



Howden Town Council

Minutes of the Meeting of Howden Town Council held Tuesday May 16th at 7pm at the Town Council Offices, Bridgegate, Howden.

Present: Councillors Roberts, Hart, Drury, Pears, Blee, Casey, Howard, Ward, Perkins

In Attendance: L Smith, Member of the Press, Two Members of the Public

Clerk: S Boggitt

2023-77-FC: Election of the Chair to the Council.

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

2023-78-FC: Declaration of Acceptance of Office of Chair.

The declaration of acceptance of Office of Chair was signed.

2023-79-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.

2023-80-FC: Apologies for absence – to receive and accept.

Apologies were received from Councillors Ashton and Brett – All accepted.

2023-81-FC: Declarations of Acceptance of Office. To receive a report from the Clerk and agree extension for any Councillors absent.

The Clerk reported all declarations have been returned, therefore no extensions are required.

2023-82-FC: Declaration of Interest –

2023-82.1-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.

2023-82.2-FC For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None.

2023-83-FC: Minutes of the Town Council meeting held Tuesday April 18th 2023 – to agree and approve as a true record.

The minutes of the Town Council meeting held Tuesday April 18th 2023 were agreed and approved as a true record.

2023-84-FC: Minutes of the Howden Joint Burial Committee Meeting held Tuesday April 4th 2023– to receive and approve any recommendations.



The minutes of the Howden Joint Burial Committee Meeting held Tuesday April 4th 2023 were received.

2023-85-FC: Minutes of the Planning Committee Meeting held Tuesday May 2nd 2023 – to receive and approve any recommendations.

The minutes of the Planning Committee meeting held Tuesday May 2nd 2023 were received.

2023-86-FC: Co-Option. To agree co-option process for two Councillor vacancies.

Co-option process agreed. Clerk to advertise this ASAP.

2023-87-FC: Meeting Schedule. To receive the 2023/2024 Meeting Schedule.

The meeting schedule was received.

2023-88-FC: Appointment of Representatives on Committees and Outside Organisations: To review and agree.

The representatives on committees and outside organisations was agreed. (Attached to minutes)

2023-89-FC: Policies and Procedure Schedule. To receive and review the schedule.

The policies and procedure schedule was received and reviewed. The Clerk was asked to look at a Business Continuity Plan.

2023-90-FC: Town Events. To receive an update from the Town Centre/Events Officer and agree any actions.

The Town Centre/Events officer reported that the Coronation event had been a huge success with approximately 1,500 people attending the Minster throughout the day. The event cost a total of £1,452.33 to host. Council agreed spend from the Jubilee Tree fund to source signs for the orchard. Council also agreed to host a First Aid Course in the new year for any Councillors and/or traders who would like to attend. It was also requested more Councillor attendance at events for both more assistance and a better presence. Council agreed to buy domain name VisitHowden for a future website project.

2023-91-FC: Project Loo. To receive an update from the Chair and agree any actions, including agreeing cleaning contract for the building.

The Chair reported works were progressing well and the build should be completed within the next couple of weeks. Quotes were shown for both cleaning of the facility and the installation and maintenance of sanitary bins. It was agreed to award ERYC the contract for cleaning at an annual cost of £7007.00 – this was seven days a week, 52 weeks per year. The sanitary bin contract was agreed to award to Cathedral Hygiene at an annual cost of £390 with 13 changes per annum plus air freshener and foam dispenser. It was also agreed to pay an additional £2,000 to RISE after the build is completed to pay towards extra groundworks required and the installation of utility meters.

2023-92-FC: Insurance Quote. To agree insurance quote and cover for 2023/2024.

As the quote had only been received earlier that day and the agreement had to be made before the renewal date of June 1st it was agreed to invoke delegated decisions to the Clerk in consultation with two Chairs of Committee.



2023-93-FC: In the Canopy. To receive request from In the Canopy to defer 2022/2023 grant payment to 2023/2024 financial year.

Council agreed to defer the S137 payment from last year's grant programme with the confirmation there were enough S137 funds available.

2023-94-FC: Ashes Committee. To receive the latest minutes, receive report from the Chair and agree any actions specifically in relation to the grant award 2023/2024.

The minutes were received. The new Chair of the Ashes was present at the meeting and confirmed they had reported themselves to the Charity Commission, but a lot of work was going on behind the scenes to bring all policies etc up to date. Council agreed that the first half of the grant payment should be made with the second half being discussed and agreed later in the year.

2023-95-FC: Knedlington Crossroads. To receive a report from the Chair and agree any actions.

Councillor Howard reported he had communications with ERYC and paperwork would be looked at by officers at the Local Authority this week.

2023-96-FC: Boom Update. To receive a report from the Chair and agree any actions.

The Chair encouraged members to attend consultation dates.

2023-97-FC: Hailgate Parking. To receive report from Councillor Blee on parking restrictions on Hailgate outside the Infant and Junior Schools and agree any actions.

Council agreed the parking restriction times outside the schools did not serve a purpose now the school closing time had changed. The Clerk to speak to the schools with a proposal of changing them to 2.45pm – 3.45pm before speaking to ERYC.

2023-98-FC: To consider request from member of the public to lobby East Riding of Yorkshire Council to clean and/or replace road signs into Howden.

Agreed to ask the Clerk to speak to Streetscene.

2023-99-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 (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 April and May 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 March 2023 (later bank statements were not available as the new year has not been inputted on RIALTAS yet). Approved. Council approved the payments of £41294.05 for April since the last meeting and £10510.51 for May to be made.

2023-100-FC: Monthly Checklist. To receive the Clerk's monthly checklist.

The checklist was received.

2023-101-FC: Items for next agenda.

Traffic issues on Thorpe Road; AGAR; Co-option.



2023-102-FC: Date of Next Meeting: Tuesday June 20th 2023 at 7pm.

The meeting closed at 8.18pm.