

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston at 7.30pm on Monday, 20th May 2019.

PRESENT: Councillor Davison (Chair)
Councillors Bourke-Waite, Leggett, F Smith, Squire-Smith and Swallow
In attendance: Town Clerk

The Chairman reminded members that the meeting was being recorded. It was noted that Councillor Squire-Smith was also recording the meeting.

58/20 APOLOGIES FOR ABSENCE:

Apologies were received from Councillors Brown, Harrison, Hughes and Stanier.

59/20 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

60/20 APPROVAL OF FINANCE COMMITTEE MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the Finance Committee meeting held on:

- 29th April 2019 (minutes 412/19 to 419/19).

The minutes were signed by the Chairman.

61/20 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

- a) It was **RESOLVED** to receive the minutes of the Royston Markets Advisory Sub-Committee meeting held on 26th April 2019 into the workings of the Council.

62/20 BANK RECONCILIATION AND INCOME AND EXPENDITURE:

A. Year End 2018-2019

- i) Members received and **APPROVED** the Bank Reconciliation for the Year Ended 31st March 2019.
- ii) Members received and **APPROVED** the Year End Income and Expenditure report compared against budgets for 2018-2019 and the accompanying notes.
- iii) Members **RESOLVED** to approve the earmarked funds from 2018-2019 to be included in the General Reserves carried forward.

B. Current Year 2019-2020

- i) Members received and noted the Bank Reconciliation for April 2019.
- ii) Members received and noted the April 2019 Income and Expenditure report compared against budgets for 2019-2020.

In response to Members questions, the Town Clerk explained that unspent money that is not earmarked would go into general reserves; the next year's budget takes into account any expected changes and previous actual figures; the election expenditure figure is for the May 2018 elections and payment will be made following receipt of an invoice from the earmarked fund carried forward. Further explanations were provided about earmarked funds, confirming that some are from the budget and are earmarked for the agreed purpose going forward and some are from grants and donations which can only be used for a specified function.

63/20 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the May 2019 accounts for payment and the supplementary accounts for payment for the total of £39,712.90 and the transfers between the Town Council accounts.

64/20 ROYSTON MARKET:

- a) Members **RESOLVED** to approve the Royston Market Strategy and accept it into the workings of the council.
- b) Members **RESOLVED** to approve the free pitch hire for the community stalls on Royston Market as outlined in the Market Strategy.
- c) Members **RESOLVED** to approve the business continuity plan for the market. A regular trader will cover for the Market Manager for annual leave and sickness.
Members **RESOLVED** to approve free pitch hire for the trader when acting in a supervisory role on the market.

65/20 CHARITABLE DONATIONS:

Members **RESOLVED** to agree the charitable donations for organisations supporting the summer market on 22nd June 2019 totalling £150. The donations will be taken from general council reserves.

In response to a Member's question, The Town Clerk explained that the Town Council make small donations but do not make grants to external organisations. Grants are only made through the Mayor's Community Trust Fund.

66/20 COUNCILLORS' REPORTS ON TOWN COUNCIL ACTIVITIES AND AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Swallow gave a brief report on the Royston and District Local History Society AGM held on 9th May 2019. The chairman and secretary have stepped down, the vice chair is still in place. A new chairman has yet to be appointed. The History Society talks will begin again in October.

Councillor F Smith advised that he is the Chair of the Royston and District Community Transport and the organisation is 25 years old this year. Councillor Smith felt it would be worthwhile inviting David Wherrell along to a meeting to give a report on the organisation. Members agreed that Mr Wherrell should be invited to the Full Council meeting scheduled for 30th September 2019.

67/20 EXCLUSION OF PRESS AND PUBLIC:

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, that, in the public interest, the public and press be excluded from the remainder of the meeting under the provision of the Public Bodies (Admission of Meetings) Act 1960.

68/20 STAFF MATTERS:

Market Manager:

- a) Members **RESOLVED** to agree an increase in working hours from 21 to 28 hours per week for the Market Manager.
- b) Members **RESOLVED** to agree an increase in the annual markets budget to cover the additional costs (£2,000) which will be taken from general reserves.

It was noted that the working hours should be reviewed for any future employment contracts.

The date of the next meeting will be Monday 24th June 2019.

There being no further business the Chairman closed the meeting at 7.54pm.

Signed: _____
Chairman

Date _____