



Howden Town Council

Minutes of the Meeting of **Resources and Asset Management Committee** held on Tuesday August 25th 2020 at 7:15 pm via Zoom video call

Present: Councillors R Blee (Chair), D Patrick, H Roberts, E Ward and H Pears. R Drury joined at 8.40pm

Apologies: Councillors S Smythson, H Chiswell

Clerk: Sarah Hardcastle

Min 20-23 Declaration of Interest

20-23.1 No interests were declared on any item on the agenda.

20-23.2 No dispensations were requested or granted.

Min 20-24 Election of Chair

20-24.1 Cllr Blee was elected as Chair.

Min 20-25 Election of Vice Chair

20-25.1 Cllr Patrick was elected as Vice-Chair.

Min 20-25 Minutes of previous Meeting

The minutes of the June 9th 2020 were approved as a true record.

Min 20-26 Policy and Procedure Schedule. To review, accept and make recommendations to Council on the following policies;

20-26.1 Sickness and Absence. To be noted in the minutes the Sickness and Absence Policy forms part of the new employee contracts.

20-26.2 Expenses. The policy was accepted. **It was agreed to recommend to Council that the Expenses Policy be adopted.**

20-26.3 Grievance. The policy was accepted. **It was agreed to recommend to Council that the Grievance Policy be adopted.**

20-26.4 Disciplinary. The policy was not accepted. **It was agreed the policy should be re-drafted and taken back for consideration at the next meeting.**

20-26.5 Equal Opportunities. The policy was accepted. **It was agreed to recommend to Council that the Equal Opportunities Policy be adopted.**

20-26.6 Data Protection. The policy was not accepted. **It was agreed the policy should be re-drafted and linked to a Privacy Notice and taken back for consideration at the next meeting.**

20-26.7 CCTV. The policy was not accepted. **It was agreed the policy should be re-drafted and linked to the Data Protection and Privacy Notice and taken back for consideration at the next meeting.**

Min 20-27 Annual Budget. To review the budget and make any recommendations.

20-27.1 The clerk provided the Committee with a Detailed Receipts and Payments report from RIALTAS. It was noted there was a larger than budgeted amount in professional fees; due to the circumstances surrounding the Internal Audit and the AGAR. There was also an overspend in recruitment advertising; due to the sudden dismissal of the former clerk. As the system has not been used for a while, it was agreed to look at expanding the budget lines to get an even clearer picture of what is getting spent and where.

20-27.2 The clerk reported that she would produce a more in depth report for October once six months of the year had passed and a truer picture of how the finances were looking once

- her salary had been factored in – as at the date of the meeting there had been no Clerk salary/pension or on-costs paid out.
- 20-27.3 The Committee accepted the report and asked that the finance documents could go on the website alongside the agenda for future meetings.
- Min 20-28** **Financial Risk Assessment. To agree the Financial Risk Assessment Policy and review the register and make any recommendations to council.**
- 20-28.1 The policy was accepted. **It was agreed to recommend to Council that the Financial Risk Assessment Policy and Register be adopted, however it should be noted that it is a working document and changes will be made as and when the need arises.**
- Min 20-29** **Asset Register. To receive an update from the Clerk.**
- 20-29.1 The Clerk reported she had seen the current Asset Register and made some changes; ie there is no need to have any assets on there less than £100. The new computer and the CCTV had been added. A walk was planned to look around the Derwent Play Park and amend the register to be a true reflection of the park now. A planned project of up-to-date purchase costs would be started and an update received at the next meeting.
- Min 20-30** **Date of next meeting**
- The next meeting will be held on October 13th 2020.

The meeting closed at 21.19