:</b> | means the cemeteries and/or closed churchyards listed in Schedule 1 to this Agreement.                                                           |
| <b>Charges:</b>                              | means the charges for the Services.                                                                                                              |
| <b>Commencement Date:</b>                    | 1 April 2026.                                                                                                                                    |
| <b>Data Loss Event:</b>                      | has the meaning given in the Data Protection Legislation.                                                                                        |

|                                       |                                                                                                                                                                                                                                                                                                  |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Data Protection Legislation:</b>   | means (i) the GDPR, the UK GDPR, the LED and any applicable national implementing Laws as amended from time to time; (ii) the DPA 2018 to the extent that it relates to processing of Personal Data and privacy; and (iii) all applicable Law about the processing of Personal Data and privacy. |
| <b>Data Subject:</b>                  | has the meaning given in the Data Protection Legislation.                                                                                                                                                                                                                                        |
| <b>Data Subject Access Request:</b>   | means a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data.                                                                                                                            |
| <b>DPA 2018:</b>                      | means the Data Protection Act 2018.                                                                                                                                                                                                                                                              |
| <b>Financial Year:</b>                | 1 April to 31 March.                                                                                                                                                                                                                                                                             |
| <b>GDPR:</b>                          | means the General Data Protection Regulation ( <i>Regulation (EU) 2016/679</i> ) and “ <b>UK GDPR</b> ” means the GDPR as implemented into the law of England and Wales, Scotland and Northern Ireland.                                                                                          |
| <b>LED:</b>                           | means the Law Enforcement Directive ( <i>Directive (EU) 2016/680</i> ).                                                                                                                                                                                                                          |
| <b>Parochial Church Council (PCC)</b> | means the executive body of a Church of England parish, responsible for governance, finances and promoting the mission of the Church.                                                                                                                                                            |
| <b>PC/TC Personnel:</b>               | means all officers, employees, agents, consultants and contractors of the PC/TC and/or of any sub-processor engaged in the performance of its obligations under this Agreement.                                                                                                                  |
| <b>Personal Data:</b>                 | has the meaning given in the Data Protection Legislation and where used in this Agreement refers to any such Personal Data processed by the PC/TC on behalf of NYC under this Agreement.                                                                                                         |
| <b>Personal Data Breach:</b>          | has the meaning given in the Data Protection Legislation.                                                                                                                                                                                                                                        |
| <b>Processor:</b>                     | has the meaning given in the Data Protection Legislation.                                                                                                                                                                                                                                        |
| <b>Service(s):</b>                    | means the maintenance services detailed in Schedule 2 of this Agreement.                                                                                                                                                                                                                         |
| <b>Term:</b>                          | the Term shall be for an initial fixed term of one (1) year from the Commencement Date and thereafter shall continue on an annual rolling basis subject to the termination provisions within clause 11.                                                                                          |

- (a) any Act, Order, Regulation, Statutory Instrument, etc., include any amendment or re-enactment thereof;
- (b) one gender include any other gender;
- (c) persons include corporations;
- (d) singular includes the plural;
- (e) clauses are to clauses in this Agreement; and
- (f) schedules are to schedules in this Agreement.

1.3 This Agreement represents the entire agreement between NYC and the PC/TC and supersedes all other undertakings, statements and agreements relating to the provision of the Services.

1.4 A person who is not a party to this Agreement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce or to enjoy the benefit of any term of this Agreement.

## **2. Purpose of Agreement**

The Parties agree that the PC/TC shall provide the service of forwarding to the relevant PCC the charges provided by NYC for the maintenance of the Cemeteries and/or Closed Churchyards as set out in Schedule 2 of this Agreement.

## **3. Period of Agreement**

The period of this Agreement shall be from the Commencement Date for the duration of the Term subject to the provisions of clause 10.

## **4. Condition at Commencement Date**

NYC makes no warranty or representation as to the future condition, durability or fitness for purpose of the Cemeteries and/or Closed Churchyards beyond the Commencement Date.

## **5. The PC/TC's Obligations**

The PC/TC acknowledges and agrees that it shall, from the Commencement Date, be responsible for forwarding to the relevant PCC charges for the maintenance of the Cemeteries and/or Closed Churchyards as detailed in Schedule 2 of this Agreement.

## **6. Charges**

6.1 The Charges shall be the full and exclusive payment to the PC/TC to forward on to the relevant PCC for purpose of maintaining the Cemeteries and/or Closed Churchyards.

Unless otherwise agreed in writing by NYC, the Charges shall include every cost and expense directly or indirectly incurred in connection with the proper performance of the Services, as defined in Schedule 2 to this Agreement. NYC shall have no obligation to reimburse any costs incurred in excess of the agreed Annual Estimated Charges Limit for the relevant Financial Year under this Agreement

6.2 For the 2026/27 Financial Year, the Annual Estimated Charges Limit will be agreed by the Parties prior to entering into this Agreement and included in Schedule 2. NYC shall pay to the PC/TC in respect of the expenditure specified in the Annual Estimated Charges Limit the following amounts on the date specified namely: -

6.2.1 On or before 1st August 2026 an amount representing 50% of the Annual Estimated Charges Limit.

6.2.2 On or before 1st October 2026 an amount representing 50% of the Annual Estimated Charges Limit.

6.3 Without prejudice to clause 6.2, the Annual Estimated Charges Limit will be agreed by the Parties for each Financial Year of this Agreement by following the process outlined in this clause 6.3:

6.3.1 The PC/TC shall notify NYC of its estimate of expenditure likely to be incurred by the relevant PCC in the exercise of supplying the Services during the forthcoming Financial Year. Such estimates shall be prepared in good faith, be reasonably accurate and capable of comparison with expenditure incurred in previous Financial Years. Such estimates shall be sent to NYC no later than the first of November in each year. Such notification shall be on the form to be provided by NYC for this purpose and shall be accompanied by such details and plans as may be reasonably requested by NYC.

6.3.2 On receipt of notification in accordance with clause 6.3.1, NYC shall, in writing, either approve the estimate of expenditure or dispute it. If disputed, NYC shall notify the PC/TC, and the Parties shall discuss further. No estimate shall be deemed approved unless expressly confirmed in writing by NYC.

6.3.3 Once the estimate of expenditure has been agreed, the Annual Estimated Charges Limit will be confirmed in writing by NYC.

6.3.4 Pursuant to clause 6.3.2, if the Parties have not agreed the estimate of expenditure within one (1) month of NYC notifying the PC/TC that it disputes

the PC/TC's proposed estimate, NYC will in its absolute discretion set the Annual Estimated Charges Limit.

6.4 Without prejudice to clause 6.2, NYC shall pay to the PC/TC the Annual Estimated Charges Limit by the following amounts on the dates specified namely: -

6.4.1 On or before the 1st of May in each Financial Year an amount representing 50% of the Annual Estimated Charges Limit.

6.4.2 On or before the 1<sup>st</sup> of October in each Financial Year an amount representing 50% of the Annual Estimated Charges Limit.

6.5 The PC/TC shall keep such accounts as may be necessary and shall submit to NYC a statement showing the transfer of the Charges to the PCC responsible for the Cemeteries and/or Closed Churchyards, in connection with the supply of the Services during the previous Financial Year. Such a statement shall be on a form to be provided for the purpose by NYC and shall be returned to NYC no later than the 1st of May each year. NYC may, on reasonable notice, inspect and/or audit such accounts and supporting documents.

