



HOWDEN TOWN COUNCIL

Minutes of the Meeting of Howden Town Council held on Tuesday October 20th 2020 at 7.00 pm via ZOOM conference call

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

Apologies: Councillor C Thackray

Clerk: S Hardcastle

Min 20-69 Declaration of interest

20-69.1 No interests were declared.

20-69.2 No dispensations were requested/granted.

Min 20-70 Minutes of the Town Council Meeting on September 15th 2020: to approve

20-70.1 Minutes of the Town Council Meeting were agreed as a true record. Approved.

Min 20-71 Minutes of the Planning Committee meeting held on October 6th 2020: to receive

20-71.1 The minutes of the Planning Committee Meeting held on October 6th 2020 were received. Cllr Hart confirmed the Committee had agreed to support the Civic Society's request to support them in speaking to East Riding of Yorkshire Council regarding the former Minster View Public Hotel.

Min 20-72 Minutes of the Personnel and Grievance Committee meeting held on October 7th 2020: to Receive and accept recommendations

20-72.1 The minutes of the Personnel and Grievance Committee Meeting held on October 7th 2020 were received. It was reported an interim audit had taken place and findings would be discussed at the RAM Committee meeting on October 13th 2020 (see minute 20-73). A date has been set for the Clerk's three month review and this would be fed back to Personnel and Grievance in December.

Min 20-73 Inspector Jonathan Powell. Report and welcome from the new Police Inspector for Goole

Min 20-73.1 Inspector Powell thanked Council for the opportunity to introduce himself as the new Police Inspector for Goole. He explained he has taken over the Goole, Pocklington and Howden Community Policing team. As a low-level major crime area, the main focus of the team will be speeding, traffic management and anti-social behaviour. From January 2021 there will be a dedicated PC to cover the three areas of Howden and Gilberdyke; Howdenshire villages and Airmyn. Each of these three areas will have their own PCSO assigned. They are looking at recommencing the Police Surgeries once Covid restrictions allow, with Council agreeing they could use the vacant room at the Council offices for those. Inspector Powell was thanked for his time and he will continue links and talks with the Town Council.

- Min 20-74** **Howden Market Place Pedestrianisation Consultation. To receive a report from Joe Russell, Local Growth Coordinator at East Riding of Yorkshire Council**
- Min 20-74.1 Joe Russell thanked Council for the opportunity speak to Council regarding the East Riding of Yorkshire Council's proposed temporary pedestrianisation of the Market Place. He explained he had been tasked with making town centres more Covid Secure and safe in the coming winter months. This was with the aim of reducing infections and supporting local businesses. He reported on October 15th he had spoken to 30 businesses around the town with 80 percent thinking it was a good idea to make more space to social distance and 63 percent agreeing a temporary intervention would be a good thing. The temporary pedestrianisation would end on Martch 31st 2021. Mr Russell explained next steps would be to undertake a traffic study. Council resolved to agree to support the move forward and would await further news from Mr Russell.
- Min 20-75** **To review delegate powers and duties to the clerk in consultation with the Chair of the Council and 2 chairs of committees in the case of an emergency under Local Government Act 1972, section 101**
- It was agreed to continue this for another month and review at the next meeting of the Town Council.
- Min 20-76** **Remembrance Day. To discuss Remembrance Day 2020 adhering to Covid-19 restrictions. For resolution**
- Min 20-76.1 Rev James Little reported the Minster would not be holding a service this year. However, they would sound the bells at 11am. A bugler has already been organised and will sound the last post. It was agreed that due to the strict Covid-19 restrictions a pre-recorded service would be filmed and streamed live at 11am on Sunday November 8th. This would take the form of the names of the Fallen read, a reading from Rev Little and the Minster choir singing. Wreaths would be laid by invited guests including Cllr Hugh Roberts, a Deputy Lord Lieutenant and Lisa Parker. Names of the Fallen would be read out on the day by Cllr Robin Drury and Ryan Parker. Cllr Howard will liaise with the members involved with the video making and advertise it on the Council's social media channels.
- Min 20-77** **Minutes of the RAM Committee Meeting held on October 13th 2020: to Receive and accept recommendations.**
- Min 20-77.1 The minutes of the RAM Committee Meeting held on October 13th 2020 were received the following items from the RAM Committee were recommended to Council for approval:
Disciplinary Policy be adopted: Approved
Data Protection Policy be adopted. Approved.
CCTV Policy: Approved
Health and Safety Policy: Approved.
Privacy Notice. Approved.
- Min 20-77.2 Health and Safety Risk Assessments. Received.
- Min 20-77.3 To request Council agree to the purchase of recommended PPE and recommend the Clerk be delegated the powers for future H&S purchases to adhere to the Health and Safety policy. Approved.
- Min 20-77.4 To recommend Council agree the Annual Budget. Approved.
- Min 20-77.5 Financial Risk Assessment. Received.
- Min 20-77.6 Recommend to Council a Survey of the Town Council building be undertaken in order to gain a rebuild value of the building. Approved
- Min 20-77.7 To recommend to Council that Chairs of Committees undertake ILCA training this financial year with remaining councillors undertaking it from April 2021. Approved.
- Min 20-77.8 The following items from the Interim Audit were recommended to Council for approval:
The Clerk to action staff mileage be re-allocated for 2020/21 from box 4, staff costs, on the Annual Return to box 6. Approved.
The Council to review and adopt the latest NALC Model Financial Regulations dated July 2019, to insert the missing words into the Financial Regulations. Approved.

