

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Heritage Hall, Town Hall, Royston at 8.03 pm on Monday, 13th May 2019.

PRESENT: Councillor Inwood (Town Mayor) in the chair.
Councillors Bourke-Waite, Brown, Davison, Hughes, Leggett, F Smith, Squire-Smith, Stanier and Swallow

In attendance: Town Clerk
Assistant Town Clerk
Town Councillors Coll and Phillips
District Councillor Green
County Councillors Hill and Jarvis
8 members of the public

22/20 APPOINTMENT OF CHAIRMAN:

It was **RESOLVED** that Councillor Davison be appointed Chairman for the ensuing year. Councillor Davison took the Chair.

23/20 APPOINTMENT OF VICE CHAIRMAN:

It was **RESOLVED** that Councillor Hughes be appointed Vice-Chairman for the ensuing year.

24/20 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Harrison.

25/20 DELEGATION OF POWERS AND DUTIES:

Members noted the powers and duties delegated to the Finance committee in the Full Council Meeting.

That the powers and duties of the Council in regard to:-

Properties, insurance, civic functions, finance, accounts, markets, staffing, entertainment, subscriptions and co-operation with voluntary bodies and charities (with the exception of the power to levy a precept or to improve 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.

26/20 COMMITTEE TERMS OF REFERENCE:

Members noted the terms of reference as approved in the Full Council meeting.

- a) The committee shall consist of the following:-
Ten Members of Royston Town Council, one of whom will become Chairman and another Vice-Chairman of the committee.
- b) A minimum of five Members will constitute a quorum for meetings.
- c) The powers and duties of the Council in regard to:-
properties, insurance, civic functions, finance, accounts, markets, Royston Cave, the Cinema, Royston May Fayre, Royston Museum, staffing, 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;
- d) The Committee shall appoint Sub-Committees and Working Parties as appropriate.
- e) The Committee will also –
 - Review the Council's Financial Regulations.
 - Exercise control over the Council's insurance of its properties and liabilities.
 - Review and manage the Council's risk management strategy.
 - Review and submit for the Council's consideration its system of internal audit.

- Prepare and submit for consideration fees for all chargeable areas under the Committee's remit
 - The Committee has authority to act and spend monies in accordance with that agreed in the annual budget and within the terms of reference of this Committee
 - The Committee will place before the Council annual estimates of expenditure relating to matters within its responsibility, in accordance with required timelines
 - Conduct the Town Clerk's annual appraisal.
 - Handle staff grievances in accordance with the Council's Grievance Policy.
 - Handle staff disciplinary matters in accordance with the Council's Disciplinary Policy
 - Approve the payment of additional unbudgeted expenditure up to a limit of £15,000
 - Annually review staff salaries
 - Matters of an urgent nature requiring settlement before the next meeting of the Council may be dealt with by the Town Clerk after consultation with the Mayor and/or Deputy Mayor and/or Chair/Vice-Chair of the Committee but must be submitted for approval to the next meeting of the Committee/Council.
- f) Councillors' membership of the Committee and the appointment of the Chairman and Vice-Chairman is established at the Annual Meeting of the Town Council.
- g) In the event that the Chair or Vice-Chair retires mid-term the Committee shall elect a Chair or Vice-Chair from within their numbers.
- h) To act upon or commission any services as deemed appropriate and in accordance with the annual budget and terms of reference of the Committee, including applying for any external grant funding.
- i) Meetings will be called monthly in order to conduct current business as determined in the Terms of Reference and as instructed by the Council.
- j) Members of the public and press will be allowed to attend meetings under the Public Bodies (Admission to Meetings) Act 1960. Press and public will be asked to leave the meeting if items of a confidential nature are to be discussed.
- k) Accuracy of the Minutes from the meetings will be confirmed by Finance Committee. The minutes will be submitted to Full Council to be accepted into the workings of the Council.

27/20 SIGNATORIES FOR CHEQUES:

It was **RESOLVED** that the signatories for cheques for the ensuing year would be Councillors Davison, Harrison, Leggett, FJ Smith and the Town Clerk.

28/20 MUSEUM ADVISORY SUB-COMMITTEE:

It was **RESOLVED** that the following Members be appointed to serve on the Museum Advisory Sub-Committee:-
Councillor FJ Smith as Chairman, Councillor Inwood as Vice-Chairman, and Councillors Coll, Perry and Swallow, plus one vacancy.

It was **RESOLVED** to approve the terms of reference for the Museum Advisory Sub-Committee (copy attached to minutes).