6.6 All amounts stated are exclusive of VAT which shall be charged at the prevailing rate, as applicable.

6.7 NYC shall accept and process for payment an electronic invoice submitted for payment by the PC/TC where the invoice is undisputed and where it complies with the standard on electronic invoicing approved and issued by the British Standards Institution from time to time.

6.8 Evidence of payment or transfer of funds to the relevant PCC shall be sufficient evidence of performance and expenditure by the PC/TC under this Agreement.

## **7. Modifications / Variation**

7.1 NYC may vary this Agreement upon such terms as may be agreed with the PC/TC.

7.2 All variations shall be recorded in writing, signed by a duly authorised signatory of each Party and attached to this Agreement.

## **8. Assignment and Sub-Contracting**

8.1 Neither Party may assign this Agreement or any part of it without the prior written consent of the other Party. Except that NYC may assign, transfer, novate or otherwise dispose of any or all of its rights and obligations under this Agreement to any legal entity with which NYC merges or which is a successor body of NYC by reason of statutory or voluntary reorganisation without the consent of the PC/TC. In this Agreement the PC/TC are only forwarding on the Charges to the relevant PCC. The PCC or volunteer groups will use the Charges to arrange works to be carried out in accordance with Schedule 2 of this Agreement.

## **9. Liabilities and Insurance**

- 9.1 Nothing in this Agreement will exclude or limit the liability of either Party for:
- 9.1.1 death or personal injury caused by its negligence; or
  - 9.1.2 fraud or fraudulent misrepresentation.
- 9.2 The PC/TC shall indemnify and hold harmless NYC against all claims, demands, proceedings, damages, costs, charges and expenses arising out of or in connection with the PC/TC's performance or failure to perform its obligations under this Agreement.
- 9.3 No Party is liable to any other Party or to any third party, whether in contract, tort, under statute or otherwise (including each case negligence) or otherwise for any of the following types of loss or damage arising under or in relation to this Agreement:
- 9.3.1 any loss of profits, business contracts, anticipated savings, goodwill or revenue; and/or
  - 9.3.2 any indirect or consequential loss or damage whatsoever.
- even if that Party was advised in advance of the possibility of such loss or damage arising.
- 9.4 Each Party shall at all times take all reasonable steps to minimise and mitigate any losses for which it is entitled to be indemnified by or bring a claim against the other Party pursuant to this Agreement.
- 9.5 Each Party shall indemnify the other from and against all actions, proceedings, costs, claims and demands whatsoever (including damage to the other's property) arising from the negligence of the other Party, its servants or agents in connection with this Agreement.

## **10 Breach of Agreement and Termination**

- 10.1 Where the Charges, as set in Schedule 2, are supplied to the PC/TC and they are not passed on either in part or whole, to the relevant PCC, NYC may, by written notice, request that the PC/TC should remedy the failure.
- 10.2 Without prejudice to any other right or remedy they might have, the Parties may terminate this Agreement in whole or in part by written notice to the other Party with immediate effect if the other Party:
- 10.1.1 is in material breach of any obligation under this Agreement which is not capable of remedy; or

10.1.2 is in material breach of any obligation which is capable of remedy, and that breach is not remedied within thirty (30) days of the Party receiving notice specifying the breach and requiring it to be remedied.

10.3 The Parties may terminate this Agreement by giving the other Party at least two (2) months' notice in writing, such notice to expire on the anniversary of the Commencement Date.

10.4 Upon termination of this Agreement, the PC/TC shall give all reasonable assistance to NYC and return all requested documents, information and data to NYC as soon as reasonably practicable.

## **11 Data Protection**

11.1 Both Parties shall comply with all applicable requirements of the Data Protection Legislation. This clause 11 is in addition to, and does not relieve, remove or replace, a Party's obligations under the Data Protection Legislation. Each Party shall bear its own costs in relation to compliance with this clause 11 and the Data Protection Legislation.

11.2 The PC/TC shall ensure that the PC/TC Personnel shall, in performing its obligations under this Agreement, comply in all respects with the Data Protection Legislation.

11.3 The PC/TC shall ensure that the PC/TC Personnel shall not do or permit anything to be done which might jeopardise or contravene NYC's compliance with the Data Protection Legislation.

11.4 Each Party shall notify the other if it:

- (a) receives a Data Subject Access Request (or purported Data Subject Access Request);
- (b) receives a request to rectify, block or erase any Personal Data;
- (c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation in connection with Personal Data processed under this Agreement;
- (d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Agreement;
- (e) receives a request from any third party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law; or
- (f) becomes aware of a Data Loss Event.

## **12. Freedom of Information and Environmental Information Regulations**

12.1 The Parties are under a statutory duty which may require the release of information under the Freedom of Information Act 2000 ("FOIA") and or the Environmental Information Regulations 2004 ("EIR"). Such information may include matters relating to or arising out of or under this Agreement. A Party shall be entitled to disclose such information in the event that it receives a request to do so and the other Party shall

assist and cooperate with it to enable it to comply with any information disclosure requirements. Nothing contained in this Agreement or any documents or negotiations relating to this Agreement shall prevent a Party from disclosing any information which (in the Party's reasonable opinion or in accordance with any recommendation, notice or decision of a competent authority) it is required to disclose under the FOIA or the EIR.

### **13. Confidentiality**

- 13.1 Each Party shall treat all information belonging to the other Party as confidential and safeguard it accordingly subject to the Freedom of Information Act 2000 and any other statutory, legal or parliamentary obligation placed upon the Parties.

### **14. Health and Safety**

- 14.1 The PC/TC shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other Acts, orders, regulations and Codes of Practice as far as they apply to the responsibilities of the PC/TC under this Agreement.

### **15. New Legislation**

- 15.1 Without prejudice to any other clause in this Agreement, where new legislation is enacted during the Term which has the effect of changing the manner in which the Charges for the Services or any part of the Services is to be provided, NYC and the PC/TC shall ensure that the Charges are provided in accordance with such legislation.

### **16. Governing Law and Jurisdiction**

- 16.1 This Agreement shall be governed by, and construed in accordance with, English law and any matter claim or dispute arising out of or in connection with this Agreement whether contractual or non-contractual, shall be governed by and determined in accordance with English law.
- 16.2 Each Party hereby irrevocably submits to the exclusive jurisdiction of the English courts in respect of any claim or dispute arising out of or in connection with this Agreement.

## **SCHEDULE 1**

### **Cemeteries and/or Closed Churchyards**

- 1) St Laurence's Churchyard, Church Hill, Scalby, Scarborough, North Yorkshire, YO13 0SA

## **SCHEDULE 2**

### **Services and Annual Estimated Charges Limit**

#### **Services**

Maintaining a closed churchyard which may involve tasks such as grass cutting, strimming and verge maintenance, removal of litter and minor vegetation clearance and visual monitoring of obvious defects for reporting purposes only. Maintenance shall not include any structural repairs, memorial stability works, tree safety works or works to walls, fences, gates or drainage.

...

#### **Annual Estimated Charges Limit**

The Annual Estimated Charges Limit will be agreed by the Parties each year of this Agreement.

