



HOWDEN TOWN COUNCIL

Minutes of the Meeting of Howden Town Council held on Tuesday August 18th 2020 at 7.00 pm via ZOOM conference call

Present: Councillors H Roberts (Chair), R Drury, R Hart, D Howard, D Patrick, H Pears, E Ward, A Morris, R Blee, H Chiswell; A Wilson joined at 8.10pm.

In attendance: Two members of the public and a member of the press

Apologies: Cllr S Smythson

Clerk: S Hardcastle

Min 20-35 Declaration of interest

20-35.1 No interests were declared.

20-35.2 No dispensations were requested/granted.

Min 20-36 Minutes of the Town Council Meeting on July 21st 2020: to approve

20-36.1 Minutes of the Town Council Meeting were agreed as a true record. Approved

Min 20-37 Minutes of the Planning Committee Meeting on August 4th 2020: to receive

20-31.1 The minutes of the meeting were accepted as a true record.

Min 20-38 RBS/RIALTAS. Confirmation that RIALTAS is now up and running and being used. To accept any training requirements for the Clerk

20-38.1 The Chair reported that the financial reporting system was up and running and was working well. He reported that the budget figures had been inputted for the start of the year and the new clerk had made sure all transactions for this financial year are now on the system. Both the Chair and the clerk praised the company for their training and ongoing support.

Min 20-39 AGAR 2019/2020. To agree and sign Section 1 – Annual Governance Statement and agree the answers to the no questions

20-39.1 The Chair presented the document to the council. He confirmed that the relevant sections had been completed by the accountant and the internal auditor. It was noted there was one amendment to make; on Section 2 The Accounting Statement - Box 10 the column for 31 March 2020 should read £97,872 rather than £90,835. The figure was incorrect due to a misreading of the interest of the PWL that should have been included. As per procedure each point on Section 1 was read through and discussed. Everybody agreed the answers. 'No' reply sheet was agreed. Once signed the AGAR is to be put up on the website for the exercise of public rights.

Min 20-40 To review the progress of the Audit Log

20-40.1 The Chair presented the document and reported a lot of work had been done and it was looking good. Each point was discussed.

20-40.2 It was noted there had been some online fraudulent transactions from the bank account. The bank were contacted and they stopped the card, a new one is to be re- issued and have repaid the monies back into the account.

20-40.3 There had been no VAT returns done since 2015-2016. A manual reconciliation of invoices has been done and there is a total of £18,827.24 of VAT to claim back. The

- clerk has requested a new log in to the Government Gateway so we can input and claim the VAT back.
- 20-40.4 The issue of the council obtaining a PRS licence was discussed and while it was thought we may not need one, it was noted that if there is music played out on the street during council events we may do – the clerk will look into this.
- 20-40.5 An updated asset register is to be looked and an update presented the next RAM meeting on August 25th 2020. It was confirmed the clerk is looking at putting procedures in place to produce agendas and minutes in a new house style.
- Min 20-41**
20-41.1 **Confirmation of the installation of CCTV**
The Chair confirmed the CCTV has been installed. There are two cameras monitoring the front door area. There is constant recording and monitoring from the clerk's office. Also noted the front door has finally been repaired and there is a new thumb lock on the inside.
- Min 20-42**
20-42.1 **Review of the survey regarding the pedestrianisation of Market Place**
It was reported that this was a very quick survey due to the quick turnaround dates given by ERYC. There was no clear majority either way for change or no change even though there had been a good response overall to the survey.
- Min 20-43**
20-43.1 **To review delegate powers and duties to the clerk in consultation with the Chair of the Council and chairs of committees in the case of an emergency under Local Government Act 1972, section 1**
It was agreed to change this to two chairs of committees, to continue this for another month and review at the next meeting of the Town Council.
- Min 20-44**
20-44.1 **Health and Safety Update. To receive a report from the Chair and receive recommendations**
Following discussions on implementing risk assessments, the chair confirmed he had been put in touch with a Health and Safety principal officer to assist in all council H&S matters. The advisor, MGM Health and Safety Solutions Ltd has proposed a first 12 month fee of £1,500, with subsequent years at £1,200. This would include annual review of existing health and safety arrangements, health and safety documents and risk assessments and policies, access to competent health and safety advice, training for staff and councillors and accident investigation. It was agreed that, as this was the competent health and safety advice that is required by law, it came under the financial regulations. The council approved this recommendation.
- Min 20-45**
20-45.1 **Planning Applications**
20/02192/PLF Erection of two storey extension to side at Lavender Cottage, 5 Buttfield Road, Howden, East Riding of Yorkshire, DN14 7DW. The Town Council made no observations on this application.
20-45.2 20/02174/CLP Erection of extension to rear at 29 Buttfield Road, Howden, East Riding of Yorkshire, DN14 &DY. The Town Council made no observations on this application.
- Min 20-46**
20-46.1 **Howden Helpers. To receive a report from Cllr Howard**
Cllr Howard reported the food stock has now been moved from the Shire Hall to the Town Council meeting room. There are still a small number of people who still require food shopping and prescription pick-ups and this will continue as long as is needed. He noted they had been nominated for two awards and would update on this.
- Min 20-47**
20-47.1 **ERY Cllr Bayram: to receive a verbal report**
Cllr Bayram did not attend.
- Min 20-48**
20-48.1 **Correspondence: to receive**
The chair confirmed Goole GoFar will resume their Howden bus service on September 4th 2020 with reduced numbers.

Min 20-49 **July and August Accounts: Papers to include a copy of the monthly schedules which have been checked; a copy of the bank transactions since the last meeting and a copy of the RIALTAS reports.**

20-49.1 The clerk presented documents that showed transactions from April on the finance reporting system as examples. A copy of the July and August monthly schedule with voucher numbers for each invoice received and the date they cleared the bank were presented, alongside bank reconciliations up to the end of July 2020. The invoices and monthly schedule had been checked by two councillors and the papers presented were approved.

20-49.2 It was agreed that any invoices authorised by the Clerk would be noted in a different colour on the monthly schedule to ensure they can be easily identified.

Min 20-50 **Date of Next Meeting**

Next meeting to be held September 15th 2020.

The meeting ended at 8.47 pm.

August 2020

| <u>Vchr No</u> | <u>Payee</u> | <u>Services/Goods provided</u> | <u>£</u> |
|----------------|---------------------|--|----------|
| 114 | ERYC | Howden Marsh Lease | 163.00 |
| 115 | Steve Gelder | Office Window Cleaning | 20.00 |
| 116 | Morgan Computers | Replacement Computer for Office | 338.68 |
| 117 | H Roberts | Mileage | 81.00 |
| 118 | Emmerson Doors | Replacement Door HTC Building | 894.00 |
| 119 | Safeway Security | CCTV Installation HTC Building | 894.00 |
| 120 | Total Gas and Power | Gas Office | 2.85 |
| 121 | SLCC | S Hardcastle ILCA Qualification Registration | 118.80 |
| 122 | N Oates | HJBC Maintenance July 20 | 435.32 |
| 123 | N Oates | HTC Open Spaces Maintenance August 20 | 762.46 |
| 124 | East Coast Sales | Hi-Vis Jackets, Vest plus logos | 90.48 |
| 125 | OneCom | Broadband and Phone | 81.96 |

Total

3,882.55

Receipts

| | | |
|--------------------------|------------------|--------|
| J Rotherham | Internment Fee | 110.00 |
| Thorne Memorial Works | Vase Application | 61.20 |
| Messrs J W Myers | Headstone | 110.00 |
| Messrs Fletcher and Sons | HJBC | 40.00 |

Total

321.20

