



Howden Town Council

Minutes of the meeting of the Resources and Asset Management Committee held on Tuesday November 8th 2022 at 7.15pm at the Howden Town Council Offices, Bridgegate, Howden.

Present: Councillors Roberts, Pears, Ashton, Ward, Blee

Chair: Councillor Blee

Clerk: S Boggitt

2022-19-RAM: Election of Chair.

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

2022-20-RAM: Election of Vice-Chair.

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

2022-21-RAM: Apologies for absence – to receive and accept.

Apologies were received from Councillor Smythson – accepted. Non-attendance – Councillor Patrick.

2022-22-RAM: Declaration of Interest –

2022-22.1-RAM 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.

2022-22.2-RAM For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None.

2022-23-RAM: Minutes of the meeting held Tuesday May 10th 2022 – to agree and approve as a true record.

The minutes of the meeting held Tuesday May 10th 2022 were agreed and approved as a true record.

2022-24-RAM: Annual Budget. To review the budget at 7/12 (58.33 percent) of the year and make any recommendations.

The Clerk presented the budget and any variances were explained. Committee agreed to accept the budget.

2022-25-RAM: Finance Risk Assessment. To review the Financial Risk Assessment and make any recommendations.

The Finance Risk Assessment was reviewed and accepted.



2022-26-RAM: Asset Register. To review and accept.

The Asset Register was presented to Committee with a note the auditor had looked at the document alongside all purchases for the year so far. Accepted.

2022-27-RAM: Policies. To review, accept and make recommendations on the following policies and to recommend to Council for adoption; Health and Safety Policy, Data Protection Policy, Asset Register Policy and Disciplinary Procedure Policy.

Committee reviewed and accepted the Health and Safety Policy, Data Protection Policy, Asset Register Policy and Disciplinary Procedure Policy and recommended Council adopt them all.

2022-28-RAM: Room and Office Hire Charges. To review room/office hire charges and make any recommendations.

Committee recommended the current hire charges remain the same. The Clerk to seek out agreement and payment terms for the office currently rented out.

2022-29-RAM: Interim Internal Audit and Action Plan. To accept the interim internal audit report and action plan and make any recommendations.

The interim audit and action plan were received and accepted. Committee agreed to recommend increasing the Fidelity Guarantee on the Insurance and for the Clerk to look into an alternative savings account provider. If no better provider could be found additional payment terms could be added to the risk assessment.

2022-30-RAM: Expenses. To authorise Clerk's expenses for SLCC Conference/Awards.

Committee authorised the Clerk's expenses for the SLCC Conference/Awards. Documents would also be forwarded to Full Council as part of the usual payment process.

2022-31-RAM: Correspondence.

None.

2022-32-RAM: Items for Next Agenda.

NS&I Savings Account, Budget Planning, Standing Agenda Items.

2022-33-RAM: Date of Next Meeting: Tuesday January 10th 2023 at 7.15pm. (NB This date may change to ensure quorate Committee as it is the budget setting meeting)

The meeting closed at 7.43pm.