The Annual Estimated Charges Limit for the 2026/2027 Financial Year is:

£3,716.93 excluding VAT

**IN WITNESS WHEREOF** this Agreement has been entered into on the date stated at the beginning of it

Signed for and on behalf of  
**THE NORTH YORKSHIRE COUNCIL**  
acting by:

---

Authorised Signatory

---

Name

---

Position

Signed for and on behalf of  
**NEWBY AND SCALBY TOWN COUNCIL**  
acting by:

---

Authorised Signatory

---

Name

---

Position

**Subject:** s106 Payments for Public Open Space

**From:** [REDACTED]

**Date:** 20/07/2026, 20:26

**To:** Newby & Scalby <clerk@newbyandscalby-tc.gov.uk>

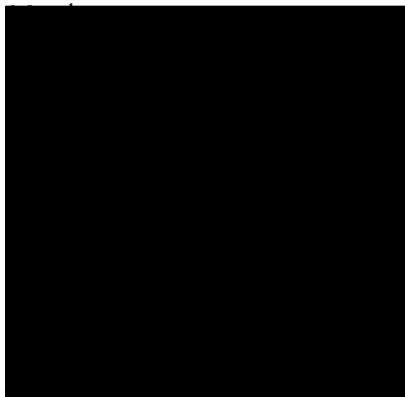
Hi Jools,

You will have received an update on your s106 payments for public open space recently from my colleague Sam. Following on from that I am getting in touch to see if you have any plans in mind to spend the sums available. The main ones are as follows:

- £9,513.00, arising from Newby Farm Road. This payment is for children's play facilities and has been earmarked in the s106 Agreement for Linden Road Play Area
- £43,882.75, arising from Lady Edith's Drive. Under the s106 Agreement this has been earmarked for *'improving children's play infrastructure in the Woodlands and Newby Wards.'* It is suggested that this might be split between Manor Road Play Area and Linden Road Play Area.

In my personal view, whilst the play equipment at Linden Road is part owned by the PC and part owned by NYC, the PC equipment being timber framed is in greater need of replacement, perhaps especially the zip line which has given quite a bit of trouble in recent years. If the PC has already looked into how these funds might be spent or if you would like any advice, please contact us on [CommutedSums@northyorks.gov.uk](mailto:CommutedSums@northyorks.gov.uk) and we will try and assist and also advise on the procedure for claiming the funds.

Best regards,



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## REPORT

**FROM:** Jools Marley, Clerk & Responsible Financial Officer

**TO:** Finance & General Purposes Committee

**DATE:** 21 July 2026

**SUBJECT:** Allotment plot rental and deposit charges, October 2026 onwards

The allotment land at Hackness Road is rented from the Duchy of Lancaster. Over recent years more plots have been divided resulting in there currently being 32 full size plots and 90 half size (or less) plots. Calculations for the rental charge are done on the basis of there being 78 full size plots (in order to keep a regular baseline).

Over the last three financial years, expenditure on the allotments has continued to increase, principally due to higher water consumption and increased hedge and grass cutting costs.

In 2023/24, the break-even rent for a full plot, including a modest allocation of 30 hours of the Clerk's time for the year, was £42-35. However, the Council set the annual rent at £40-00 per full plot.

Taking staffing costs into account, the allotments recorded an overall deficit of £1,522 during the five-year period from 2021/22 to 2025/26.

Based on expenditure incurred during 2025/26, the estimated break-even rent for 2026/27, again including a modest allocation of 30 hours of the Clerk's time, is £43-16 per full plot. The current rent of £40-00 therefore remains below the estimated cost of providing the service. The current rent also compares favourably with neighbouring providers, including North Yorkshire Council in Scarborough (£62-35 per full plot), Seamer Parish Council (£54-00) and East Ayton Parish Council (£40-00).

The annual rent payable to the Duchy of Lancaster for the allotment land has historically been £1,050. In February 2026, the Duchy commuted this rent to nil for the duration of the reign of His Majesty King Charles III. Whilst this provides a temporary financial benefit, it does not alter the Council's ongoing responsibility for maintaining and managing the allotment site.

The Council is likely to incur expenditure on repairs to the allotment roadway and the replacement of a number of marker posts in the near future. In addition, there has been an increase in the number of tenants surrendering plots in an untidy and heavily weed-infested condition, resulting in significant costs to return plots to a suitable standard for reletting. Although the tenancy deposit scheme is helping to offset these costs for newer tenants, it does not apply retrospectively and therefore provides no financial protection where longer-standing tenants relinquish their plots. In light of the increasing cost of restoring vacant plots, there is also some justification for increasing the deposit required from all new tenants, perhaps to £50 per plot regardless of plot size, to provide a more appropriate level of financial protection.

### RECOMMENDATIONS

1. That Committee resolves to hold the rent at £40/full plot and £20/half plot for the period 1<sup>st</sup> October 2026 to 30<sup>th</sup> September 2029.
2. That Committee considers increasing the deposit payable by new tenants to £50/plot regardless of plot size.

*J Marley*

**Jools Marley CILCA**  
**Clerk and Responsible Financial Officer**

| ALL EX. VAT         |              |              |              |              |              | TOTAL   |
|---------------------|--------------|--------------|--------------|--------------|--------------|---------|
|                     | 21/22        | 22/23        | 23/24        | 24/25        | 25/26        |         |
| Rent/full plot      | £35          | £35          | £40          | £40          | £40          |         |
| Rent PA Projected   | £2,730       | £2,730       | £3,120       | £3,120       | £3,120       | £14,820 |
| <b>INCOME</b>       | <b>21/22</b> | <b>22/23</b> | <b>23/24</b> | <b>24/25</b> | <b>25/26</b> |         |
| RENT RX             | £2,892.00    | £2,744.00    | £3,125.37    | £3,080.51    | £3,181.69    | £15,024 |
| <b>EXPENDITURE</b>  | <b>21/22</b> | <b>22/23</b> | <b>23/24</b> | <b>24/25</b> | <b>25/26</b> |         |
| <b>Budgeted</b>     | £1,500.00    | £1,500.00    | £1,500.00    | £1,500.00    | £2,500.00    | £8,500  |
| <b>Actual:-</b>     |              |              |              |              |              |         |
| RENT TO DUCHY       | £840.00      | £875.00      | £437.50      | £875.00      | £666.01      | £3,694  |
| WATER CHARGES       | £347.00      | £669.00      | £781.61      | £301.33      | £777.08      | £2,876  |
| GRASS               |              |              |              |              |              |         |
| CUTTING/SPRAYING    | £810.00      | £901.00      | £1,145.75    | £1,293.75    | £1,012.50    | £5,163  |
| HEDGE CUTTING       | £120.00      | £121.00      | £143.50      | £79.00       | £137.50      | £601    |
| POSTAGE             | £85.00       | £71.00       | £96.20       | £284.80      | £94.38       | £631    |
| INSURANCE           | £5.00        | £5.00        | £5.00        | £5.00        | £5.00        | £25     |
| TELEPHONE           | £5.00        | £5.00        | £5.00        | £5.00        | £5.00        | £25     |
| PRIZES              | £75.00       | £75.00       | £75.00       | £75.00       | £75.00       | £375    |
| MISC. EXP           | £0.00        | £332.00      | £47.50       | £109.50      | £11.00       | £500    |
| STATIONERY          | £17.00       | £11.00       | £7.00        | £0.00        | £17.76       | £53     |
|                     | £2,304.00    | £3,065.00    | £2,744.06    | £3,028.38    | £2,801.23    | £13,943 |
| BASIC Profit/loss   | £588.00      | -£321.00     | £381.31      | £52.13       | £380.46      | £1,081  |
| clerk time          | £461.10      | £499.20      | £529.20      | £547.80      | £565.50      | £2,603  |
| OVERALL profit/loss | £126.90      | -£820.20     | -£147.89     | -£495.67     | -£185.04     | -£1,522 |

