



## HOWDEN TOWN COUNCIL

Minutes of the Annual Meeting of Howden Town Council held on Tuesday 16 June 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, E Ward, H Chiswell, A Morris, C Thackray & R Blee. Cllr A Wilson joined the meeting late

In attendance: One member of the public

Apologies: No apologies

Acting Clerk: H Roberts

**Min 20-1 Declaration of interest**

20-1.1 No interests were declared.

20-1.2 No dispensations were requested/granted.

**Min 20-2 Election of the Chairman**

20-2.1 Cllr Patrick proposed Cllr Roberts for the position of Chairman. There were no other nominations for the position. Cllr Roberts accepted. Approved

**Min 20-3 Declaration of acceptance of office of Chairman.**

20-3.1 It was agreed that the declaration would be signed and witnessed by the Vice Chairman at a later date due to Coronavirus restrictions and the absence of a Clerk.

**Min 20-4 Election of the Vice Chairman.**

20-4.1 Cllr Patrick proposed Cllr Drury for the position of Vice Chairman. There were no other nominations for the position. Cllr Drury accepted. Approved.

**Min 20-5 Minutes of the meeting held on 19 May 2020: to receive**

20-5.1 The minutes of the meeting were approved as a true record.

**Min 20-6 Minutes of the Personnel and Grievance Committee held on the 26 May 2020: to receive and to receive an update on the recruitment of the Town Clerk and RFO**

20-6.1 Cllr Patrick appraised the minutes of the meeting. He highlighted that the P&G committee had interviewed 5 candidates from the 16 applicants and a second round of interviews for 2 candidates would take place the following evening. It was commented that although the interviewing had gone well using Zoom it was disappointing that there had been a lack of applicants with local government experience. This might be due to the salary range, which is due to be re-evaluated by ERNLLCA or the circumstances affecting the nation at the time.

20-6.2 The members were informed that once the P&G committee had made an appointment an extra ordinary meeting of the Council would be called to inform them.

20-6.3 Cllr Patrick confirmed that contracts of employment had now been issued to the Burial Clerk and the Roadsweeper.

20-6.4 The minutes were approved as a true record.

**Min 20-6 Minutes of the Planning Committee meeting held on the 2 June 2020: to receive**

19-197.1 The minutes were received and approved as a true record.

**Min 20-7 Minutes of the Resources and Asset Management Committee held on the 9 June 2020: to receive and accept recommendations.**

20-7.1 Cllr Blee reviewed the minutes and raised the following items that the RAM committee recommended that the Council approve:

20-7.1.1 That the Asset Register Policy be adopted. Approved

- 20-7.1.2 The former clerk had left a number of unbanked cheques in an office draw dating back to 2018. A large number of them related to the HJBC. The Burial Clerk had managed to get the majority of the cheques re-issued apart from some from J Myers who had sold the business. The other unbanked cheques largely related to events organised by the council. It was recommended that the schedule of unbanked cheques to the value of £1761.85, attached as appendix A, be written off as a bad debt. Approved
- 20-7.1.3 The Acting Clerk had received an estimate from Mr Dixon for the 2019/20 internal audit and the 2020/21 internal audit split between an interim and end of financial year audit. It was recommended that Mr R Dixon be appointed as internal auditor to undertake an audit for the financial years 2019/20 and 2020/21 in preparation of completing the annual internal audit report. Approved
- 20-7.2 The minutes were accepted as a true record. Approved
- 20-7.3 Cllr Patrick had produced an action plan based on the Internal Audit for 2018/19. He explained how it worked. Acting Clerk to review and update it. It was agreed that the plan should be reported to Council each month until completed and then a replacement plan should be produced to guide the Council forward.