29/20 CAVE ADVISORY SUB-COMMITTEE:

It was **RESOLVED** that the following Members be appointed to serve on the Cave Advisory Sub-Committee:-
Councillors Davison, F Smith and Swallow.
It was **RESOLVED** to approve the terms of reference for the Cave Advisory Sub-Committee (copy attached to minutes).

30/20 MAY FAYRE WORKING PARTY:

It was **RESOLVED** that the following Members be appointed to serve on the May Fayre Working Party:-
Councillors Bourke-Waite, Inwood, Phillips, Squire-Smith, Stanier and Swallow.

It was **RESOLVED** to approve the terms of reference for the May Fayre Working Party (copy attached to minutes).

31/20 MARKETS ADVISORY SUB-COMMITTEE:

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

Councillors Coll, Stanier and Swallow.

It was **RESOLVED** to approve the terms of reference for the Markets Advisory Sub-Committee (copy attached to minutes).

32/20 HUMAN RESOURCES COMMITTEE:

It was **RESOLVED** that the following Members be appointed to serve on the Human Resources Working party:-

Councillors Davison, Leggett and Phillips.

It was **RESOLVED** to approve the terms of reference for the Human Resources Committee (copy attached to minutes).

33/20 CINEMA WORKING PARTY:

It was **RESOLVED** that the following Members be appointed to serve on the Cinema Working party:-

Councillors Davison, Hughes, Swallow and the Town Clerk.

It was **RESOLVED** to approve the terms of reference for the Cinema Working Party (copy attached to minutes).

34/20 ENVIRONMENTAL POLICY WORKING PARTY:

It was **RESOLVED** that the following Members be appointed to serve on the Environmental Policy Working party:-

Councillors Brown, Hughes, Inwood and Stanier.

It was **RESOLVED** to approve the terms of reference for the Environmental Policy Working Party (copy attached to minutes).

35/20 TOWN MAYOR'S TRUST FUND COMMITTEE:

It was **RESOLVED** that the following Members serve on the Town Mayor's Community Trust Fund Committee:-

Councillor Inwood
Councillor Hughes
Councillor Davison
Councillor Leggett
Councillor Swallow
Town Clerk

36/20 LEETE CHARITY TRUST FUND COMMITTEE

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

Councillors Inwood, Harrison, F Smith and Swallow.

37/20 CAVE TRUST FUND COMMITTEE

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

Councillor Inwood (as Mayor) and the Town Clerk (ex officio trustees); Councillors Davison and Stanier (as Cave trustees).

38/20 FINANCIAL REGULATIONS:

It was **RESOLVED** to adopt the financial regulations into the workings of the council.

39/20 ANNUAL SUBSCRIPTIONS:

It was **RESOLVED** that the following Annual Subscriptions for 2019-2020 be approved as follows:-

SAGE - Accounting and Payroll
HAPTC – Herts Association of Parish & Town Councils (includes NALC membership)
SLCC – Society of Local Council Clerks
LCPAS – Local Council Public Advisory Service
Herts Association of Museums
NABMA – National Association British Markets Authorities
MODES User Association
Data Protection - ICO
SHARE
The National Allotment Society
Avalon Software (Booking system)
Vision ICT (Website)
Association of Independent Museums

40/20 DIRECT DEBIT AND STANDING ORDER PAYMENTS:

It was **RESOLVED** that the following Direct Debit and Standing Order payments for 2019-2020 be approved as follows:-

Affinity Water	Water supply	d/d	Half Yearly
Barclays Bank	Salaries	BACS	Monthly
Barclays Bank	Payflow charges	d/d	monthly
BNP Paribas	Telephone Equipment Rental	d/d	Quarterly
BT	Telephone – Museum	d/d	Quarterly
Cawleys	Markets refuse	d/d	Monthly
NHDC	Rates	d/d	10 Payments-yearly
NPK Holdings	Museum Rent	s/o	Quarterly
Public Works Loan Board	Market Place Loan	d/d	Half yearly
Redcare 5G	Telephone & Broadband	d/d	Monthly
SAGE UK	Sage payroll & accounts	d/d	Monthly
Royal Mail	Stamps		d/c As required
Veolia	Refuse	d/d	Monthly
Plusnet Ltd	Internet-Services – Museum	d/d	Monthly
Wix.com	Cave website hosting	d/d	Monthly

The date of the next meeting will be Monday 20th May 2019.

There being no further business the Chairman closed the meeting at 8.14 pm.

Signed: _____
Chairman

Date _____

