

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held on Monday 25<sup>th</sup> March 2019 in Room 11, Town Hall, Royston, at 8.30pm.

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

**In attendance:** Town Clerk  
Assistant Town Clerk  
Town Councillors Inwood and Phillips

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

**392/19 APOLOGIES FOR ABSENCE:**

Apologies were received from Councillors Bourke-Waite and Squire-Smith.

**393/19 DECLARATIONS OF INTEREST AND DISPENSATIONS:**

No declarations were received.

**394/19 APPROVAL OF FINANCE COMMITTEE MINUTES:**

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

- 25<sup>th</sup> February 2019 (minutes 342/19 to 350/19, copy enclosed).

The minutes were signed by the Chairman.

**395/19 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:**

- a) It was **RESOLVED** to receive the minutes of the Cinema Working Party meeting held on 19<sup>th</sup> January 2019 into the workings of the Council.
- b) It was **RESOLVED** to receive the minutes of the Royston Cave Advisory sub-committee meeting held on 12<sup>th</sup> February 2019 into the workings of the Council.

**396/19 BANK RECONCILIATION AND INCOME AND EXPENDITURE:**

- a) Members received and **APPROVED** the Bank Reconciliation for February 2019.
- b) Members received and **APPROVED** the February Income and Expenditure report compared against budgets for 2018-2019.

Clarification was sought on the earmarked funds listed on the income and expenditure document. The Town Clerk gave a detailed explanation on the earmarked funds listed and advised that each year all of the earmarked funds are reviewed and presented to the council for approval.

**397/19 ACCOUNTS FOR PAYMENT:**

Clarification was sought on mileage expenses paid to officers. The Town Clerk explained that these claims are from attending training events over the course of the year to comply with CPD. An update was requested on the disputed lift call out charges. The Town Clerk

informed members that the lift company have agreed to cancel two of the charges and a credit note should follow.

Members **APPROVED** the March 2019 accounts for payment and the supplementary accounts for payment for the total of £41,454.05, and the transfers between the Town Council accounts.

**398/19 BANK ACCOUNT SIGNATORIES:**

Members **RESOLVED** to approve the addition of Councillor Leggett as a bank signatory on the bank accounts held by Royston Town Council. Current signatories were confirmed as Councillors Davison, Harrison, F Smith and the Town Clerk.

**399/19 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.

**400/19 STAFF MATTERS:**

Members **RESOLVED** to accept the recommendation from the HR committee and agreed the proposed salary scales for staff for 2019-2020.

The salary for the Town Manager is subject to approval being received from Royston First. Liabilities associated with this contract are currently being investigated and a further report will be made to Council in due course.

**401/19 ROYSTON CAVE:**

The Cave Manager is now well established in his role with very active plans for the future of the Cave. Social Media activity is up by 50% and plans to improve the material that is available is underway and will be presented at the next meeting of the Cave Advisory Sub-Committee. The Cave Manager has received a series of emails, criticising both his and the Town Councils management of the Cave. Royston Town Council are completely satisfied with the Cave Manager and he is doing an excellent job and the criticisms that have been cited are not supported.

A letter had been received from the History Society and they had been advised that if they were dissatisfied with the response to their FOI request, their next step would be to raise the matter with the ICO

The date of the next meeting will be Monday 29<sup>th</sup> April 2019.

There being no further business the Chairman closed the meeting at 9.20pm

Signed: \_\_\_\_\_

Date \_\_\_\_\_

