



Howden Town Council

Minutes of the Annual Meeting of Howden Town Council held on Tuesday May 17th 2022 at 7.45pm at the Town Council Offices, Bridgegate, Howden.

Present: Councillors Roberts, Hart, Drury, Blee, Smythson, Ashton, Ward, Casey

In Attendance: L Smith, Member of the Press.

Clerk: S Hardcastle

2022-84-FC: Election of the Chair of the Council.

Councillor Drury proposed Councillor Roberts for the position of Chair. There were no other nominations and Councillor Roberts accepted – Approved.

2022-85-FC: Declaration of Acceptance of Office of Chair.

The declaration of acceptance of Office of Chair was signed.

2022-86-FC: Election of Vice-Chair.

Councillor Hart proposed Councillor Drury for the position of Vice-Chair. There were no other nominations and Councillor Drury accepted – Approved.

2022-87-FC: Apologies for absence – to receive and accept.

Apologies were received from Councillors Pears, Patrick, Howard, Morris and Chiswell – All accepted.

2022-88-FC: Declaration of Interest –

2022-88.1-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.

2022-88.2-FC For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None.

2022-89-FC: Minutes of the Town Council meeting held Tuesday April 12th 2022 – to agree and approve as a true record.

The minutes of the Town Council meeting held Tuesday April 12th 2022 were agreed and approved as a true record.

2022-90-FC: Minutes of the Planning Committee meeting held Tuesday May 3rd 2022 – to receive.

The minutes of the Planning Committee held Tuesday May 3rd 2022 were received.



2022-91-FC: Minutes of the Resources and Asset Management Committee held Tuesday May 10th 2022 – to receive and accept any recommendations.

The minutes of the Resources and Asset Management Committee held Tuesday May 10th 2022 were received. Council accepted and approved the year-end report 2021/2022 and the internal audit report and action plan. Council agreed to the recommendation of new insurance company and cover from June 2022.

2022-92-FC: Insurance Renewal. To receive and agree any Insurance renewal received after the Resources and Asset Management Committee meeting.

There were no further renewals received.

2021-93-FC: Appointment of Committees: To review and agree.

Agreed. (See attached)

2021-94-FC: Appointment of Representatives on Outside Organisations: To review and agree.

Agreed. (See attached)

2022-95-FC: Policies and Procedure Schedule. To receive and review the schedule.

The schedule was received and agreed.

2022-96-FC: Project Loo. To receive an update from the Chair.

The Chair reported that there had been a delay to the start of the building due to needing to obtain new planning permission for the building as there had been a change in size due to the original plan covering the main sewer. A lease with ERYC needs to be signed before building can commence, however the lease cannot be signed until the new planning application has been agreed. The Chair proposed a 20 percent deposit be made to RISE to secure a date with the company for building works to start once the paperwork has been signed. Approved.

2022-97-FC: Bishopgate Traffic. To recommend requesting ERYC undertake a traffic survey of Bishopgate.

Agreed to ask ERYC to undertake a traffic survey of Bishopgate.

2022-98-FC: Community Fridge. To receive an update from Councillor Howard about a Howden Community Fridge and agree any further funding request.

In Councillor Howard's absence, Councillor Roberts presented a report that detailed the plans moving forward. The Community Fridge will be set up as Community Interest Company and will encompass Howden Helpers also. Council agreed to delegate a member to the board once it has been established.

2022-99-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 delegated powers to only be invoked if Council are unable to meet.

2022-100-FC: Jubilee Celebrations. To receive an update from Town Centre/Events Officer.



The Town Centre/Events Officer reported plans are going well. Up to date there have been 424 free seats reserved (out of a maximum capacity of 550) and 203 platinum seats paid for (out of a capacity of 280). Councillors agreed a schedule for set up and tidy away on the day, with event security being hired in to marshal the event.

2022-101-FC: Jubilee Trees. To receive update from the Chair and agree quotation to purchase trees.

The Chair reported a grant for £6,000 had been successfully applied for from the National Lottery Community Fund to fund 'Jubilee Trees' to plant to celebrate the Jubilee year. A quote for 70 trees for £2072.00 was presented. Council agreed to the purchase of the trees using the grant funds.

2022-102-FC: IT Support SLA. To receive and approve Council IT Support SLA quote.

The Clerk presented a quote from MNB Computing to provide IT support to the Council. This was a one year service agreement which includes remote and onsite support and will enable Councillors to access the OneDrive 365 Microsoft accounts that are currently being paid for. Quoted £583.33 for the year. Approved.

2022-103-FC: Finance April/May. 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.

There were no bank statements to agree as the Clerk reported she had only received the statement that morning, so had not had time to complete the reports. Council approved the payments of £11,556.92 from April since the last meeting and £2,772.15 from May to be made, following the receipt of all invoices and accompanying monthly schedules.

2022-104-FC: ERY Cllr Bayram: to receive a verbal report.

Councillor Bayram did not attend.

2022-105-FC: Correspondence.

The Clerk reported the Allotment Association had approached the Council for advice on tree works that are required on the drain side of the allotments. Advice has been sent and the Association are to get quotes for the works, mindful it is nesting season. The Clerk reported ERYC have paid the precept to Council, therefore she will be making the agreed grant payments to the successful applicants.

2022-106-FC: Items for next agenda.

Project Loo, Jubilee de-brief, Bishopgate Traffic, Signing off the AGAR.

2022-107-FC: In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 a motion to be passed to exclude members of the public and press due to the confidential nature of the following agenda items.

Motion passed.

2022-108-FC: Annual Leave Entitlement. To receive and approve request from the Clerk.

Request approved.



2022-109-FC: In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 a motion to be passed to allow members of the public and press.

Motion passed.

2022-110-FC: Date of Next Meeting Tuesday June 21st 2022.

The meeting closed at 9.02pm.