

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.56 p.m. on Monday, 14 June 2010.

**PRESENT:** Councillor Beaver (Town Mayor in the Chair) Councillors Berry, Burt, Davidson, Davison, Grimes, Harrison, Inwood, F.J. Smith & R. Smith.  
Town Clerk  
In attendance Town Councillors Freeman, Hulström, Mayne, Phillips, Assistant to Town Clerk, Committee Administrator, 2 Members of the Press and 1 Member of the public.

**16/11 APPOINTMENT OF CHAIRMAN:**

It was **RESOLVED:** that Councillor Robert Smith be appointed Chairman for the ensuing year.

Councillor R Smith took the Chair.

**17/11 APPOINTMENT OF VICE-CHAIRMAN:**

It was **RESOLVED:** that Councillor F. John Smith be appointed Vice-Chairman for the ensuing year.

**18/11 DELEGATION OF POWERS & DUTIES:**

The Committee noted the powers and duties of the Council in regard to:-

Finance (including but not limited to) properties, insurance, civic functions, finance, accounts, markets, staffing matters, entertainment, subscriptions and co-operation with voluntary bodies and charities (with the exception of the power to levy a precept or to approve capital expenditure or to authorise the raising of a loan) be delegated to the Finance Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.

**19/11 SIGNATORIES FOR CHEQUES:**

The Committee noted that the signatories for cheques for the ensuing year would be Councillors Berry, Harrison, Smith and the Town Clerk.

**20/11 MUSEUM ADVISORY SUB-COMMITTEE:**

It was **RESOLVED** that the following Members be appointed to serve on the Museum Advisory Sub-Committee:-

Councillor Berry as Chairman, Councillor Robert Smith as Vice Chairman and Councillors Burt, Davison, Mayne and F. J. Smith.

It was noted that Les Baker, the previous Vice-Chairman, would be acting as representative for North Hertfordshire District Council on this Advisory Sub-Committee.

**21/11 TOWN COUNCIL PREMISES SUB-COMMITTEE:**

It was **RESOLVED** that the following Members be appointed to serve on the Town Council Premises Sub-Committee:-

Councillor Berry as Chairman, Councillor Davidson as Vice-Chairman and Councillors Harrison, Hulström, Palmer and R. Smith.

**22/11 LEETE CHARITY COMMITTEE:**

It was RESOLVED that the following Members be appointed to serve on the Leete Charity Committee:-

Councillor Beaver (as Town Mayor) and Councillors Berry, Harrison, Inwood and R. Smith.

**23/11 COMMUNITY CHEST AWARDS SUB-COMMITTEE:**

It was RESOLVED that the following Members be appointed to serve on the Community Chest Awards Sub-Committee:-

Councillor Beaver (as Town Mayor) and Councillors Berry, Harrison, Inwood and R. Smith.

**24/11 CAVE TRUSTEES:**

It was RESOLVED that the following Members be appointed to serve as Trustees to the Cave Trust Fund:-

Councillor Beaver (as Mayor).and Councillors Mayne and Inwood.

**25/11 MAY FAYRE WORKING PARTY:**

It was RESOLVED that the following Members be appointed to serve on the May Fayre Working Party:-

Councillors Davidson, Mayne and Phillips.

**26/11 MARKETS SUB-ADVISORY COMMITTEE:**

It was RESOLVED that the following Members be appointed to serve on the Markets Sub-Advisory Committee:-

Councillors Berry, Davidson & R. Smith.

**27/11 TOWN HALL CINEMA WORKING PARTY:**

It was noted that Councillors Berry, Burt, Davidson, Davison, Freeman, Mayne, Palmer and R. Smith would be members of the Town Hall Cinema Working Party.

**28/11 FORWARD PLAN WORKING PARTY:**

Members noted that Councillors Davidson, Davison, Harrison, Palmer & R. Smith would be on the Forward Plan Working Party.

**29/11 FINANCIAL REGULATIONS:**

It was **Resolved** that the Financial Regulations be adopted.

**30/11 FINANCIAL RISK MANAGEMENT DOCUMENT:**

It was **Resolved** to adopt the Financial Risk Management document into the workings of the council.

**31/11 ANNUAL SUBSCRIPTIONS:**

It was **Resolved** to approve the following Annual Subscription payments:-

SAGE Accounting and Payroll

HAPTC Hertfordshire Association of Parish & Town Councils (including NALC membership)

SLCC – Society of Local Council Clerks

LCAS – Local Council Advisory Service

**32/11 DIRECT DEBIT & STANDING ORDER PAYMENTS:**

It was **Resolved** to approve the Direct Debit and Standing Order payments as attached.

**33/11 MINUTES:**

It was **Resolved** to approve the minutes of the meeting held Monday, 24 May 2010 (minutes 450/10 to 458/10) as a correct record.

The Chairman then informed the Members that the next meeting of the Committee would be held on the 21 June 2010 and said that he looked forward to working with Members.

There being no further business the Chairman closed the meeting at 8.10 p.m.