

MINUTES of the meeting of the **FINANCE COMMITTEE** held on Monday 24th September 2018 in Room 11, Town Hall, Royston, at 7.30pm.

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

In attendance: Town Clerk
County Councillors Hill and Jarvis

185/19 APOLOGIES FOR ABSENCE:

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

186/19 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

187/19 APPROVAL OF FINANCE COMMITTEE MINUTES:

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

- 3rd September 2018 (minutes 159/19 to 167/19)

The minutes were signed by the Chairman.

188/19 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

It was **RESOLVED** to receive the minutes of the Museum Sub-Committee meeting held on Thursday 13th September 2018 into the workings of the Council (minutes 177/19 to 184/19).

189/19 BANK RECONCILIATION AND INCOME AND EXPENDITURE:

- i) Members received and **APPROVED** the Bank Reconciliation for August 2018.
- ii) Members received and **APPROVED** the April to August Income and Expenditure report compared against budgets for 2018-2019.

190/19 ACCOUNTS FOR PAYMENT:

Members **APPROVED** the September 2018 accounts for payment and the supplementary accounts for payment for the total £28,363.06 and the transfers between the Town Council accounts.

191/19 BUDGET WORKING PARTY 2019-2020:

It was **RESOLVED** that Councillors Davison, Harrison, Hughes and F Smith will be members of the budget working party for the financial year 2019-2020. It was **AGREED** that Councillor Stanier would attend if possible to observe proceedings.

192/19 REMEMBRANCE DAY:

Members **RESOLVED** to make the following donations:

- Poppy Appeal - £50.00
- Royston Branch of the Royal British Legion for refreshments - £50.00
- Royston Branch of the Royal British Legion for programmes - £275.00
- First Aid provision for the event - £85.00

193/19 ROYSTON TOWN COUNCIL BANKING ARRANGEMENTS:

Members received a report from the Town Clerk detailing the current Council banking arrangements. It explained that the current bankers are proposing to levy charges on all of the Charity and Community accounts held by Royston Town Council. The Town Clerk has contacted senior management at the bank asking them to review this as the Council holds significant sums on deposit with the bank. None of the accounts hold high balances and there are only a few transactions each year. The charges would erode the balances. Members discussed this and decided that if the charges are implemented then alternative banking arrangements should be investigated. Members **RESOLVED** to give the Town Clerk authority to research alternative accounts and report back to the Finance Committee in due course.

194/19 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.

195/19 STAFF MATTERS:

A new Administration Assistant has been appointed and started work on 17th September 2018. Members **AGREED** the salary scale of Point 13. This is the same scale as the previous post holder and has been budgeted for in this financial year.

Members **AGREED** that the vacancy for Caretaker/Cleaner be advertised at £8.50 per hour weekdays and £10 per hour at weekends to see if this will generate more interest. Members also **AGREED** that should a new Caretaker/Cleaner be employed at a higher rate than existing employees in similar roles, the pay scales of the existing Caretakers should be reviewed in line with the new pay scale.

A new Cave Manager has been appointed and started work on 24th September 2018. Members **AGREED** the salary scale of £11 per hour. As this is a new position, it has not been budgeted for in this financial year. Members **RESOLVED** that expenditure for the salary, which will not exceed £4,000 for the remainder of this financial year, will come from general reserves.

A new Market Manager has been appointed and will start work in January 2019. Members **AGREED** the salary scale of £11.50 per hour. This is the same scale as the previous post holder and has been budgeted for in this financial year.

196/19 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Members were advised of the date and time of the Twinning Civic Reception on Saturday 29th September at 7pm at The Old Bull Inn and were reminded that they would need to pay if they were staying for the dinner. Tickets are also currently available for the Arts Festival

finale concert on Sunday 30th September where both Royston Town Band and the German Twinning band will be performing.

The date of the next meeting will be Monday 22nd October 2018.

There being no further business the Chairman closed the meeting at 7.58pm.

Signed: _____
Chairman

Date _____