Assume 78 full size plots (to keep regular baseline)

30 hours is conservative estimate of clerk's hours/year spent on allotment things

## **HR Support Proposal for Newby and Scalby town council**

### **Supporting the Council as a Responsible Employer**

As a Town Council employing a single member of staff, it is essential that appropriate employment practices, governance arrangements and employee wellbeing measures are maintained. Whilst the workforce structure may be small, the Council's responsibilities as an employer remain the same as those of much larger organisations.

This proposal outlines the challenges facing small councils, the risks associated with unmanaged employment matters, and a practical, proportionate solution designed specifically for your Council.

### **The Challenge**

The Council currently employs one member of staff and must ensure:

- Compliance with employment legislation.
- Appropriate oversight of employee wellbeing and welfare.
- Effective management of attendance, conduct and performance issues.
- Ongoing review of employment documentation and policies.
- Good governance and support for councillors fulfilling their responsibilities as employers.
- Awareness of forthcoming legislative and regulatory changes.

For smaller councils, employment issues can be particularly challenging as councillors often have limited HR experience and lack the time they would need to fully manage it all.

### **Risks of Not Having HR Support**

Without regular HR oversight and support, councils may face:

- Failure to comply with employment legislation.
- Inconsistent or inappropriate management of employee issues.
- Increased risk of grievances or employment disputes.
- Escalating performance or attendance concerns that are not addressed early.
- Poor employee wellbeing and engagement.
- Reputational damage.
- Financial costs associated with employment tribunal claims or external legal advice.
- Increased pressure on the Chair and Staffing Committee.

In many cases, the cost of addressing a single employee relations issue far outweighs the cost of proactive HR support.

A single unfair dismissal claim on average costs a business: £13,749 (Morton Fraser 2026)

## **Our Solution**

We offer a flexible HR partnership model designed specifically for smaller councils.

Rather than providing a generic call-centre-style advice service, we act as a trusted HR partner, delivering:

- Employment law compliance oversight.
- Regular welfare and wellbeing support.
- Practical advice tailored to the Council's circumstances.
- Governance support for councillors.
- Early intervention where concerns arise.
- Access to experienced employee relations expertise.
- Preferential rates for specialist HR support when required.

Our aim is to help the Council manage employment risks before they become significant issues.

## **Support Options**

### **Bronze: HR Compliance & Wellbeing**

**£95 per month** (£1,140 per annum)

A light-touch service providing compliance monitoring and employee wellbeing oversight.

Includes:

- 2 Annual HR Review Meetings.
- Monthly review of working hours and leave arrangements.
- Employment law horizon scanning.
- Annual HR compliance review.
- Telephone support.
- Support to the Chair regarding employee welfare and wellbeing.
- Priority access.
- Preferential rates for additional support.

### **Silver: Proactive HR Support**

**£195 per month** (£2,340 per annum)

Everything included in Bronze, plus:

- Quarterly HR Review Meetings – essential for documenting your approach to staff welfare.

- Up to 3 hours of HR advice and support per month .
- Both Telephone and email support.
- Advice on:
  - Attendance and absence.
  - Conduct.
  - Performance management.
  - Employee relations matters.
- Policy review and updates on a rolling basis.
- Drafting of routine HR correspondence.
- Support and guidance to the Chair and Council.
- Enhanced priority response.
- Access to HR support during meetings with employees at preferential rates (if in excess of 3 hour support included).

### **Our Recommendation**

Given the Council's size and employer responsibilities, we believe the Silver Package offers the best balance of support, value and risk management.

It provides regular access to professional HR advice whilst remaining proportionate to the Council's requirements.

### **Gold: Change Management & Employee Assurance**

**£295 per month** (£3,540 per annum)

Everything included in Silver, plus:

- Monthly HR review meetings.
- Full performance management support for newly appointed employees.
- Structured objective setting and probation support.
- Enhanced wellbeing and engagement support.
- Strategic support during periods of organisational change.
- Attendance at agreed employment meetings.
- Annual training session for the Staffing and Review Committee on HR matters and employment responsibilities.
- Highest priority access.

This package is particularly beneficial where there is recruitment activity, organisational change or a desire for a greater level of HR oversight.

### **Additional Services Available**

Support can also be provided on an ad hoc basis at preferential rates.

### **Information Governance**

- Subject Access Request (SAR) support and response management.
- Freedom of Information (FOI) response support.
- GDPR and Data Protection advice.

### **Recruitment Support**

- Job description and person specification development.
- Recruitment planning.
- Shortlisting assistance.
- Interview support.
- Independent panel participation.
- Onboarding support.

### **Employee Relations**

- Independent grievance investigations.
- Independent disciplinary investigations.
- Hearing and appeal chairing.
- Mediation and informal resolution support.

### **Training**

Bespoke training for councillors and employees including:

- Staffing Committee responsibilities.
- Managing attendance and performance.
- Grievance and disciplinary procedures.
- Employment law updates.
- Equality, Diversity and Inclusion.
- Respect at Work.
- Recruitment and Selection.

### **Consultant Support vs Employing a Part-Time Employee**

An alternative approach may be to engage a part-time HR employee.

However, for a requirement of approximately 3 hours per month, a retained consultancy arrangement often provides better value and lower risk.

**B**

Subject: [REDACTED]  
 From: Stan [REDACTED]  
 Date: 22/04/2026, 10:53  
 To: "clerk@newbyandscalby-tc.gov.uk" <clerk@newbyandscalby-tc.gov.uk>

Hi Jools,

It was great talking to you earlier, please see below for a proposal for the following services... As mentioned with 2 part time employees, you would fall under our minimum deal value, so we can offer you both HR and H&S support for this price.

