



# ROYSTON TOWN COUNCIL

Chief Officer : Paul Arnill MBE

22 July 2025

To all Members of the Finance Committee

Dear Councillor,

The next meeting of the Finance Committee will be held in Room 11, Town Hall, Royston, on **Monday 28 July 2025**, at 7.30pm, and you are summoned to attend. The agenda is set out below.

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.roystontowncouncil.gov.uk](http://www.roystontowncouncil.gov.uk).

**Please let me know in advance if you are unable to attend.**

Yours sincerely,

*Paul Arnill*

Paul Arnill MBE  
Chief Officer

## AGENDA

### **Climate and Biodiversity Emergency:**

Chair to remind Members to be mindful of the climate and biodiversity emergency declared by Royston Town Council when making decisions on behalf of the council.

### **PUBLIC PARTICIPATION**

Time will be set aside for members of the public to address the Council on items on the agenda. A maximum of 15 minutes is allocated to public participation and any individual member of the public shall have three minutes to deliver their statement. Members of the public should contact the Chief Officer, in advance of the meeting, if they wish to speak.

#### **1. Apologies:**

To receive apologies for absence.

#### **2. Declarations of interest and dispensations.**

##### **2.1** To receive declarations of interest from councillors on items on the agenda.

Members are reminded that they are required to notify the Chair of any declarations of interest in respect of any business set out in the agenda at the commencement of the relevant item on the agenda.

Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring other declarable interests, which require they leave the room under the Code of Conduct, can speak on the item, if members of the public are allowed to speak, but must leave the room before the debate and vote. It is up to a member to determine whether to make a declaration.



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- 2.2 To receive written requests for dispensations for interests.
- 2.3 To grant any requests for dispensation as appropriate.
3. **Approval of the Finance Committee Minutes:**  
To approve as a correct record the minutes of the Finance Committee meeting held on: 23 June 2025 (minutes 001/26 to 015/26, copy enclosed).
4. **Bank Reconciliation and Income and Expenditure:**
  - i) Members to receive and note the Bank Reconciliation for **April 2025** (copy enclosed).
  - ii) Members to receive and note the Bank Reconciliation for **May 2025** (copy enclosed).
5. **Accounts for Payment:**  
  
To APPROVE the **April 2025** accounts for payment and the transfers between the Town Council accounts (copy enclosed).  
To APPROVE the **May 2025** accounts for payment and the transfers between the Town Council accounts (copy enclosed).
6. **Rent Review – 30 Kneesworth Street (Chief Officer)**  
(Information Enclosed)
7. **Royston Old Barn (Old Barn Committee)**
8. **Expenses Budget (Chief Officer)**  
(Information Enclosed)
10. **Royston Business Awards (Chief Officer)**
11. **Memorial for Ice Cream Man Gerry (Cllr Adams)**  
(Information Enclosed)
8. **Exclusion of Press and public:**  
In view of the confidential nature of the business about to be transacted, it is proposed 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 to Meetings) Act 1960.
9. **Staff matters:**
  1. To APPROVE the regrading of salary scales of the Chief Officer and Deputy Chief Officer role (information attached)
  2. To APPROVE the upgrading of the Markets Manager role (information attached)
  3. Other Staffing Matters

**Date of next meeting:** 29 September 2025