



## Howden Town Council

Minutes of the Meeting of Howden Town Council held Tuesday September 17<sup>th</sup> 2024 at 7pm at the Town Council Offices, Bridgegate, Howden.

Present: Councillors Roberts (Chair), Clarke, Pears, Hart, Drury, Long, McLellan, Young, Blee

In Attendance: Member of the Public (Co-option Candidate), Gill and Joe Dixon (Howden Safe Space)

Clerk: S Boggitt

### **2024-165-FC: Apologies for absence – to receive and accept.**

Apologies for absence were received from Councillors Ward, Cave and Howard– accepted.

### **2024-166-FC: Declaration of Interest –**

2024-166.1-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.

2024-166.2-FC For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None.

### **2024-167-FC: Co-Option. To vote on the co-option for the one vacant seat. For resolution.**

Following co-option vote Steven Hobden was voted in as the only candidate. Steven signed the declaration of acceptance and sat on Council straight away.

### **2024-168-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).**

No requests.

### **2024-169-FC: Minutes of the Town Council meeting held Tuesday August 13<sup>th</sup> 2024 – to agree and approve as a true record.**

The minutes of the Town Council meeting held Tuesday August 13<sup>th</sup> 2024 were agreed and approved as a true record.

### **2024-170-FC: Howden Safe Spaces. To welcome Gill and Joe Dixon to talk about the Howden Safe Spaces collaboration and agree any actions.**

Gill and Joe Dixon presented their Safe Spaces initiative. It was fully agreed to collaborate on this and support the idea. The Clerk to liaise with Gill and Joe regarding letters to businesses etc and any expenditure incurred would go through the usual process.



**2024-171-FC: 20mph Update. To receive reports from Councillor Howard and the Clerk and agree any actions.**

The Clerk reported she had ordered the bin and bumper stickers after liaising with Councillors Howard and Young. It was agreed to let the Civic Society know that these stickers would be appearing round the town.

**2024-172-FC: Grants Programme 2025/2026. To agree grants policy, application form and procedures.**

The grants policy, application form and procedure was agreed. It was also noted that in any acceptance letter the need for representation at the Annual Town Meeting be made clear. The window to open tomorrow (September 18<sup>th</sup>) and will close on November 29<sup>th</sup>. To be advertised on social media, local press and the Town Council website.

**2024-173-FC: Policies. To review, accept and adopt following policies and to recommend to Council for adoption: Sustainability and Environment Policy (NEW), Data Protection Policy (No changes).**

The Sustainability and Environment Policy and the Data Protection Policy were both approved and adopted.

**2024-174-FC: Tourism and Marketing Officer Report. To receive report and agree any actions.**

In the absence of the Tourism and Marketing Officer, the Clerk gave a brief report and requested the following. Council to agree to take on the new town signage as Council assets once installed by ERYC – agreed. Council to agree a figure for the collaboration with Howden Minster for Soup and Carols – agreed up to £500. To agree date for erection of Christmas lights – agreed Sunday November 24<sup>th</sup>. It was also noted that anybody involved in the Christmas lights must have Working at Height and Harness training. The Clerk to arrange this.

**2024-175-FC: Howden Town Council Logo. To receive design ideas for updated Town Council logo and agree any actions.**

Varying designs were put to Council with agreement to work up the logo as illustrated on the scroll which was attached – the proposed colours were also agreed.

**2024-176-FC: Town Networking Update. To receive a report from the Clerk and agree any actions.**

The Clerk reported a meeting had taken place with Shake and Rotary members and with agreement from the Shire Hall a town networking meeting would take place in Spring of next year. The Clerk will keep Council up to date.

**2024-177-FC: Ashes Committee. To receive the latest minutes and agree any actions.**

There were no minutes to receive.

**2024-178-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 since the last meeting and a copy of SCRIBE reports to receive and accept.**

A copy of the August and September monthly schedules with voucher numbers for each invoice received, alongside bank reconciliations up to August 28<sup>th</sup> 2024 (Co-Op) were



received. Council approved the payments of £17084.80 for September to be made. The bank reconciliation was agreed and signed by the Chair.

**2024-179-FC: Monthly Checklist. To receive the Clerk's monthly checklist.**

The monthly checklist was received.

**2024-180-FC: Ward Councillor. To receive report from Ward Councillor David Howard and agree any items for next agenda.**

Councillor Howard was not in attendance.

**2024-181-FC: Correspondence.**

The Clerk reported she had been contacted by a member of the public who wanted to donate a 30ft Christmas tree to the town. It was agreed that as the town tree was ordered last year and sponsored by PA media, plus the height of the tree that it wouldn't be feasible to accept this offer. The Clerk to respond and thank them for their offer. The Clerk also reported that due to the PWLB schedule being incorrect for year end 2023 Box 10 on the AGAR needed reinstating with a figure agreed by PKF. The Clerk and Chair signed the amendment as requested by PKF and the updated AGAR is on the website. It was made clear that this was not a Council mistake but PWLB taking their payment on April 2<sup>nd</sup> (this financial year) rather than March 31<sup>st</sup> (last financial year).

**2024-182-FC: Items for next agenda.**

Standing Items.

**2024-183-FC: Date of Next Meeting: Tuesday October 15<sup>th</sup> 2024 at 7pm.**

The meeting closed at 8.03pm.