**Quotes:** Prices are fixed for the term and won't increase regardless of employee count

**60 months – £84 + VAT – 6 months half price**

**36 months - £84 + VAT – 3 months half price**

**12 months - £84 + VAT**

#### **Employment Law Support:**

- Access to the 24/7 advice line where you will be allocated a case manager who will assist with any documentation or general queries.
- They will review your documents e.g contracts and policies, then we will guide you through the process of updating them and providing further documentation if needs be (including contracts, handbooks, policies and legal letters). If you're starting from scratch, we will provide you brand new contracts, policies and a company handbook.
- As an added bonus, we give you access to our commercial solicitors team who will be there to support with anything that falls outside of the remit of employment law. They can help with things like business to business disputes, client disputes, reviewing agreements and more. (No additional cost)
- Optional Insurance

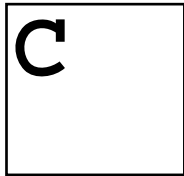
#### **Software:**

- Absence management including annual leave, sicknesses and lateness's.
- Unlimited documentation storage and ability to circulate documents to the company through the software.
- Read receipts and acceptance.
- Overtime/TOIL
- Reporting
- E-Learning courses for HR
- Rota's and Scheduling
- BLIP (clocking in and out, geofence locations, QR codes and more)
- POP (expense tracker)

#### **BrightSafe and Advice:**

- Extremely easy to use. Bright Safe software has been developed specifically to assist with all your health and safety requirements whilst manging your business.
- Features Included:
- Syncs directly with your BrightHR software. (Carries over all staff)
- Create Risk Assessments and Method Statements (Library over 655 templates, industry specific)
- Health and Safety Policy and safety arrangements
- Hazard Reporting
- Documentation
- Create Tasks
- E-Learning Courses
- 24/7 H&S advice Line
- Accident Reporting
- Responsibilities Planner
- Bright Safe On the Go app (Employees can report hazards, access H&S documents and complete E-learning directly from their mobile)
- <https://www.youtube.com/watch?v=4P-Y-DoARRE>
- Letter of competency for Accreditation support

I look forward to catching up with you at the end of next month, but in the meantime, if you have any questions or would



## Your bespoke quote

The elements of our consultancy service as described in this proposal will be tailored to your specific needs. The proposed service fee for your requirement is:

| Service Term                                                             | Monthly Fee | Savings        |
|--------------------------------------------------------------------------|-------------|----------------|
| 36 Months Health & Safety Essentials + with Insurance / BrightSafe / EAP | £170.83     |                |
| 60 Months Health & Safety Essentials + with Insurance / BrightSafe / EAP | £142.36     | £28.47 (16.7%) |

This fee is based on your current number of employees which is 2 and will be fixed for the duration of the service term. Fees quoted are subject to the applicable sales tax. This proposal is valid for 7 days from 01/04/2026.

**Clerk's note - The representative has confirmed that this proposal is for health and safety only. If you want to do HR as well, that is an extra cost of £150 per month over 60 months.**

### What's included



#### HR services

- Our advisory app
- Employee assistance programme

#### Health and safety services

- Health & safety
- BrightSafe
- 24/7 health & safety advisory services
- Optional insurance
- On site visit
- Safe check

Not included: employment law & hr,brighthr,24 hour advisory service,optional insurance(hr),super protect legal expenses cover,onsite consultation,employment tribunal representation for your existing claim,super protect legal expenses cover



**Subject:** Re: Newby & Scalby Town Council  
**From:** "Jools Marley, Clerk to Council" <clerk@newbyandscalby-tc.gov.uk>  
**Date:** 02/07/2026, 11:18  
**To:** [REDACTED]  
**BCC:** clerk@newbyandscalby-tc.gov.uk

Apologies for the delay in replying due to my being on annual leave. The electronic sign to which you refer is owned by the Town Council and is moved around the parish. Locations have to be approved by North Yorkshire Council and the relevant fitting has to be installed at the location. The sign was recently moved from the bottom of Red Scar Lane to another location. The data obtained will be analysed and forwarded to the relevant authorities so they can take the appropriate action. We don't have an approved location at the top of Red Scar Lane, so I will bring your request to the attention of committee for them to make a decision as to how they wish to proceed.

**Jools Marley (Mrs) CiLCA**  
**Clerk to the Council**

Newby & Scalby Town Council  
445b Scalby Road,  
SCARBOROUGH  
YO12 6UA

01723 354018 (answerphone when unavailable)

From 1st April 2026 the Council office is open to the public Monday, Wednesday and Friday from 8.30am to 12noon. Emails received outside of those times will be dealt with when the office is next open.

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

On 13/06/2026 07:40, Newby & Scalby Town Council (no-reply) wrote:

[REDACTED]  
Subject: Speeding on Red Scar Lane

Message Body:

Hello,

I am writing to ask whether there is anything that the Town Council can do about the excessive speeding on Red Scar Lane? This has been reported before and an electronic 30 mph sign was installed at the bottom of the hill facing north (for traffic approaching the junction with Hackness Road). The real problem (as a resident at the top of the hill) is the speed of traffic going south, up the hill. It is a 30mph zone right up nearly to the brow of the hill, yet cars and trucks can reach speeds of 60mph by the time they pass my house. I think people do take heed of these electronic signs so I am wondering if it would be possible to install one facing the other way to deter people from accelerating at the bottom of the hill. If this can be addressed by the

Town Council, it would be much appreciated. Thank you for taking the time to read this.

--

This e-mail was sent from Newby & Scalby Town Council (<https://newbyandscalby-tc.gov.uk/>)  
Please note messages sent after 12noon may not get a response until the next working day.

# NEWBY & SCALBY TOWN COUNCIL - SCHEDULE OF ACCOUNTS PAID year 2026 to 2027

F&GP meeting of 30/7/26

SCHEDULE 4

| REF NO. | Invoice Date | CREDITOR                  | REASON                     | GROSS £          | VAT £         | NET £            | VAT Code | TRANS. TYPE | VAT No.   |
|---------|--------------|---------------------------|----------------------------|------------------|---------------|------------------|----------|-------------|-----------|
| 4       | 1.7.26       | Bruntons                  | Waste collection           | £30.50           | £5.08         | £25.42           | T1       | DD**        | 167153754 |
| 4       | 1.7.26       | Fidelity                  | Phone/broadband            | £75.55           | £12.59        | £62.96           | T1       | DD**        | 970685289 |
| 4       | 2.7.26       | Business Stream           | 445b water 2/4/26-1/7/26   | £79.85           | £0.00         | £79.85           | T0       | DD**        | --        |
| 4       | 7.7.26       | Investigate Inclusive Ltd | Workplace investigation    | £2,111.85        | £0.00         | £2,111.85        | T10      | bacs        |           |
| 4       | 14.7.26      | British Gas               | Gas 12/6/26-12/7/26        | £26.85           | £1.28         | £25.57           | T5       | DD**        | 684966762 |
| 4       | 14.7.26      | British Gas               | Electric 12/6/26-12/7/26   | £103.00          | £4.90         | £98.10           | T5       | DD**        | 684966762 |
| 4       | 15.7.26      | N Barnes                  | Parish grounds maintenance | £345.00          | £0.00         | £345.00          | T10      | bacs        |           |
| 4       | 17.7.26      | YLCA                      | Advert                     | £20.00           | £0.00         | £20.00           | T9       | bacs        | --        |
|         |              |                           |                            | <b>£2,792.60</b> | <b>£23.85</b> | <b>£2,768.75</b> |          |             |           |
|         |              |                           |                            |                  |               |                  |          |             |           |
|         |              |                           |                            |                  |               |                  |          |             |           |
|         |              |                           |                            |                  |               |                  |          |             |           |
|         |              |                           |                            |                  |               |                  |          |             |           |
|         |              |                           |                            |                  |               |                  |          |             |           |
|         |              |                           |                            |                  |               |                  |          |             |           |
|         |              |                           |                            |                  |               |                  |          |             |           |
|         |              |                           |                            |                  |               |                  |          |             |           |
|         |              |                           |                            |                  |               |                  |          |             |           |

\*\* Already drawn

**RESOLVED** that payment of items on this schedule, including confidential items overleaf, be authorised/ratified/noted as applicable:

