



Howden Town Council

11 June 2020

The Annual Meeting of Howden Town Council which will be held on Tuesday 16 June 2020 at 7pm via ZOOM video conference call to transact the business specified below.

Regards

Hugh Roberts

Acting Clerk of the Council

AGENDA

1. Apologies for absence: to receive and accept.
2. Election of the Chairman
3. Declaration of acceptance of office of Chairman
4. Election of the Vice Chairman
5. Declaration of interest –
 - 5.1 Declarations of Interests, in respect to Agenda items, to be made and recorded in the minutes even if an interest has been declared in the register.
 - 5.2 For the Council to note any dispensations presented to the Clerk prior to the Meeting and their resolution.
6. Minutes of the meeting held on 19 May 2020: to receive
7. Minutes of the Personnel and Grievance Committee held on the 26 May 2020: to receive and to receive an update on the recruitment of the Town Clerk and RFO
8. Minutes of the Planning Committee meeting held on the 2 June 2020: to receive
9. Minutes of the Resources and Asset Management Committee held on the 9 June 2020: to receive and accept recommendations.
 - 9.1 Recommend that the Asset Register Policy be adopted
 - 9.2 Recommend that the schedule of unbanked cheques be written off as a bad debt
 - 9.3 Recommend that Mr R Dixon be appointed as internal auditor to undertake an audit for the financial years 2019/20 and 2020/21 in preparation of completing the annual internal audit report, subject to a satisfactory quotation.
10. The business of the annual meeting shall include:
 - 10.1 Review of delegation arrangements
 - 10.1.1 Delegated powers and duties to the clerk in consultation with the chairs of the committees in case of an emergency under Local Government Act 1972, section 101– Recommend to review at the next meeting of the Council
 - 10.1.2 Appointment of Acting Clerk and Acting RFO under Local Government Act 1972, section 112(5); Recommend to review at the next meeting of the Council
 - 10.1.3 Delegated authority to Burial Clerk to manage the Knedlington Road Cemetery in consultation with the Acting Clerk: recommend to review at the next meeting of the Council.
 - 10.2. Review of the terms of reference for committees: Recommend Standing Orders Appendix A Paragraph 6.
 - 10.3. Appointment of members to existing committees: Recommend attached list of committees and Standing Orders Appendix A
 - 10.4 Appointment of any new committees in accordance with Standing Order 4: Recommend appoint as required in line with Standing Orders
 - 10.5 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses: None at present and recommend make arrangements as required in line with Standing Orders
 - 10.6 Review of representation on or work with external bodies and arrangements for reporting back: Recommend attached list of committees and Standing Orders Appendix A, see 10.3 and recommend report back as required to relevant committee or Council
 - 10.7 Review of inventory of land and other assets including buildings and office equipment: Recommend Standing Orders Appendix A paragraph 6.3 – Resources and Asset Management Committee to review and recommend adoption of Asset Register Policy, see 9.1
 - 10.8 Confirmation of arrangements for insurance cover in respect of all insurable risks: Recommend Standing Orders Appendix A paragraph 6.3 - Resources and Asset

- Management Committee to review and recommend to Council prior to renewal of insurance cover.
- 10.9 Review of the Council's and/or staff subscriptions to other bodies: Recommend Standing Orders Appendix A paragraph 6.3 - Resources and Asset Management Committee to review and recommend to Council for annual budget setting
 - 10.10 Review of policies and procedures – Recommend Standing Orders Appendix A paragraph 6.3 - Resources and Asset Management Committee to review all policies and procedures required by the Town Council and recommend to Council for adoption
 - 10.11 Review of the Council's expenditure in 2020/21 incurred under s.137 of the Local Government Act 1972 or the general power of competence: Reviewed under the Internal Audit Report for the year ended 31 March 2019 and recommendations implemented for 2020/21 budget. Recommend Standing Orders Appendix A paragraph 6.3 - Resources and Asset Management Committee to review and recommend to Council for annual budget setting.
 - 10.12 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council: Recommend Schedule of dates: Council meeting held 21 April 2020 Min 19-184 and Standing Orders paragraph 3.1, 3.24 and Appendix A paragraph 1.4
 11. To discuss and make any recommendations to the East Riding of Yorkshire Council regards HM Govt publication entitled 'Coronavirus(Covid-19): Safer Public Spaces – Urban Centres and Green Spaces'
https://assets.publishing.service.gov.uk/media/5ebbb57ae90e070831aeb0d3/Guidance_Safer_Public_Places_During_Covid_v5.8.pdf
 12. ERY Cllr Bayram: to receive a verbal report
 13. Correspondence: to receive
 14. June Accounts: papers to include a copy of the monthly schedule which has been checked by the Acting RFO, a copy of the bank transactions since the last meeting and a copy of the accounts: to approve
 15. Items for next agenda
 16. Date of next meeting: 21 July 2020

PLEASE NOTE: The meeting will adjourn temporarily at approximately 8:00 pm to allow members of the public present to raise comments or questions with the Council.

To Join the Zoom Meeting
<https://zoom.us/j/533371313>

Meeting ID: 533 371 313
One tap mobile
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Dial by your location
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