

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held on Monday, 30<sup>th</sup> July 2018 in Room 11, Town Hall, Royston at 7.30pm.

**PRESENT:** Councillor Davison in the chair.  
Councillors Bourke-Waite, Brown, Harrison, Leggett, FJ Smith, and Squire-Smith.  
**In attendance:** Town Clerk  
Town Councillor Perry  
County Councillor Hill, District Councillor Hunter and 1 member of the public.

**122/19 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Hughes, Stanier and Swallow.

**123/19 DECLARATIONS OF INTEREST AND DISPENSATIONS:**

There were none.

**124/19 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> June 2018 (minutes 96/19 to 105/19)

The minutes were signed by the Chairman.

**125/19 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:**

- i) It was **RESOLVED** to receive the notes of the Markets Advisory Sub-Committee meeting held on Monday 2<sup>nd</sup> July 2018 into the workings of the Council.
- ii) It was **RESOLVED** to receive the minutes of the Cave Trust Fund Committee meeting held on Tuesday 11<sup>th</sup> July 2018 into the workings of the Council.

**126/19 BANK RECONCILIATION AND INCOME AND EXPENDITURE:**

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

**127/19 ACCOUNTS FOR PAYMENT:**

Members **APPROVED** the July 2018 accounts for payment, the supplementary accounts for payment and the transfers between the Town Council accounts.

**128/19 MARKET HILL ROOMS SECURITY:**

Members received a report on recent incidents at Market Hill Rooms where members of the public had been using the hall to run exercise classes which they hadn't paid for, and also equipment had gone missing, some of which had been returned at a later date and some that had been stolen. Members agreed that increased security measures were needed at Market Hill Rooms to protect both the users of the rooms and the property itself. Members **RESOLVED** to install CCTV at the premises which could be accessed

remotely. The cost of the CCTV is £1,500 to install and Members **RESOLVED** that this is to be taken from Council general reserves. The system is GDPR compliant. Ongoing costs will be an annual maintenance charge of £180 and £35 per month for the internet connection

to allow remote access. Members also agreed that a new padlock should be purchased for the gate which has a code rather than a key. The code can then be changed periodically to help prevent unauthorised access of the hall. The Town Clerk would investigate this.

#### **129/19 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.

#### **130/19 ROYSTON CAVE:**

Members received an update regarding changes to the management of the Cave. Members had received a report which detailed the proposal put to the History Society for the Council to recover the management of the Cave and they were also informed of the History Society's response.

Following an in-depth discussion, Members:

i) **RESOLVED** that the Town Council should commence the recruitment of a Cave Manager as soon as possible. The Manager will be an employee of Royston Town Council. The position will be advertised in the local press, on online job websites on the Council website and on notice boards. The role can be applied for by anybody and local groups should not be specifically targeted.

ii) **RESOLVED** that at the end of each financial year, surplus funds should be distributed between the History Society and Museum. The exact details of the apportionment would be agreed by the Finance Committee. Surpluses would be substantially lower than in previous years due to the increased employment costs. All Cave running costs and maintenance costs will have to be accounted for when calculating surplus funds.

The existing Cave Manager would continue to manage the Cave on behalf of Royston Town Council until 30<sup>th</sup> September 2018 and will be involved in the recruitment and training of the new manager. The Town Clerk and Councillor Phillips will also be involved in the recruitment process. The History Society will continue to receive the income from the Cave and pay all costs associated with it until 30<sup>th</sup> September 2018. This includes the Manager's honorarium for the year.

#### **131/19 STAFF MATTERS:**

The Museum Curator/Manager has resigned from her post and her last working day will be 4<sup>th</sup> August 2018. Recruitment for the position is under way and interviews are taking place on 8<sup>th</sup> August 2018. The salary for the post will be salary scale points 26-29 depending on experience, which will keep within the Council's current budgeted figure.

The Market Officer's appeal against the termination of his contract for gross misconduct has finished. The appeal was not upheld and the original decision stands.

Recruitment for a new Market Manager has now begun. The position will be for 21 hours per week at a rate of £11.50 per hour, this will be within the Council's existing budget for the year.

Due to the Council taking back the management of the Cave, a new Cave manager will need to be appointed. The post is estimated to average 8 hours work per week. The

Manager will be employed by Royston Town Council. Members **RESOLVED** that recruitment for a Cave Manager should begin as soon as possible. They agreed the pay rate of £11 per hour and funding for the year, which should not exceed £4,000, will be taken from general Council reserves.

A full budget will be prepared for the running of the Cave and submitted to Finance committee for approval in due course.

The full time administration assistant has resigned from her post and her last working day will be 23<sup>rd</sup> August 2018. Recruitment advertising has begun. The salary for the post will be point 13. This is within the agreed budget for the year.

From 28<sup>th</sup> to 31<sup>st</sup> August, there will only be one member of staff working in the Council offices. Due to lone working and health and safety, the council offices will be closed to members of the public during this time. Members **AGREED** the temporary closure, people can still telephone the offices with enquiries. Details of the closure will be put on the Council's website and on social media. Normal opening will be resumed on Monday 3<sup>rd</sup> September.

The Museum Cleaner is retiring and her last working day will be 30<sup>th</sup> August 2018. The Town Hall caretaker has agreed, on a trial basis, to clean the Museum, working for two hours a week. Museum volunteers will also be asked if any of them would like to take on the role.

#### **132/19 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

No reports were received.

The date of the next meeting will be Monday 3<sup>rd</sup> September 2018.

There being no further business the Chairman closed the meeting at 8.16 pm.

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

Date \_\_\_\_\_