**DATE 30th July 2026**

**Cllr. Jackie Smith, F&GP Chairman**

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)

|     |      |                                                     |
|-----|------|-----------------------------------------------------|
| T0  | 0%   | Zero rated goods                                    |
| T1  | 20%  | Standard rated goods                                |
| T2  | 0%   | Exempt goods                                        |
| T5  | 5%   | Reduced Rate                                        |
| T9  | ---- | Outside scope of VAT                                |
| T10 | ---- | Supplier Not registered for VAT (or no VAT receipt) |

**STAFFING & PERSONNEL (for information only) - CONFIDENTIAL - NOT FOR PUBLIC RELEASE****SCHEDULE 4**

|        |       |                                         |                                                                                     |    |      |
|--------|-------|-----------------------------------------|-------------------------------------------------------------------------------------|----|------|
| 1.4.26 | Nycil | Payroll FPS for hours worked March 2026 |  | T9 | DD** |
| 1.5.26 | Nycil | Payroll FPS for hours worked April 2026 |                                                                                     | T9 | DD** |
| 1.6.26 | Nycil | Payroll FPS for hours worked May 2026   |                                                                                     | T9 | DD** |
| 1.7.26 | Nycil | Payroll FPS for hours worked June 2026  |                                                                                     | T9 | DD** |
|        |       |                                         |                                                                                     |    |      |
|        |       |                                         |                                                                                     |    |      |
|        |       |                                         |                                                                                     |    |      |
|        |       |                                         |                                                                                     |    |      |
|        |       |                                         |                                                                                     |    |      |

|  |
|--|
|  |
|--|

**A. Brunton Waste**

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

Call Us 01262 672591 Visit Our Website [abruntonskiphire.co.uk](http://abruntonskiphire.co.uk) Email Us [info@abruntonskiphire.co.uk](mailto: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-66037

Invoice Date: 01-07-26

| Date                                                                                             | Our Ref | Description                                             | PO Number | Quantity | Rate | Total |
|--------------------------------------------------------------------------------------------------|---------|---------------------------------------------------------|-----------|----------|------|-------|
| <b>Newby &amp; Scalby Community Hub, 445 Scalby Road, Scarborough, North Yorkshire, YO12 6UA</b> |         |                                                         |           |          |      |       |
| 09/07/26                                                                                         | 306728  | SLBIN 240 (Ltr Bin) Waste (Mixed Municipal) 20.03.01 FC |           | 1        | 6.81 | £6.81 |
| 23/07/26                                                                                         | 306729  | SLBIN 240 (Ltr Bin) Waste (Mixed Municipal) 20.03.01 FC |           | 1        | 6.81 | £6.81 |
| 10/07/26                                                                                         | 306730  | SLBIN 240 (Ltr Bin) DMR (Mixed Packaging) FC            |           | 1        | 5.90 | £5.90 |
| 24/07/26                                                                                         | 306731  | SLBIN 240 (Ltr Bin) DMR (Mixed Packaging) FC            |           | 1        | 5.90 | £5.90 |

INVOICE CHECKED BY/DATE dm 21/7/26

PAYMENT ENTERED BY \_\_\_\_\_

PAYMENT TYPE/UTR DB

PAYMENT DATE \_\_\_\_\_

AUDIT CHECK BY/DATE \_\_\_\_\_

from date of invoice.

**Net Total** £25.42

VAT RECLAIM DATE \_\_\_\_\_

**VAT** £5.08**Grand Total** £30.50

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](mailto:accounts@abruntonskiphire.co.uk)

OUT-66037



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



**Fidelity Group Ltd.**

The Hub  
14 Station Road  
Henley – on – Thames  
RG9 1AY

Tel: 0800 8406800

Email: support@fidelity-group.co.uk

Company No.: 06765669

VAT: GB 970685289

**Invoice**

|                                              |                |
|----------------------------------------------|----------------|
| 331737 Enhanced Support                      | £ 5.27         |
| 331737 SOGEA                                 | £ 40.18        |
| 2028NEWBYANDSCALBYTOWNCOUNCIL<br>VoIP rental | £ 17.51        |
| 01723354018 VoIP call charges                | £ 0.00         |
| <b>Subtotal</b>                              | <b>£ 62.96</b> |
| VAT at 20.0% on £ 62.96                      | £ 12.59        |
| <b>Total</b>                                 | <b>£ 75.55</b> |

INVOICE CHECKED BY/DATE ama 27/06

PAYMENT ENTERED BY \_\_\_\_\_

PAYMENT TYPE/UTR D20



**fidelity**  
group. Empowering XaaS

PAYMENT DATE \_\_\_\_\_

INVOICE CHECK BY/DATE \_\_\_\_\_

VAT RECLAIM DATE \_\_\_\_\_

**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



For emergencies, please contact your:  
**Water wholesaler:** Yorkshire Water  
**Waste wholesaler:** Yorkshire Water  
 Visit [business-stream.co.uk/emergencies](https://business-stream.co.uk/emergencies)

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

Invoice / tax point date: 2 July 2026

Supply address: 445B Scalby Road, Newby  
 Scarborough, North Yorkshire, YO12 6UA

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](https://business-stream.co.uk/water-efficiency)

### Your water consumption and carbon emissions



The year to date (YTD) water consumption for your site is 5.04m³. Based on the billing period and using UK Government statistics, your annual carbon emissions are 7.08kgCO₂e/yr.

## Your water services Invoice

2 April - 1 July 2026 (91 days, average £0.87 per day)

### Your account summary

|                                                          |               |        |
|----------------------------------------------------------|---------------|--------|
| Your previous balance                                    | £65.06        |        |
| Payments received                                        | £65.06        | CREDIT |
| <b>Your balance brought forward:</b>                     | <b>£0.00</b>  |        |
| <b>Your charges this period (see page 2 for details)</b> |               |        |
| Water services charges                                   | £79.85        |        |
| VAT                                                      | £0.00         |        |
| <b>Total charges this period</b>                         | <b>£79.85</b> |        |
| <b>Your new account balance</b>                          | <b>£79.85</b> |        |



Thanks for paying by Direct Debit. You don't need to do anything - we'll collect £79.85 from your account on 16 July 2026.

3/7/26 reading is 128

### 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](https://business-stream.co.uk/direct-debit) or call us on 0330 123 2000.

#### Online

Visit [business-stream.co.uk/payonline](https://business-stream.co.uk/payonline) 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.

