

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held on Monday 26<sup>th</sup> November 2018 in Room 11, Town Hall, Royston, at 7.30pm.

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

**In attendance:** Town Clerk  
Town Councillors Coll and Phillips

The Chairman reminded those present that the meeting would be recorded. It was noted that Councillor Brown was also recording the meeting.

**250/19 APOLOGIES FOR ABSENCE:**

There were none.

**251/19 DECLARATIONS OF INTEREST AND DISPENSATIONS:**

No declarations were received.

**252/19 APPROVAL OF FINANCE COMMITTEE MINUTES:**

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

- 22<sup>nd</sup> October 2018 (minutes 220/19 to 231/19)

The minutes were signed by the Chairman.

**253/19 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:**

It was **RESOLVED** to receive the notes of the meeting of the Maye Fayre Working Party held on Thursday 18<sup>th</sup> October 2018 into the workings of the Council.

It was **RESOLVED** to receive the minutes of the meeting of the Cave Trust Fund held on Wednesday 24<sup>th</sup> October 2018 into the workings of the Council.

It was **RESOLVED** to receive the notes of the Markets Advisory Sub-Committee meeting held on Wednesday 7<sup>th</sup> November 2018 into the workings of the Council.

**254/19 BANK RECONCILIATION AND INCOME AND EXPENDITURE:**

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

The Chairman commented on the fact that more money had been spent on the Plantations than was budgeted, and this figure would increase due to the amount of work still required to be carried out.

**255/19 ACCOUNTS FOR PAYMENT:**

Members **APPROVED** the November 2018 accounts for payment and the supplementary accounts for payment for the total £61,838.66 and the transfers between the Town Council accounts.

**256/19 ROYSTON CAVE ADVISORY SUB-COMMITTEE:**

The Chairman informed Members that now that the Cave was being managed by a council employee an advisory sub-committee would be set up to assist with day to day management of the Cave. It was suggested that the sub-committee would meet during the day and members would be Councillor Davison, Councillor Swallow and Councillor F Smith. Following questions from members and a lengthy discussion about why there was a need for a sub-committee when there is already a Cave Trust Fund, the Chairman informed members that the Cave Trust manages the money in the Trust Fund for the preservation of the Cave, and education, but they have no day to day management responsibility. The Town Clerk advised members that advisory sub-committees are commonplace for Parish Councils to assist and advise employees to manage their area of responsibility and bring issues to Council for consideration. Advisory sub-committees already exist for the Museum and Markets. Councillors Brown and Stanier suggested that legal advice should be taken before agreeing to the setting up of a Cave advisory sub-committee. The Chairman said that this was not necessary for the reasons already stated. Members **RESOLVED** to agree the formation of a Royston Cave Advisory Sub-Committee and **RESOLVED** to accept the proposed terms of reference (copy attached to minutes).

**257/19 HEARING LOOP:**

The Town Clerk informed members that a hearing loop had been purchased for the Market Hill Rooms a few months ago and a Council employee had agreed to install it. The employee had since left the Council and it was now necessary to arrange for the hearing loop to be installed professionally at a cost of £495. Councillor Stanier asked if more than one quote should be obtained. The Town Clerk informed members that, whilst it was not necessary at this level of expenditure, two quotes had been obtained, £495 being the cheapest. Members **RESOLVED** to approve expenditure of £495 for the hearing loop to be fitted, which would be taken from general council reserves.

**258/19 ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT CONTROLS:**

Members **RESOLVED** to appoint Councillors Bourke-Waite, Davison and F Smith as working party members to review the effectiveness of the Council's system of internal audit control.

**259/19 CHRISTMAS OPENING HOURS:**

Members noted the Town Council and Museum opening hours over Christmas and New Year:

Town Council – Close at 4.30pm on Friday 21<sup>st</sup> December 2018, re-open 9am 28<sup>th</sup> December. Close 2pm 31<sup>st</sup> December, re-open 9am 2<sup>nd</sup> January 2019.

Museum – Closed to the public from Wednesday 19<sup>th</sup> December and re-open Wednesday 2<sup>nd</sup> January 2019.

**260/19 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

There were no reports.

**261/19 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.

**262/19 STAFF MATTERS:**

The Town Clerk declared an interest in this item and left the room.

Members had received a report from the HR committee.

Members **RESOLVED** that the Town Clerk's salary should be LC3 point 44 backdated to 1<sup>st</sup> April 2018.

Members **RESOLVED** that 70 hours of accumulated overtime should be paid to the Town Clerk as a one off payment which should not be repeated.

Members **RESOLVED** that thanks should be given to the Town Clerk for working additional hours through very difficult times.

Members **RESOLVED** to review the Council's TOIL procedures.

The Town Clerk re-entered the room.

The date of the next meeting will be Monday 17<sup>th</sup> December 2018.

There being no further business the Chairman closed the meeting at 8.25pm.

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

Date \_\_\_\_\_

Royston Town Council

Finance Committee

Agenda item 7 – Royston Cave Advisory Sub-Committee

Terms of reference for the Royston Cave advisory sub-committee -

- a) The Committee shall consist of the following:-  
Three Members of the Royston Town Council Finance committee, one of whom must also be a Cave Trustee, to ensure communication across interested parties, and The Cave Manager.
- b) The aim of the sub-committee is to oversee and advise the Council on all matters relating to Royston Cave.
- c) The parent committee is the Royston Town Council Finance committee.
- d) A minimum of two Members and the Cave Manager will constitute a quorum for meetings.
- e) Membership of the Committee is established at the Annual Meeting of the Town Council. Non-members can be invited to join the committee.
- f) At the first meeting of the Committee following the Annual Meeting of the Town Council, members of the Committee shall elect a Chair for the term. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- g) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As an *Advisory Committee* public notice of meetings or public admission to meetings is not required. As an *Advisory Committee* full minutes of meetings are not required; however notes from meetings will be submitted to the Finance Committee to be accepted into the workings of the Council.
- h) Advisory committees are constituted to implement the decisions of Full Council/Finance Committee as are specifically identified in their Terms of Reference, may only use the resources as delegated by Full Council/Finance Committee, and have no mandate to make decisions on behalf of the Council save as are delegated necessary to act in that capacity.
- i) Specifically, this committee has the delegated authority to:
  - Deal with the day to day matters regarding Royston Cave.
  - Advise the Council on matters that arise that may require investigation or funding.
  - Formulate and recommend annual budget requirements to the Council to inform the setting of the precept with regard to ensuring that the Cave's general funding requirements are met.