



Howden Town Council

Minutes of the Meeting of Howden Town Council held Tuesday March 21st 2023 at 7pm at the Town Council Offices, Bridgegate, Howden.

Present: Councillors Roberts (Chair), Drury, Pears, Blee, Casey, Brett, Ward, Perkins, Ashton

In Attendance: L Smith, Member of the Press

Clerk: S Boggitt

2023-43-FC: Apologies for absence – to receive and accept.

Apologies were received from Councillors Hart, Howard and Smythson – all accepted.

2023-44-FC: Declaration of Interest –

2023-44.1-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.

2023-44.2-FC For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None.

2023-45-FC: Councillor Vacation of Office. To note the vacation of office of Councillor Patrick due to non-attendance. (Local Government Act 1972, S85)

Noted.

2023-46-FC: Minutes of the Town Council meeting held Tuesday February 21st 2023 – to agree and approve as a true record.

The minutes of the Town Council meeting held Tuesday February 21st 2023 were agreed and approved as a true record.

2023-47-FC: Minutes of the Personnel and Grievance Committee Meeting held Tuesday March 7th 2023– to receive and approve any recommendations.

The minute of the Personnel and Grievance Committee meeting held Tuesday March 7th 2023 were received. Council resolved to adopt the Leave Policy.

2023-48-FC: Minutes of the Planning Committee Meeting held Tuesday March 7th 2023 – to receive and approve any recommendations.

The minutes of the Planning Committee meeting held Tuesday March 7th 2023 were received.

2023-49-FC: Minutes of the RAM Committee Meeting held Tuesday March 14th 2023 – to receive and approve any recommendations.

The minutes of the RAM Committee meeting held Tuesday March 14th 2023 were received. Council resolved to adopt the following policies: Media Policy, Office Lone-Working Policy, Social Media Policy and Standing Orders. Council resolved to agree lease terms for the downstairs office and upstairs office (2).



2023-50-FC: Minutes of the HJBC Meeting held Thursday March 16th 2023 – to receive and approve any recommendations.

The minutes of the HJBC meeting held Thursday March 16th 2023 were received.

2023-51-FC: Elections. To receive an update from the Clerk.

The Clerk updated Council with the Nomination Papers procedures. The Clerk has made an appointment with Electoral Services to take any papers that are with her by 10am on Thursday March 30th.

2023-52-FC: Finance Regulations. To approve and adopt updated Finance Regulations.

Council resolved to adopt the updated Finance Regulations.

2023-53-FC: Project Loo. To receive an update from the Chair and agree any actions.

The Chair reported works will start on Project Loo on Monday March 27th. The Clerk will meet contractors on site on the start date. Council agreed the drawdown of £30,000 from NS&I account if funds were needed in the short-term before the PWLB is in the bank and the first installment of the Government Grant from ERYC has been received.

2023-54-FC: Bishopgate Traffic Issues. To receive a report from Councillor Smythson and agree any actions.

Item deferred as Councillor Smythson was not in attendance.

2023-55-FC: Knedlington Crossroads Traffic Issues. To receive a report from the Chair and agree any actions.

The Chair reported a letter had been sent to relevant agencies. So far only Safer Roads Humber had acknowledged.

2023-56-FC: Community Payback Scheme. To agree request to the Community Payback Scheme.

The Clerk reported the Community Payback Scheme was back open and were looking for ideas. Council agreed to request the clearing of graffiti and fence painting at Derwent Play Park. The Clerk to organise this.

2023-57-FC: Ashes Committee Minutes. To receive the latest minutes.

None received.

2023-58-FC: Finance February/March. To authorise the invoices and monthly schedules for payment; to receive a copy of the bank transactions and reconciled bank statements (including Co-Operative Bank and NS&I) since the last meeting and a copy of RIALTAS reports to receive and accept.

A copy of the February and March 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 February 2023. Approved. Council approved the payments of £5797.13 for February (since the last meeting) and £66452.04 for March to be made. Approved.



2023-59-FC: Monthly Checklist. To receive the Clerk's monthly checklist.

Received.

2023-60-FC: Items for next agenda. (To note the next meeting will be during the purdah period so only standing agenda items should be discussed).

Standing agenda items.

2023-61-FC: Date of Next Meeting: Tuesday April 18th 2023 at 7pm.

The meeting closed at 7.22pm.