



Howden Town Council



Minutes of the meeting of the Resources and Asset Management Committee held on Tuesday September 9th, 2025 at 7.15pm at the Howden Town Council Offices, Bridgegate, Howden.

Present: Councillors Blee (Chair), Long, Pears, Ward, Clarke, Young, Roberts

In-Attendance: L Smith (Tourism and Marketing Officer)

Clerk: S Boggitt

2025-50-RAM: Apologies for absence – to receive and accept.

Apologies were received from Councillor Drury – accepted. Note non-attendance Councillor Cave.

2025-51-RAM: Declaration of Interest –

2025-51.1-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.

2025-51.2-RAM For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None.

2025-52-RAM: Minutes of the meeting held Tuesday July 8th 2025 – to agree and approve as a true record.

The minutes of the meeting held Tuesday July 8th 2025 were received and they were agreed and approved as a true record.

2025-53-RAM: Annual Budget. To review the budget to the end of July.

The budget was reviewed with nothing to note.

2025-54-RAM: Risk Management Scheme. To review the Risk Management Scheme and make any recommendations.

The Risk Management Scheme was reviewed. Recommended to Council to accept.

2025-55-RAM: Action Plan. To review, make changes and accept the Howden Town Council Action Plan.

The Action Plan was reviewed and changes accepted.

2025-56-RAM: Policies. To review, accept and make recommendations on the following policies and to recommend to Council for adoption: IT Policy (New due to updated Assertion 10 of the Practitioner's Guide), Data Protection Policy, Environment and Sustainability Policy.

The IT Policy, Data Protection Policy and Environment and Sustainability Policy were all recommended to Council for adoption.

2025-57-RAM: Assertion 10 Practitioner's Guide. To receive update from the Clerk on the updated Assertion.

The Clerk presented a report on the new Assertion 10 of the Practitioner's Guide. Once the IT policy has been adopted, she recommends a new Information Security Policy be introduced



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to include data and email retention. This will be brought to the next meeting. She also confirms she needs to speak to the website hosts Vision ICT to learn whether the website is accessible as per the Assertion 10 guidance. This will also be brought to the next meeting.

2025-58-RAM: Town Council Grants. To review, accept and make recommendations on the Grant Policy and confirm details of this year's programme.

Committee agreed the details for this year's programme and amended 5.1 to note to make the dates of the financial year clearer. Recommended to Council for approval.

2025-59-RAM: Asset Register. To review and accept.

Accepted.

2025-60-RAM: Correspondence.

The Clerk reported Box 10 of the AGAR had been amended post submission, due to an error on the PWLB dates of transaction. As per PKF Littlejohn instruction this had been amended and signed by her and the Chair.

2025-61-RAM: Items for Next Agenda.

Information Security Policy, Assertion 10 Update.

2025-62-RAM: Date of Next Meeting: Tuesday November 11th 2025 at 7.15pm.

The meeting closed at 7.38pm.