

MINUTES of the meeting of the **FINANCE COMMITTEE** held on Monday, 3rd September 2018 in Room 11, Town Hall, Royston at 8.17pm.

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

In attendance: Town Clerk
Town Councillor Coll
District Councillor Green

159/19 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Swallow.

160/19 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

161/19 APPROVAL OF FINANCE COMMITTEE MINUTES:

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

- 30th July 2018 (minutes 122/19 to 132/19)

The minutes were signed by the Chairman.

162/19 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

It was **RESOLVED** to receive the minutes of the Town Council Properties Sub-Committee meeting held on Monday 30th July 2018 into the workings of the Council (minutes 133/19 to 136/19).

163/19 BANK RECONCILIATION AND INCOME AND EXPENDITURE:

- i) Members received and **APPROVED** the Bank Reconciliation for June 2018.
Councillor Brown asked questions regarding the Cave account which were answered and clarified by the Town Clerk.
- ii) Members received and **APPROVED** the April to July Income and Expenditure report compared against budgets for 2018-2019.
Councillor Brown asked for clarification on what the CTRS income was and this was explained by the Town Clerk.
Councillor Brown also asked about the Leete Charity account and wondered why fewer applications for funding had been received in recent years, could it be because of lack of knowledge of the funding and could more applications be encouraged? Members discussed this and **RESOLVED** that an article should be included in the next issue of the Town Crier about the Leete Charity detailing its objectives, terms and conditions and eligibility to apply.

164/19 ACCOUNTS FOR PAYMENT:

Members **APPROVED** the August 2018 accounts for payment and the supplementary accounts for payment for the total £33,879.79 and the transfers between the Town Council accounts.

165/19 SILVER SUNDAY – 7TH OCTOBER 2018:

Members **RESOLVED** to approve the funding, up to a maximum of £600, for a Silver Sunday event which will consist of a free showing of a classic film and free refreshments for residents of Royston who are over 65. Transport will also be provided for those that need it by Royston and District Community Transport. The funding will be taken from general reserves. Councillors Brown, Davison and Squire-Smith volunteered to help out at the event. Councillor Leggett will be attending in his Mayoral capacity.

166/19 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.

167/19 STAFF MATTERS:

A new Museum Curator/Manager has been appointed and started work on 22nd August 2018. Members **AGREED** the salary of scale LC2 point 27 rising to point 28 in April 2019, providing performance and conduct are satisfactory. This is within the agreed museum salary budget for this financial year.

Interviews are taking place over the next two weeks for the role of Administration Assistant.

The part-time daytime caretaker and cleaner has resigned from his post to take alternative employment. The job vacancy has been advertised for three weeks but there have been no applications. The Town Clerk will work with the HR committee on re-advertising the position. Councillor Hughes suggested that a guaranteed number of minimum hours could be offered for the post which might increase interest. Until a replacement can be found, Town Hall daytime bookings are being kept to a minimum and the Town Clerk and Administration Officer are liaising with the other caretakers to try to cover as many existing bookings as possible.

Advertising for the Market Manager and Cave Manager positions has now finished and applications will be shortlisted and interviews carried out over the next couple of weeks.

The date of the next meeting will be Monday 24th September 2018.

There being no further business the Chairman closed the meeting at 8.40 pm.