



HOWDEN TOWN COUNCIL

Minutes of the Meeting of Howden Town Council held on Tuesday 21 April 2020 at 7.00 pm via ZOOM conference call

Present: Councillors H Roberts (Chair), R Drury, R Hart, D Howard, D Patrick, H Pears, S Smythson, C Thackray, E Ward, A Wilson, H Chiswell, A Morris & R Blee.

In attendance: No members of the public or press were in attendance

Apologies: No apologies

Acting Clerk: H Roberts

Min 19-175 Declaration of interest

19-175.1 No interests were declared.

19-175.2 No dispensations were requested/granted.

Min 19-176 Minutes of the meeting of the Town Council dated 24 March 2020 and the Extraordinary meeting on the 7 April 2020.

The above minutes were approved as a true record

Min 19-177 Minutes of the Planning Committee meeting of the 7 April 2020.

19-177.1 The chair noted that the planning application for the Changing Place extension to the public toilets on Charles Briggs Avenue had been granted. The minutes were approved as a true record.

Min 19-178 Minutes of the Personnel & Grievance Committee dated 20 March 2020 and 2 April 2020.

The above minutes were approved as a true record.

Min 19-179 Howden Helpers: to receive a verbal report

19-179.1 Cllr Howard presented a report on how Howden Helpers was set up and the work of the Howden Helpers to date. There is a registration process for volunteers which stands at 186. At present there are 130 households registered to use the service. Howden Rotary and the Town Council helped with some set up costs. The Shire Hall has assisted by taking payments over the phone via their card machine. The co-op store and Boots chemist have been very supportive of the Howden Helpers at to date they have delivered 170 shopping orders and 145 prescriptions. In addition there is a 'listening crew' and Howden Helpers have been helping Howden Traders deliver phone orders. Howden Helpers are now looking into a Community Pantry to help distribute the surplus food donated. Howden Rotary continue to assist with a Virgin Giving Page. The members thanked Cllr Howard for all that he had done and offered their support for the future.

19-179.2 The Council approved the payment of £970.62 to Howden Helpers for set up costs and the purchase of mobile phones.

Min 19-180 To review delegated powers and duties to the clerk in consultation with the chairs of the committees in case of an emergency under Local Government Act 1972, section 101.

19-180.1 There had been no cause to delegate during the month. Recommended that it is reviewed next month.

Min 19-181 To review the appointment of Acting Clerk and Acting RFO under Local Government Act 1972, section 112(5)

19-181.1 Concern was raised about the work load of the Acting Clerk, under the circumstances, especially if Coronavirus restrictions are lifted. The Acting Clerk informed the members that Internal Auditor had informed him that he would be sending in a list of recommendations that would need action.

Min 19-181.1 The Acting Clerk suggested waiting on these recommendations before deciding on changes.

Min 19-182 To approve the recruitment package to replace the Town Clerk & RFO

- Min 19-182.1 Three papers had been prepared – Town Clerk and Responsible Financial Officer – Howden, East Yorkshire – advert; Appointment of Town Clerk and Responsible Financial Officer – further information; and Clerk to the Council - Job Description.
- Min 19-182.2 The only area of discussion was around the opening paragraph in the Further Information paper.
- Min 19-182.3 It was recommended that the final approval of the papers should be delegated to the Personnel and Grievance Committee to finalise along with consulting ERNLLCA. All agreed
- Min 19-182.4 It was also recommended that the advertising of the position should also be delegated to the Personnel and Grievance Committee. All agreed
- Min 19-182.5 The Acting Clerk was asked to consult ERNLLCA about the recruitment papers.

- Min 19-183 Annual General Meeting and Annual Town Meeting: to receive a report from the Acting Clerk.**
- Min 19-183.1 The Acting Clerk informed the Members that under the coronavirus legislation AGMs can be deferred to later in the year.
- Min 19-183.2 The Council agreed to hold its AGM in June and defer the Annual Town Meeting till later in the year.

- Min 19-184 Meeting schedule**
The dates were noted

- Min 19-185 EYC Cllr Bayram: to receive a verbal report**
The Acting Clerk reported that Cllr Bayram is still in self-isolation

- Min 19-186 Correspondence**
- Min 19-186.1 Letter from the Post Officer informing the council about the Branch Temporary Closure. Letter arrived two weeks after it had closed.
- Min 19-186.2 Letter from PKF Littlejohn re Statutory Recommendation: Failure to submit an Annual Governance & Accountability Return (AGAR) for the year ending 31 March 2019, dated 16 December 2019. The Acting Clerk informed the Members that this statutory recommendation had to be an agenda item and as such the Chair called an Extraordinary Meeting for the 28 April 2020 to discuss and recommend all actions required.

- Min 19-187 April Accounts**
- Min 19-187.1 The Acting Clerk presented three papers that he hoped would give greater clarity and governance to the Members and put in place a higher level of security over the financial accounts.
- Min 19-187.2 The papers included a copy of the monthly schedule; a copy of the bank transactions (taken from the Cooperative Bank on line banking) with voucher numbers on it cross referencing the monthly schedule and a copy of the financial accounts, again with a voucher number against each entry.
- Min 19-187.3 The accounts were approved and the Acting Clerk was thanked for the extra controls put in place.

- Min 19-188 Items for next agenda**
Nothing extra was put forward

- Min 19-189 Date of Next Meeting**
Next meeting to be held on 19 May 2020.

The meeting ended at 8.36pm.

April 2020

<u>Vchr No</u>	<u>Payee</u>	<u>Services/Goods provided</u>	<u>£</u>
1	East Coast Sales	Hi Vis jackets	511.44
2	Ukbuilding Maintenance	window cleaning	20.40
3	RBS	Rialtas single user support	145.20
4	David Howard	Howden Helpers	970.62
5	R D Webster	chain and padlocks	52.46
6	David Patrick	ZOOM account	14.39
7	R D Webster	Pump repairs	41.57
8	ERYC	Non Domestic Rate Knedlington Rd Cemetery	-
9	ERYC	Non Domestic Rate HTC office	-
10	Onecom	Broadband & Phone	79.81
11	Business Stream	water and sewerage charges	37.19
12	Chappelow	Goole times	3.40
13	Goole Gofar	bus service	255.00
14	OHDB	drainage rates	7.30
15	ICCM	membership	95.00
16	Total Gas & Power	gas	142.64
17	R D Webster	chain	7.27
18	DVLA	Tractor vehicle licence	-
19	Cardiac Science	Defibulator pads	34.74
20	East Coast Sales	gloves and refuse sacks	23.40
21	Touchwood Homecare	gods	2.40
22	Eternal Communications	Dongle	39.99
23	Giffgaff	SIM card monthly payment	8.00
24	N Oats	HTC open spaces	726.46
25	N Oats	HJBC	435.32
26	One direct	headphone sets	186.24
27	B K Brooks	Accountancy for 2018/19. Work so far	1,264.80
28	O2	emergency phone	11.49
29	Business Stream	water charges HJBC	9.61
30	C Howard	wages	747.24
31	S Marquis	wages plus allowance	248.49
	Total		6,121.87