You can also find other ways to pay at [business-stream.co.uk/ways-to-pay](https://business-stream.co.uk/ways-to-pay)

## Your charges in detail

Meter number / meter size: 20LU046095 / 15mm

| Water charges             |                     | Units   | Rate     | VAT | Charge |
|---------------------------|---------------------|---------|----------|-----|--------|
| <b>Fixed water charge</b> |                     |         |          |     |        |
| Yearly fee £70.14         | 2 Apr 26 - 1 Jul 26 | 91 days | 0.192164 | Z   | £17.49 |

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

|                                |                     |                  |        |   |        |
|--------------------------------|---------------------|------------------|--------|---|--------|
| <b>Volumetric water charge</b> |                     |                  |        |   |        |
| Estimated reading              | 2 Jul 26            | 124              |        |   |        |
| Estimated reading              | 2 Apr 26            | 119              |        |   |        |
| = volume used this period      |                     | 5 m <sup>3</sup> |        |   |        |
| Charges                        | 2 Apr 26 - 1 Jul 26 | 5 m <sup>3</sup> | 2.2458 | Z | £11.23 |

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** **£28.72**

| Waste water & drainage charges  |                     | Units   | Rate     | VAT | Charge |
|---------------------------------|---------------------|---------|----------|-----|--------|
| <b>Fixed waste water charge</b> |                     |         |          |     |        |
| Yearly fee £58.70               | 2 Apr 26 - 1 Jul 26 | 91 days | 0.160822 | Z   | £14.63 |

This is a fee for the upkeep of external pipes and pumps that remove waste water from your premises.

|                                      |                     |                     |       |   |        |
|--------------------------------------|---------------------|---------------------|-------|---|--------|
| <b>Volumetric waste water charge</b> |                     |                     |       |   |        |
| Charges                              | 2 Apr 26 - 1 Jul 26 | 4.75 m <sup>3</sup> | 2.989 | Z | £14.20 |
| Based on 95% of water usage figure   |                     |                     |       |   |        |

This is the amount of water that we estimate goes down your drain based on a proportion of the water consumption recorded by your water meter. In general, waste water is charged between 90% and 100% of your recorded water use.

|                                      |                     |         |  |   |        |
|--------------------------------------|---------------------|---------|--|---|--------|
| <b>Surface water drainage</b>        |                     |         |  |   |        |
| Charges                              | 2 Apr 26 - 1 Jul 26 | 91 days |  | Z | £22.30 |
| Based on the annual charge of £89.45 |                     |         |  |   |        |

This is a fee for the cost of collecting rain water which goes in to the public sewerage system from your premises.

**Total waste water and drainage charges** **£51.13**

**Subtotal** **£79.85**

**Total charges this period** **£79.85**

INVOICE CHECKED BY/DATE dm 3/7/26

PAYMENT ENTERED BY \_\_\_\_\_

PAYMENT TYPE/UTR DD

PAYMENT DATE \_\_\_\_\_

AUDIT CHECK BY/DATE \_\_\_\_\_

VAT RECLAIM DATE \_\_\_\_\_

# Invoice



Newby and Scalby Town Council  
cllr.gill.kendall@newbyandscalby-tc.gov.uk

Investigate Inclusive Ltd  
Holtby Manor  
York  
York  
YO19 5LL

|                  |                   |                   |                 |               |
|------------------|-------------------|-------------------|-----------------|---------------|
| Amount due       | Due date          | Issue date        | Invoice number  | Reference     |
| <b>£2,111.85</b> | <b>6 Aug 2026</b> | <b>7 Jul 2026</b> | <b>INV-0074</b> | <b>SCC204</b> |

[View and pay online](#)

| Description                                                                                                                                  | Quantity | Price    | Discount | Tax | Amount   |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|-----|----------|
| Workplace Investigation - As per agreed statement of work. Minus 25% deposit paid previously.                                                | 1        | 2,625.00 | 25%      | 0%  | 1,968.75 |
| Travel Expenses 28/5/2026 106 miles at £.045 per mile -   | 106      | 0.45     |          | 0%  | 47.70    |
| YO12 6UA                                                                                                                                     |          |          |          |     |          |
| Travel Expenses 26/6/2026 106 miles at £.045 per mile -   | 106      | 0.45     |          | 0%  | 47.70    |
| YO12 6UA                                                                                                                                     |          |          |          |     |          |
| Travel Expenses 03/07/2026 106 miles at £.045 per mile -  | 106      | 0.45     |          | 0%  | 47.70    |
| -YO12 6UA                                                                                                                                    |          |          |          |     |          |



[View and pay online](#)

|                             |          |
|-----------------------------|----------|
| Subtotal                    | 2,111.85 |
| Includes discount of 656.25 |          |
| Total No VAT                | 0.00     |
| Total                       | 2,111.85 |

Amount due **£2,111.85**

INVOICE CHECKED BY/DATE om 8/7

PAYMENT ENTERED BY \_\_\_\_\_

PAYMENT TYPE/UTR \_\_\_\_\_

PAYMENT DATE \_\_\_\_\_

AUDIT CHECK BY/DATE \_\_\_\_\_

VAT RECLAIM DATE \_\_\_\_\_



Mrs Jools Marley  
Newby And Scalby Town Council  
445B  
Scalby Road  
Scarborough  
North Yorkshire  
YO12 6UA

Account number

Bill date: 14 Jul 2026

This is a VAT invoice

VAT registration number 684 9667 62

### A helping hand

You've signed up for an online only product. You can find answers to your questions and chat to us on our help and support page.

[Help & support](#)

## Your gas bill

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

Bill period 12 Jun 2026 to 12 Jul 2026

|                                             |            |
|---------------------------------------------|------------|
| Balance brought forward from your last bill | £108.93    |
| Gas charges exc VAT                         | £25.57     |
| Payment                                     | £108.93 CR |
| VAT at 5%                                   | £1.28      |

**Total charges (inc VAT) £26.85**

We'll take this payment on or immediately after **28 Jul 2026**

# Gas charges

| Previous reading           | Current reading          | Calorific Value | Units             | kWh   | Rate | Charges                          |
|----------------------------|--------------------------|-----------------|-------------------|-------|------|----------------------------------|
| <div></div>                |                          |                 |                   |       |      |                                  |
| <b>Gas</b>                 |                          |                 |                   |       |      |                                  |
| 6,427.0 READ 12 Jun 2026   | 6,442.0 READ 11 Jul 2026 | 40.0            | 15 m <sup>3</sup> | 170.4 | 6.8p | £11.59                           |
| <b>Gas</b>                 |                          |                 |                   |       |      |                                  |
| 6,442.0 READ 11 Jul 2026   | 6,442.0 READ 12 Jul 2026 | 38.0            | 0 m <sup>3</sup>  | 0.0   | 6.8p | £0.00                            |
| <b>Gas charges</b>         |                          |                 |                   |       |      | <b>£11.59</b>                    |
| Standing charge            |                          |                 |                   |       |      | 30 days at 46.61 p/day<br>£13.98 |
| <b>Gas charges exc VAT</b> |                          |                 |                   |       |      | <b>£25.57</b>                    |

How much gas did you use?

Your average gas usage during this bill period was **5.498 kWh/day** or **£0.37/day**

## Useful information

### Gas Emergency Call 0800 111 999

If you smell gas or suspect a gas leak, please call the National Gas Emergency Service immediately. This line is available 24/7.

