

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Heritage Hall, Town Hall, Royston at 8.10 pm on Monday, 14th May 2018.

PRESENT: Councillor Leggett (Town Mayor) in the chair.
Councillors Davison, Harrison, FJ Smith, Stanier, Squire-Smith and Swallow

In attendance: Town Clerk
Assistant Town Clerk
Administration Assistant
Town Councillors Coll, Inwood, Phillips and P Smith.

26/19 APPOINTMENT OF CHAIRMAN:

It was **RESOLVED** that Councillor Davison be appointed Chairman for the ensuing year. Councillor Davison took the Chair. He encouraged the committee to consider their objectives for the next four years.

27/19 APPOINTMENT OF VICE CHAIRMAN:

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

28/19 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Bourke-Waite, Brown and Hughes.

29/19 DELEGATION OF POWERS AND DUTIES:

The Committee noted 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.

30/19 SIGNATORIES FOR CHEQUES:

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

31/19 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 Swallow and Stanier, with two vacancies.

The Terms of Reference be noted as:

To consider all matters regarding the Royston & District Museum and Art Gallery and to make recommendations to the Finance Committee regarding general management of the Museum with the exception of salaries.

32/19 TOWN COUNCIL PROPERTIES ADVISORY SUB-COMMITTEE:

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

Councillors Davison as Chairman, Smith as Vice Chairman, and Councillors Harrison, Hughes & Stanier with one vacancy.

The Terms of Reference be noted as:

To investigate and provide reports on any matters relating to the Town Hall, Market Hill Rooms, the allotments, Council offices, 30 Kneesworth Street, Stile and Green Walk Plantations, Royston Cave, the War Memorial, the Market Place and Angel Pavement car park.

33/19 LEETE CHARITY TRUST FUND COMMITTEE

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

Councillors Harrison, Leggett, Smith and Swallow.

34/19 CAVE TRUST FUND COMMITTEE

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

Councillor Leggett (as Mayor), Councillors Davison and Stanier and the Town Clerk.

35/19 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.

36/19 MARKETS ADVISORY SUB COMMITTEE:

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

Councillors Inwood, Stanier & Swallow

The terms of reference to be noted as:

“To consider all matters relating to the operation of the market and to make any recommendations to the Finance Committee”.

37/19 HUMAN RESOURCES COMMITTEE:

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

Councillors Davison, Phillips and FJ Smith.

38/19 CEMETERY WORKING PARTY:

It was **RESOLVED** that the following Members serve on the Cemetery Working Party:-
Councillors Davison and FJ Smith with one vacancy.

39/18 TOWN MAYOR’S COMMUNITY TRUST FUND COMMITTEE:

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

Councillor Leggett as Town Mayor

Councillor Coll

Councillor Davison
Councillor Hughes
Councillor FJ Smith
Councillor Swallow

40/19 FINANCIAL REGULATIONS:

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

41/19 ANNUAL SUBSCRIPTIONS:

It was **RESOLVED** that the following Annual Subscriptions for 2018-2019 be approved as follows:-

SAGE - Accounting and Payroll
HAPTC – Herts Association of Parish & Town Councils (includes NALC membership)
SLCC – Society of Local Council Clerks
LCAS – Local Council 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

42/19 DIRECT DEBIT AND STANDING ORDER PAYMENTS:

It was **RESOLVED** that the following Direct Debit and Standing Order payments for 2017-2018 be approved as follows:-

Affinity 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
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

The date of the next meeting will be Monday 25th June 2018.

There being no further business the Chairman closed the meeting at 8.16 pm.

Signed: _____
Chairman

Date _____

