

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston at 7.30pm on Monday, 29th July 2019.

PRESENT: Councillor Davison (Chair)
Councillors Bourke-Waite, Brown, Harrison, Leggett, Squire-Smith and Stanier

In attendance: Town Clerk
Town Councillor Inwood
County Councillor Hill
District Councillors Green and Hunter

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

125/20 APOLOGIES FOR ABSENCE:

Apologies were received from Councillors Hughes, F Smith and Swallow.

Councillor Stanier arrived at the meeting at 7.35pm.

126/20 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

127/20 APPROVAL OF FINANCE COMMITTEE MINUTES:

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

- 24th June 2019 (minutes 98/20 to 106/20).

The minutes were signed by the Chairman.

128/20 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

- a) It was **RESOLVED** to receive the minutes of the Museum Advisory sub-committee meeting held on 13th June 2019 into the workings of the Council.
- b) It was **RESOLVED** to receive the notes of the Markets Working Party meeting held on 28th June 2019 into the workings of the Council.
- c) It was **RESOLVED** to receive the notes of the Cave Advisory sub-committee meeting held on 2nd July 2019 into the workings of the Council.
- d) It was **RESOLVED** to receive the notes of the cinema working party meetings held on 27th March 2019 and 17th July 2019 into the workings of the Council.

129/20 BANK RECONCILIATION AND INCOME AND EXPENDITURE:

- i) Members received and noted the Bank Reconciliation for June 2019.
- ii) Members received and noted the June 2019 Income and Expenditure report compared against budgets for 2019-2020.

Members asked if it was possible to profile against each quarter in the income and expenditure how much was going to be spent, due to fluctuations over the year. Councillor Squire-Smith offered to assist with this.

Members asked for clarification about the expenditure on the War Memorial. The Town Clerk confirmed it was for investigations into the lighting at the War Memorial. The lighting issue has not been fixed but it has been suggested by two electricians that, as the source is likely to be from the church, it may be better to wait until the church has been restored than install a new lighting source.

The outstanding pointing work has been chased and the work has not yet been paid for and the retention under the contract has also not yet been paid.

130/20 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the July 2019 accounts for payment for the total of £45,140.06 and the transfers between the Town Council accounts.

Members asked questions about the expenditure on the lift. The Town Clerk confirmed that the payments made were for an annual service plus a monthly cost for the emergency telephone line that is fitted in the lift. Members were also advised that 'through examination reports' will be produced going forward at an annual cost of £250 for two inspections per year.

131/20 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.

132/20 FREEDOM OF INFORMATION REQUEST:

Members were updated regarding the ongoing Freedom of Information request.

133/20 ROYSTON PICTURE PALACE:

Members discussed the new Licence Agreement.

It was **RESOLVED** that members would recommend the new Licence Agreement to Full Council.

It was **RESOLVED** that the £50 fee for the hire of the Town Hall for cinema performances would begin from 1st September 2019.

134/20 STAFF MATTERS:

The Town Clerk informed members that the Assistant Town Clerk had resigned and had now left the employment of Royston Town Council. The Town Clerk explained that she would like to make changes to staff roles to ensure that sufficient cover was provided for all tasks when staff were on holiday or ill and so that the Council was not over reliant on a single member of staff.

The Town Clerk proposed that the current Administration Assistant should take on more responsibility and be promoted, in stages from SCP4 to SCP6, and SCP7 from April 2020, following completion of ILCA training and in-house training. The Administration Assistant has been consulted on this.

Secondly, a new Assistant Clerk/Finance Officer would be recruited at the higher pay scale of SCP18 with automatic qualification for Deputy Town Clerk following completion of CiLCA training, on a pay scale of SCP23. Completion of the training would be a clause in the contract and should be within 18 months of joining Royston Town Council. Study leave would be given during work hours.

Members suggested that staff embarking on training courses should sign an agreement to complete the course or pay back any fees. It was also discussed that if an applicant already has the CiLCA qualification, they would qualify for the higher salary scale at the start of employment and it would save time and training costs.

The Town Clerk informed members that she had compiled a job advert which would go into the newspaper, on the Royston Town Council website, on local social media and on the Royston Town Council noticeboards.

Members **RESOLVED** to agree the proposed changes and proceed with advertising.

Members were updated on the employment of the Royston Town Manager.

The date of the next meeting will be Monday 2nd September 2019.

There being no further business the Chairman closed the meeting at 9.00pm.

Signed: _____
Chairman

Date _____

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