**Min 20-8 The business of the annual meeting**

- 20-8.1 Review of delegation arrangements
- 20-8.1.1 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– Recommend to review at the next meeting of the Council in July. Approved
- 20-8.1.2 Appointment of Acting Clerk and Acting RFO under Local Government Act 1972, section 112(5): Recommend to review at the next meeting of the Council in July. Approved
- 20-8.1.3 Delegated authority to Burial Clerk to manage the Knedlington Road Cemetery in consultation with the Acting Clerk: recommend to review at the next meeting of the Council in July. Approved
- 20-8.2 Review of the terms of reference for committees: Recommend Standing Orders Appendix A Paragraph 6. Approved
- 20-8.3 Appointment of members to existing committees: Recommend attached list of committees and Standing Orders Appendix A. Approved. See Appendix B for the revised list
- 20-8.4 Appointment of any new committees in accordance with Standing Order 4: Recommend do review, none required at present and appoint as required in line with Standing Orders. Approved
- 20-8.5 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses: None at present and recommend make arrangements as required in line with Standing Orders. Approved
- 20-8.6 Review of representation on or work with external bodies and arrangements for reporting back: Recommend attached list of committees and Standing Orders Appendix A, see 10.3 and recommend report back as required to relevant committee or Council. Approved
- 20-8.7 Review of inventory of land and other assets including buildings and office equipment: Recommend Standing Orders Appendix A paragraph 6.3 – Resources and Asset Management Committee to review and recommend adoption of Asset Register Policy, see 9.1. Approved
- 20-8.8 Confirmation of arrangements for insurance cover in respect of all insurable risks: Recommend Standing Orders Appendix A paragraph 6.3 - Resources and Asset Management Committee to review and recommend to Council prior to renewal of insurance cover. Approved
- 20-8.9 Review of the Council's and/or staff subscriptions to other bodies: Recommend Standing Orders Appendix A paragraph 6.3 - Resources and Asset Management Committee to review and recommend to Council for annual budget setting. Approved
- 20-8.10 Review of policies and procedures – Recommend Standing Orders Appendix A paragraph 6.3 - Resources and Asset Management Committee to review all policies and procedures required by the Town Council and recommend to Council for adoption. Approved
- 20-8.11 Review of the Council's expenditure in 2020/21 incurred under s.137 of the Local Government Act 1972 or the general power of competence: Reviewed under the Internal Audit Report for the year ended 31 March 2019 and recommendations implemented for 2020/21 budget. Recommend Standing Orders Appendix A paragraph 6.3 - Resources and Asset Management Committee to review and recommend to Council for annual budget setting. Approved
- 20-8.12 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council: Recommend Schedule of dates: Council meeting held 21 April 2020 Min 19-184 and Standing Orders paragraph 3.1, 3.24 and Appendix A paragraph 1.4. Approved

**Min 20-9 To discuss and make any recommendations to the East Riding of Yorkshire Council regards HM Govt publication entitled 'Coronavirus(Covid-19): Safer Public Spaces – Urban Centres and Green Spaces**

- 20-9.1 The above document was discussed and it was felt that there was no need to do anything other than remind users of the Nature Reserve to respect each other's distance. There has been no guidance from the East Riding of Yorkshire Council. Three options were considered for the Market Place as the

paths are narrow, there are parked cars and the road is narrow – do nothing; suspend the parking bays to give pedestrians more space; or temporarily close the Market place from the junction with Bridgegate through to where it widens out for the market cross. It was suggested that the business should be consulted once the East Riding of Yorkshire Council had been asked for their view and whether there was funding available. Acting Clerk to follow up with the East Riding of Yorkshire Council.

**Min 20-10 ERY Cllr Bayram: to receive a verbal report**

20-10.1 Cllr Bayram did not attend

**Min 20-11 Correspondence**

20-11.1 ERYC Free Bespoke Cycle Training. Acting Clerk read through the letter from ERYC re free cycle training. Poster has been put on website and Facebook.

20-11.2 Goole GoFar. Following a request from Howden Helpers the Acting Clerk contacted Goole GoFar re the Friday bus service. Goole GoFar confirmed that they are not ready yet to re-start any of their services yet. They have a Trustees meeting in early July to discuss a start date.

20-11.3 East Riding Website – Covid 19 response information update. Letter from Local Growth Co-ordinator re information for business about starting up again and funds that might be available. Sent to all businesses on the Howden Traders email list.

20-11.4 Local Transport Plan. Request from ERYC re what has been suggested by the Town Council and a member of the public re gateway traffic calming features. Acting Clerk to contact ERYC.

**Min 20-12 June 2020 Accounts**

20-16.1 The Acting Clerk presented the four papers, a copy of May and June monthly schedule with voucher numbers for each invoice received and the dates they were cleared by the bank; a copy of the bank transactions (taken from the Cooperative Bank on line banking from the date of the previous meeting) 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.

20-12.2 The invoices and monthly schedule had been checked by the Acting RFO and the papers presented were approved.

**Min 20-13 Items for next agenda**

20-13.1 Items requested included the Internal Audit action plan, Howden Helpers update and responses from ERYC re items 20-13 and 20-15.4

**Min 20-14 Date of Next Meeting**

Next meeting to be held on 21 July 2020

The meeting ended at 8.48 pm.