### A helping hand

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Help & support

We're available Monday to Friday, 8am to 6pm.  
[britishgas.co.uk/business/help-and-support](https://britishgas.co.uk/business/help-and-support)

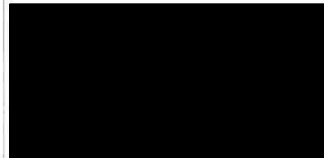
- Your gas usage explained
- Your bill is based on your energy consumption and is calculated using the below formula, which converts gas units to kWh.
- Imperial meters (cubic feet or ft<sup>3</sup>) start at step 1.
- Metric meters (cubic meter or m<sup>3</sup>) start at step 2.
- ① Convert the units into cubic meters - multiplying by 2.83
  - ② Multiply the cubic meters by the Correction Factor 1.022640 (may vary per meter point)
  - ③ Multiply this by the Calorific Value
  - ④ Divide this by 3.6 to convert to kWh

- Any concerns?
- You can access details of our complaints handling procedure by visiting [britishgas.co.uk/business/complaints](https://britishgas.co.uk/business/complaints)
- We'll do all we can to sort things out quickly for you. If your complaint is about the agreement between you and your broker, please contact them directly.
- If you're based in England or Wales. Citizens Advice Consumer Service provides free, unbiased advice on consumer issues at [www.citizensadvice.org.uk/energy](https://www.citizensadvice.org.uk/energy) or call the helpline on 03454 04 05 06.
- If you're based in Scotland. Advice Direct Scotland provides free, unbiased advice on consumer issues at [www.energyadvice.scot](https://www.energyadvice.scot) or call the helpline on 0808 196 8660.



Ms Jools Marley  
Newby And Scalby Town Council  
445B  
Scalby Road  
Scarborough  
YO12 6UA

Account number



Bill date: 14 Jul 2026

This is a VAT invoice

VAT registration number 684 9667 62

### A helping hand

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[Help & support](#)



## Your electricity bill

Newby And Scalby Town Council, 445B, Scalby Road, Scarborough,  
YO12 6UA

Bill period 12 Jun 2026 to 12 Jul 2026

|                                             |           |
|---------------------------------------------|-----------|
| Balance brought forward from your last bill | £95.79    |
| Electricity charges exc VAT                 | £98.10    |
| Payment                                     | £95.79 CR |
| VAT at 5%                                   | £4.90     |

**Total charges (inc VAT) £103.00**

We'll take this payment on or immediately after **28 Jul 2026**

# Electricity charges

| Previous reading            | Current reading        | kWh                 | Rate   | Charges |
|-----------------------------|------------------------|---------------------|--------|---------|
| Anytime                     |                        |                     |        |         |
| 433.0 READ 12 Jun 2026      | 744.6 READ 11 Jul 2026 | 311.6               | 25.62p | £79.83  |
| Anytime                     |                        |                     |        |         |
| 744.6 READ 11 Jul 2026      | 763.2 READ 12 Jul 2026 | 18.6                | 25.62p | £4.77   |
| Electricity charges         |                        |                     |        | £84.60  |
| Standing charge             |                        | 30 days at 45 p/day |        | £13.50  |
| Electricity charges exc VAT |                        |                     |        | £98.10  |

How much electricity did you use?

Your average electricity usage during this bill period was **10.652 kWh/day** or **£2.73/day**

## Useful information

Emergency or loss of supply

### Call 105

Or contact: Northern Powergrid, Customer Relations, Manor House, Station Road, Penshaw, Houghton le Spring, DH4 7LA

### A helping hand

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Help & support

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[britishgas.co.uk/business/help-and-support](https://britishgas.co.uk/business/help-and-support)

### Fuel mix

Below is the mix of fuels used to generate the electricity we supply to our customers as well as their environmental impact from April 2024 - March 2025.

| Energy source                | British Gas Trading Limited | UK Average   |
|------------------------------|-----------------------------|--------------|
| Coal                         | 1%                          | 6%           |
| Natural Gas                  | 8%                          | 33%          |
| Nuclear                      | 55%                         | 16%          |
| Renewable                    | 35%                         | 42%          |
| Other                        | 1%                          | 3%           |
| CO <sub>2</sub> emissions    | 53 g/kWh                    | 205 g/kWh    |
| High-level radioactive waste | 0.0038 g/kWh                | 0.0011 g/kWh |

### Any concerns?

You can access details of our complaints handling procedure by visiting [britishgas.co.uk/business/complaints](https://britishgas.co.uk/business/complaints)

We'll do all we can to sort things out quickly for you. If your complaint is about the agreement between you and your broker, please contact them directly.

If you're based in England or Wales. Citizens Advice Consumer Service provides free, unbiased advice on consumer issues at [www.citizensadvice.org.uk/energy](https://www.citizensadvice.org.uk/energy) or call the helpline on 03454 04 05 06.

If you're based in Scotland. Advice Direct Scotland provides free, unbiased advice on consumer issues at [www.energysadvice.scot](https://www.energysadvice.scot) or call the helpline on 0808 196 8660.

# ***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

15 July 2026

| DATE     | INVOICE No | DETAILS                             | AMOUNT (£) |
|----------|------------|-------------------------------------|------------|
| 17/06/26 | 4063       | Cut Church Beck Green               | 52.00      |
|          |            | Cut down daffodils                  | 54.00      |
| 23/06/26 |            | Strimmed allotments                 | 27.00      |
|          |            | Cut Foulsyke Pond                   | 38.00      |
| 24/06/26 |            | Strimmed allotments                 | 108.00     |
| 26/06/26 |            | Cut allotments with ride on machine | 66.00      |

TOTAL AMOUNT DUE 345.00



# INVOICE

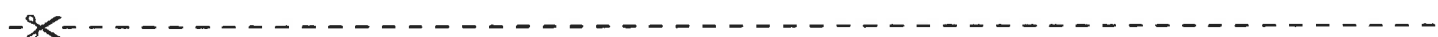
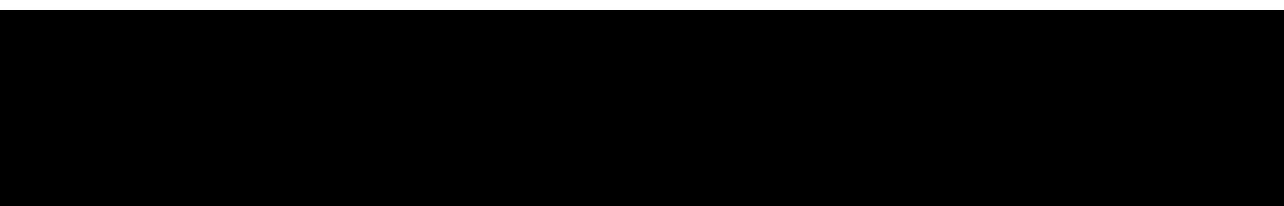
Newby & Scalby TC

Invoice Date  
17 Jul 2026

Invoice Number  
INV-6319

Yorkshire Local Councils  
Associations (YLCA)  
Suite 8, Sibling Workspace  
York House  
Station Road  
Tadcaster  
Yorkshire  
LS24 9JF

| Description                                                      | Quantity | Unit Price   | Amount GBP |
|------------------------------------------------------------------|----------|--------------|------------|
| Vacancy advert for a Town Clerk on the YLCA Website and Bulletin | 1.00     | 20.00        | 20.00      |
|                                                                  |          | Subtotal     | 20.00      |
|                                                                  |          | TOTAL NO VAT | 0.00       |
|                                                                  |          | TOTAL GBP    | 20.00      |



## PAYMENT ADVICE

To: Yorkshire Local Councils Associations (YLCA)  
Suite 8, Sibling Workspace  
York House  
Station Road  
Tadcaster  
Yorkshire  
LS24 9JF

Customer Newby & Scalby TC  
Invoice Number INV-6319  
Amount Due 20.00  
Due Date 14 Aug 2026  
Amount Enclosed

Enter the amount you are paying above