



## Howden Town Council

Minutes of the Meeting of Howden Town Council held Tuesday September 19th 2023 at 7pm at the Town Council Offices, Bridgegate, Howden.

Present: Councillors Roberts (Chair), Perkins, Ward, Drury, Long, Cave, Hart, Pears, Clarke, Ashton

In Attendance: L Smith (Town Centre/Events Officer), Member of the Press.

Clerk: S Boggitt

### **2023-177-FC: Apologies for absence – to receive and accept.**

Apologies were received from Councillors Howard, Blee and Brett – all accepted.

### **2023-178-FC: Declaration of Interest –**

2023-178.1-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.

2023-178.2-FC For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None.

**2023-179-FC: Public Participation. To adjourn (for a maximum of 15 minutes) the meeting for members of the public to make representation over any item on the agenda. (NB any item not on the agenda will not be discussed but may be considered for a future meeting).**

There were no members of the public present.

### **2023-180-FC: Minutes of the Town Council meeting held Tuesday August 22nd 2023 – to agree and approve as a true record.**

Minutes of the Town Council meeting held Tuesday August 22<sup>nd</sup> 2023 were agreed and approved as a true record.

### **2023-181-FC: Minutes of the Resources and Asset Management Committee Meeting held Tuesday September 5<sup>th</sup> 2023 – to receive and approve any recommendations.**

The minutes of the Resources and Asset Management Committee were received. Council resolved to adopt the following policies: Data Protection Policy, Equal Opportunities Policy, Expenses Policy, Publication Scheme and Grants Policy. Council also resolved to open the grants window at the earliest opportunity with a closing date of Friday December 8<sup>th</sup> 2023.

### **2023-182-FC: Minutes of the Planning Committee Meeting held Tuesday September 5<sup>th</sup> 2023 – to receive and approve any recommendations.**

The minutes of the Planning Committee meeting held Tuesday September 5<sup>th</sup> 2023 were received with no recommendations to approve.



**2023-183-FC: Committee Membership. To agree Committee membership following successful co-option.**

Committee membership was agreed.

**2023-184-FC: Town Centre/Events Officer Report. To receive report and agree any actions.**

Thanks were given to those members who had given their help to the successful Tour of Britain event. Arrangements were discussed for volunteers for Remembrance Day and Howden Christmas Market. Council approved the request to work alongside the Goddards Care Home in a weekend long Arts Festival to be held in Howden Minster and around the town on the weekend of April 20<sup>th</sup> and 21<sup>st</sup> 2024.

**2023-185-FC: Local Plan Draft Design Code Consultation. To receive update from the Chair and agree Council response.**

Council resolved to take more time to look at the documents and agree response at the next meeting.

**2023-186-FC: Howden Young People's Project. To receive update from Councillor Howard and agree any actions.**

In Councillor Howard's absence Councillor Roberts reported that a potential suitable location for a Youth Hub and Men's Shed had been identified. The Senior School were onboard with a Youth Engagement Project and funding was being sourced for both initiatives.

**2023-187-FC: Ashes Committee. To receive the latest minutes and agree any actions.**

As three months of minutes were received it was agreed to request again that the APFT minutes include full names of members, not just initials. It was also agreed that the Clerk contact them to note inaccuracies in the June minutes regarding the decision to withdraw Council/Town members from the Trust.

**2023-188-FC: Howden EV Charging Points. To receive request from ERYC for suggestions for EV charging points and agree any actions.**

Locations agreed.

**2023-189-FC: RIALTAS Finance Package Update. To receive report from the Clerk and agree any actions.**

The Clerk reported that as the Council is now in the third year of income/expenditure above £200,000 a different version of RIALTAS finance package needs to be used. Council resolved to pay the fee of £535 to RIALTAS to facilitate the change over.

**2023-190-FC: Finance August/September. 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 August and September monthly schedules with voucher numbers for each invoice received and the date they had cleared the bank were presented, alongside bank reconciliations up to middle of August 2023 (Approved). Council approved the payments of £7480.89 for August since the last meeting and £12475.46 for September to be made.



**2023-191-FC: Monthly Checklist. To receive the Clerk's monthly checklist.**

The checklist was received.

**2023-192-FC: Ward Councillor. To receive report from Ward Councillor David Howard and agree any items for next agenda.**

It was reported that ERYC have agreed to traffic calming measures at Knedlington Crossroads, to happen in this financial year. A new survey would go out through Howden Town Council and Asselby and Barmby Parish Councils – the results of this could prove the need for further measures. More details at the next meeting.

**2023-193-FC: Correspondence.**

The Clerk reported that yet again she had been let down by a prospective office cleaner so the Council are still without one. Agreed to advertise again.

**2023-194-FC: Items for next agenda.**

Councillor Howard CIO request, Howden Ashes, Local Plan Draft Design Code Consultation.

**2023-195-FC: Date of Next Meeting: Tuesday October 17<sup>th</sup> 2023 at 7pm.**

The meeting closed at 8.24pm.