



Howden Town Council

Minutes of the Meeting of Howden Town Council held on Tuesday January 25th 2022 at 7pm at the Shire Hall, Howden.

Present: Councillors Roberts, Hart, Drury, Ward, Blee, Patrick, Chiswell,

In Attendance: Members of the Press.

Clerk: S Hardcastle

2022-01-FC: Apologies for absence – to receive and accept.

Apologies were received from Councillors Smythson, Morris, Howard. Accepted.

2022-02-FC: Declaration of Interest –

2022-02.1-FC 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.

None

2022-02.2-FC For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None

2022-03-FC: Minutes of the Town Council meeting held Tuesday November 16th 2021 – to agree and approve as a true record.

The minutes of the Town Council meeting held Tuesday November 16th 2021 were approved as a true record.

2022-04-FC: Councillor Resignation. To note resignation from the Council of Councillor Wilson.

Resignation noted and expression of thanks made. Vacancy to be reported to ERYC.

2022-05-FC: Non-Attending Councillor. To note that Councillor Thackray is no longer a Councillor due to persistent absence under section 85 (1) of the Local Government Act 1972.

End of term of office noted and expression of thanks made. Vacancy to be reported to ERYC.

2022-06-FC: East Riding of Yorkshire Council Howden Action Plan. To receive an update from the Chair and agree any actions.

The Chair reported the job advert was live for the post of Howden Town Centre and Events Officer. The closing date is January 28th, and the Personnel and Grievance Committee will take up the recruitment process after this date. The new officer will use the ERYC Action Plan as part of their role and action recommendations.

2022-07-FC: Theft Update. To receive any update on investigation into the repayment of funds stolen by the former Clerk.

The Chair reported the hearing had taken place between the former Clerk and the Proceeds of Crime. As the former Clerk is reported to have no assets to repay the stolen funds no further action can be taken. If the former Clerk was to report any assets in the future the case will be



revisited. Councillors requested to find out whether the former Clerk had undertaken their Community Service Order. The Clerk reported that due to GDPR regulations Council were not party to that information.

2022-08-FC: Council Office Meeting Room Update. To receive an update from the Clerk on ventilation issues in the meeting room and to agree any actions.

It was reported Council have received two quotes for a ventilation system to upgrade the Meeting room and meet HSE regulations. It was proposed and agreed, that if there are no more quotes received from the other companies contacted within two weeks, then Finance Regulations be suspended and the company with the lowest quote be contacted and asked to start the works. Note: One objection.

2022-09-FC: Delegated Powers. To review delegated powers and duties to the clerk in consultation with the Chair of the Council and chairs of committees in the case of an emergency.

Council agreed to amend the delegated powers to only be invoked if Council are unable to meet.

2022-10-FC: Delegated Decisions. To ratify decisions made by the Clerk under the Scheme of Delegation.

Ratified.

2022-11-FC: Budget and Precept 2022/2023. To agree the recommended budget and set the precept. For resolution.

Using the budget monitoring and budget setting document presented by the Clerk; Council approved payments of grants totalling £87,622.10 (HTC £64,079 and S137 £23,543.10) (See (i)). After discussion, a proposed budget of £222,229.52 was agreed with a supplement of £15,000 from underspend resulting in a precept of £207,229.52. This equates to a 1.43 percent increase and a £1.60 Band D increase on 2021/2022. It was also agreed to update the Contingency Reserve in EMR to £46,000 following advice of the auditor and guidance in the JPAG. It was also agreed to utilise EMR for ventilation works on the Council offices from Building Repair Reserve and projects identified by the new Town Centre Officer from Promoting Howden. Approved. Note: One objection.

- (i) HTC Grant - Ashes Trust. £38,000 was requested with a breakdown of £30,000 for General Maintenance, £1,000 for Paths and Trees, £6,000 for Main Equipment Replacement Fund and £1000 for Waste Collection. It was agreed to grant **£29,000** to cover the General Maintenance and a condition to request a breakdown of what the money has been spent on for next year.
- (ii) HTC Grant - Shire Hall. **£35,079** was requested with a breakdown of £10,500 for wages (including Tourist Information), Heating – Upper Hall £14,449, Studio £2591, Foyer £2115, Balcony Room £1808, Bar £1808, Office £1808. It was agreed to grant the full amount as reducing energy consumption would be environmentally beneficial and would ultimately reduce expenditure. A condition to be requested that a breakdown of wage costs and how this has been used for Tourism to be submitted for next year.
- (iii) S137 - Howden AFC. **£20,000** was requested towards construction costs of a hard-standing car park. It was agreed to grant £20,000. A condition to be requested that



a specific breakdown of what the funds would be used for, and monies paid after the work has started as it was not made clear on the grant application.

- (iv) S137 - Howden Show. **£998** was requested for the Community Space Tent. It was agreed to grant the full amount.
- (v) S137 - Howdenshire Music Project. **£1175.00** was requested for a music concert at Howden Minster. It was agreed to grant the full amount.
- (vi) S137 - In the Canopy. **£1370** was requested towards securing the outside space and funding a storage shed. It was agreed to grant the full amount. A condition to be requested that a lease be signed and any planning permission required (if any) in place.

2022-12-FC: Finance December/January. To authorise the invoices and monthly schedules for payment; to receive a copy of the bank transactions and reconciled bank statements since the last meeting and a copy of RIALTAS reports to receive and accept.

A copy of the January monthly schedules with voucher numbers for each invoice received and the date they had cleared the bank were presented, alongside bank reconciliations up to the end of December 2021. Approved. Council approved the payments of £6841.43 from January to be made.

2022-13-FC: Correspondence.

- a) The Clerk reported she had heard reports of Councillors displaying grievance at certain Council procedures in public. She reiterated the need to follow the Code of Conduct and the formal process of grievance.
- b) The Council has taken receipt of 25 litter pickers from the Active Towns team at ERYC. They are to be loaned to the Howden Ladies group who are organising a litter pick in February.

2022-14-FC: Items for next agenda.

Councillor vacancies. Update from P&G on recruitment. Speeding issues Station Road.

2022-15-FC: Date of Next Meeting Tuesday February 15th 2022.

The meeting closed at 7.59pm.