



## Howden Town Council

Minutes of the meeting of the Resources and Asset Management Committee held on Tuesday March 9th 2021 at 7.15pm via Zoom Conference Call.

Present: Councillors Blee (Chair), Roberts, Ward, Pears, Chiswell, Smythson

Clerk: S Hardcastle

### **2021-09-RAM: Apologies for absence – to receive and accept.**

Apologies were received from Councillor Patrick. Accepted.

### **2021-10-RAM: Declaration of Interest –**

2021-10.1-RAM Declarations of Interests, in respect to Agenda items, to be made and recorded in the minutes even if an interest has been declared in the register.

None

2021-10.2-RAM For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None

### **2021-11-RAM: Minutes of the meeting held Tuesday January 12<sup>th</sup> 2021 – to agree and approve as a true record. (Attached)**

The minutes of the meeting held Tuesday January 12<sup>th</sup> 2021 were agreed and approved as a true record.

### **2021-12-RAM: Policy and Procedure Review. To review, accept and make recommendations to Council on the following policies: Office Lone Working Policy, Media Policy, Social Media Policy. (Attached)**

Office Lone Working Policy: The policy was accepted, and it was agreed to recommend to Council the Office Lone Working Policy be adopted. Media Policy: The policy was accepted, and it was agreed to recommend to Council the Media Policy be adopted. Social Media Policy: The policy was accepted, and it was agreed to recommend to Council the Social Media Policy be adopted.

### **2021-13-RAM: Annual Budget. To review the budget at 11/12 of the year and make any recommendations. (Attached)**

The Committee accepted the report and accepted any variances in budget that were explained due to unforeseen circumstances in the financial year. Noted the budget had been looked at in depth line by line at the previous meeting when setting the budget for 2021/2022.

### **2021-14-RAM: Audit Visit. To receive an update from the Clerk and make any recommendations. (Attached)**

The Clerk reported the auditor had spent a day in the office preparing for the Year End audit report. Recommendations included ensuring Councillors were filling in the Site Safety Sheets on a weekly basis and committee minutes should all be signed once COVID-19 restrictions were lifted. Recommendations from the previous midyear report had been actioned. A full



report from the Auditor will be received shortly. In addition to this, the Clerk noted she had undertaken a three-hour training session that morning on Year End procedures on RIALTAS.

**2021-15-RAM: Correspondence.**

None

**2021-16-RAM: Date of Next Meeting: Tuesday May 4<sup>th</sup> 2021 at 7.15pm.**

The meeting closed at 7.36pm.