



## Howden Town Council

Minutes of the meeting of the Resources and Asset Management Committee held on Tuesday July 8th 2025 at 7.15pm at the Howden Town Council Offices, Bridgegate, Howden.

Present: Councillors Blee, Long, Clarke, Pears, Roberts, Young

Clerk: S Boggitt

### **2025-35-RAM: Election of Chair.**

Councillor Long nominated Councillor Blee for the position of Chair. There were no other proposals and Councillor Blee accepted. Resolved.

### **2025-36-RAM: Apologies for absence – to receive and accept.**

Apologies were received from Councillors Drury, Cave and Ward – all accepted.

### **2025-37-RAM: Declaration of Interest –**

2025-37.1-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.

2025-37.2-RAM For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None.

### **2025-38-RAM: Minutes of the meeting held Tuesday May 13<sup>th</sup> 2025 – to agree and approve as a true record.**

The minutes of the meeting held Tuesday May 13<sup>th</sup> 2025 were received and agreed and approved as a true record.

### **2025-39-RAM: Annual Budget. To review the budget to the end of May.**

The budget was reviewed with no recommendations.

### **2025-40-RAM: Ear Marked Reserves. To agree figures in EMR.**

The Clerk reported an underspend of last year's budget of £10,716.77 (Council running costs), £574.79 (Events), £24,200 (Grants) and £1,135.55 (Howden Marsh). Committee agreed to move across events and marsh budget to the corresponding EMR. Agreed the underspend of grant budget be used to increase the Contingency EMR (needs increasing as per the JPAG). The underspend of £10,716.77 be used to bridge the gap in IT equipment as there will be a slight overspend in the IT budget, with the remainder (approximately £8,000 be used for the CCTV agreed in this financial year.

### **2025-41-RAM: Risk Management Scheme. To review the Risk Management Scheme and make any recommendations.**

The Risk Management Scheme was reviewed, noted change to contact details for Changing Place.

### **2025-42-RAM: Action Plan. To review, make changes and accept the Howden Town Council Action Plan.**



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The Action Plan was reviewed, with a note to add CCTV once the system was up and running.

**2025-43-RAM: New bank accounts. To receive update from the Clerk.**

The Clerk reported all agreed bank accounts had been set up and all had monies in them. The daily running bank is still Co-Op with savings accounts with NS&I, CCLA and Hinckley and Rugby.

**2025-44-RAM: To receive IT package and new computer quotes due to requiring new equipment with the implementation of Windows 11 in September.**

It was agreed to go ahead with the purchase of two new laptops (Clerk and Tourism/Marketing Officer) and one new desktop (Clerk) as recommended by MNB Computing (IT SLA). Also agreed to purchase the full Adobe software package for Council. It was agreed if the laptops specified and agreed to are not powerful enough for Adobe then a maximum of £2,500 can be spent for the new hardware without it being brought back to Committee. (To be reported back at the next meeting).

**2025-45-RAM: Policies. To review, accept and make recommendations on the following policies and to recommend to Council for adoption: Health and Safety Policy (New and Updated).**

Committee recommended the updated Health and Safety Policy be adopted.

**2025-46-RAM: Asset Register. To review and accept.**

The Asset Register was reviewed and accepted.

**2025-47-RAM: Correspondence.**

None.

**2025-48-RAM: Items for Next Agenda.**

Grant Policy Update.

**2025-49-RAM: Date of Next Meeting: Tuesday September 9<sup>th</sup> 2025 at 7.15pm.**

The meeting closed at 7.42pm.