

MINUTES of the meeting of the **FINANCE COMMITTEE** held on Monday 25th February 2019 in Room 11, Town Hall, Royston, at 7.30pm.

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

In attendance: Town Clerk
Assistant Town Clerk

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

342/19 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Swallow.

343/19 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

344/19 APPROVAL OF FINANCE COMMITTEE MINUTES:

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

- 17th December 2018 (minutes 277/19 to 289/19)
A recorded vote was requested. Councillors Davison, Harrison, Hughes, Leggett and F J Smith voted for the proposal, Councillors Brown, Squire-Smith and Stanier voted against the proposal.
- 21st January 2019 (minutes 328/19 to 334/19)

The minutes were signed by the Chairman.

345/19 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

- a) It was **RESOLVED** to receive the notes of the Markets Working Party meeting held on 23rd January 2019 into the workings of the Council.
- b) It was **RESOLVED** to receive the notes of the May Fayre Working Party meeting held on 5th February 2019 into the workings of the Council.

346/19 BANK RECONCILIATION AND INCOME AND EXPENDITURE:

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

347/19 ACCOUNTS FOR PAYMENT:

Members **APPROVED** the February 2019 accounts for payment and the supplementary accounts for payment for the total of £40,049.08 and the transfers between the Town Council accounts. Councillor Hughes queried the expenditure on IT and the Town Clerk advised that new equipment had been purchased to comply with GDPR regulations and the expenditure was included in the annual budget.

348/19 COMMUNITY TOILET SCHEME:

Members **RESOLVED** to approve the addition of The Banyers House to the community toilet scheme from 1st March 2019 and agreed the payment of £100 per month, paid quarterly, for the duration of the agreement.

349/19 ROYSTON MARKET:

Members **RESOLVED** to approve the scale of pitch hire charges for Royston Market and the recommended additional pitch hire charges.

Members **RESOLVED** to approve the updated market documentation which comprised of Royston Market – new trader information, traders selling food checklist and new trader application form.

350/19 TOWN HALL LIFT:

Members discussed the Town Hall lift and the recent incident where it was overloaded, the costs incurred because of this, and how the costs should be covered. Members also considered the possibility of either replacing the lift or changing the current maintenance contract. Members agreed the need to provide inclusive access for as many people as possible to the upper level of the Town Hall but paramount was the duty of care to keep hall users safe.

It was suggested that clearer signage could be displayed, indicating weight restrictions (maybe in picture form showing what is acceptable and what is not.) Also, mobility scooter users must contact the hall hirer before using the lift. Members discussed adding a specific lift clause to the hire agreement with emphasis on the maximum weight limit being strictly enforced. Any hirer should have a “responsible person” who is accountable for the operation of the lift.

Members **RESOLVED** to seek a contribution of £500 from the hirer towards the £1,500+ repair and call out costs for the lift. The remainder would come from general reserves.

Members **RESOLVED** to add further signage information to the lift with regard to weight restrictions and suitable usage.

Members **RESOLVED** that a clause would be added to the hire agreement with regard to the maximum weight restrictions and the responsibilities of the hirer to ensure that this is strictly adhered to.

Members **AGREED** that the Town Clerk would investigate if there are other types of lift available that are more modern, and the possibility of securing S106 funding to purchase one. Other types of maintenance contract and providers would also be researched.

The date of the next meeting will be Monday 25th March 2019.

There being no further business the Chairman closed the meeting at 8.15pm

Signed: _____

Date _____