## June 2020 Accounts

<u>Vchr No</u>	<u>Payee</u>	<u>Services/Goods provided</u>	<u>£</u>
58	Onecom	Phone and Broadband	81.96
59	R D Webster	Strimmer bits	20.00
60	D Patrick	Zoom Licence	14.39
61	Howden PCC	Minster lights	600.00
62	Howden Show	2020/21 grant	998.00
63	Shire Hall Trust	1st half of 2020/21 grant	11,902.90
64	APFT	1st half of 2020/21 grant	13,500.00
65	Howden Music Project	2020/21 grant	1,529.00
66	Howden Pre School	2020/21 grant	800.00
67	Helliwell Horticulture	Maintenance of plant display	99.84
68	WPS	RSA Insurance	3,185.63
69	S Gelder	Office window cleaning	20.00
70	Howden Vintage Day	2020/21 grant	500.00
71	Visionict	Email host	288.00
72	RBS	rialtas support 2020/21	148.80
73	B Brooks	209/20 accounts	1,407.40
74	N Oates	Grounds Maintenance HJBC	435.32
75	N Oates	Grounds Maintenance HTC	726.46
76	Total Gas & Power	Gas	8.56
77	Total Gas & Power	outstanding debt from 2018	2.92
78	Amazon Prime Video	set up by former clerk. Cancelled	7.99
79	Inkredible	Brother ink cartridges	24.00
80	Covex	Hand sanitisers and dispensers	183.65
81	onecom	Phone and Broadband	81.96
82	ERYC	bins	121.29
83	O2	Emergency Phone	11.49
84	giffgaff	AW dongle SIM	8.00
85	Amazon.co.uk	memory stick	15.98

**Total** **36,723.54**

**Receipts**

Cadman F S	re-issue cheques	40.00
M Shipley	re-issue cheques	110.00
R Drew	re-issue cheques	162.40
WEA Goole	Room hire history project re-issued cheque inv 1486/1487	315.00
Howden Show	Returned grant	998.00
Mrs Feasby	re-issue cheques	80.00
M Shipley	HJBC	110.00
Press Association	Room rental invoice 1488	2,750.00

## Appendix A

### List of cheques to write off

05.09.18	625	j w myers monumental	£61.20
01.11.18	637	j w myers monumental	£102.00
31.10.18	636	j w myers monumental	£102.00
08.06.18	594	j w myers monumental	£100.00
27.10.18	22135	adam press mk smith	£20.00
25.10.18	452	mr d hepworth	£65.00
01.11.18	744	k f & s g duck	£20.00
28.10.18	100360	mrs g thompson	£20.00
20.09.18	101374	howden womens institute	£20.00
28.08.18	554195	northern electric	£32.47
26.11.18	807	mrs h tiplady	£20.00
04.10.18	451	mrs j walker	£40.00
20.09.18	100163	s hirst	£20.00
29.09.18	100636	j m marsh	£20.00
25.05.18	587	j w myers monumental	£61.20
12.11.18	200032	mrs fox	£20.00
20.11.18	8294	e harrison	£25.00
30.09.18	22402	mrs j tovey	£40.00
01.10.18	300032	s prasertdum	£20.00
18.09.18	103762	apft	£25.00
10.10.18	101117	j ramsden	£25.00
20.09.18	65	mrs k middlebrook	£20.00
17.10.18	463	l s & r j & s a e a Tuby	£165.00
10.08.18	201025	howden pcc	£8.00
01.11.19	8359	e harrison	£27.00
13.11.19	100726	howden methodist church	£22.00
06.10.19	102031	mrs j jackson	£22.00
21.09.19	100366	mrs g thompson	£22.00
04.10.19	1024	m raywood	£22.00
01.10.19	101443	howden w i	£22.00
17.09.19	75	mrs k middlebrook	£22.00
18.09.19	100647	j m marsh	£22.00
03.10.19	518	d hepworth	£67.00
05.10.19	591	l s & r j & s a e a Tuby	£175.00
28.10.19	22146	adam press m k smith	£11.00
28.10.19	87	mr m smith	£11.00
13.11.19	100450	mrs c bradley	£22.00
21.11.19	100002	a & g animal feeds	£29.00
21.03.19	677	j w myers monumental	£61.20
21.03.19	676	j w myers monumental	£61.20
13.02.19	664	j w myers monumental	£61.20
28.08.19	582441	northern electric	£30.38

£1,761.85