To delegate considering tenders for grass cutting, grounds maintenance and hanging baskets to the Amenities Committee. Approved.

To delegate to the Clerk responsibility for seeking advice on the frequency of Site Safety Sheets and making sure these are adhered to. Approved.

To delegate to the Clerk responsibility for following up outstanding faults or issues. Approved.

To delegate to the Clerk responsibility for actioning a rental policy and report back to RAM. Approved.

The Clerk to amend the first page of the contracts for the Clerk to the Joint Burial Committee and the Handyman/Roadsweeper, to state the NJC spinal column point only and to action the outstanding payment due to employees from April 2021. Approved.

Min 20-78 Howden Post Office. To receive an update on the Howden Post Office and discuss future possibilities.

Min 20-78.1 The clerk reported the equipment had been removed from the Town Council offices and Post Office Ltd had identified a potential premises for a five day a week service. At the moment this was being hindered by equipment issues but hope to be resolved shortly.

Min 20-79 Love Your High Street. To discuss and accept a proposal by the Chair for an application to the Love Your High Street fund for £10,000. For resolution

Cllr Howard and Cllr Roberts put forward a proposal for an application for £10,000 to the Love Your High Street fund to produce a video to promote Howden. The video would consist of a short interview with all the local traders to advertise their businesses, shots of the Market Place and information on the town. The video would be available on social media and the East Riding of Yorkshire Council networks and be readily available to share. This could potentially increase footfall in the town, in the hope of a bounce back from Covid-19. The application would come from Howden Town Council. Approved.

Min 20-80 Howden Helpers. To receive an update from Cllr Howard.

Cllr Howard reported he had a crew ready to resume duties as and when required. The food that had been left from last lockdown would be given to the Moorlands Food Bank in Goole.

Min 20-81 ERYC Cllr Bayram: To receive a verbal report.

Cllr Bayram spoke about the challenges Covid-19 were placing on residents of the town and the need to remind people to socially distance.

Min 20-82 Correspondence: to receive.

None.

Min 20-83 September and October Accounts. Papers to include a copy of the monthly schedules to authorise; a copy of the bank transactions since the last meeting and a copy of the RIALTAS reports.

A copy of the September and October 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 September 2020. The invoices and monthly schedule had been checked by a councillor and the papers presented were approved. The Council approved the payments to be made.

Min 20-84 Items for next agenda.

None.

Min 20-85

Date of Next Meeting

Next meeting to be held November 17th 2020 at 7pm.