



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

15<sup>th</sup> November 2021

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 22<sup>nd</sup> November 2021, 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 if you are unable to attend.

Yours sincerely,

*Caroline Mills*

Town Clerk

## AGENDA

### 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 Town Clerk, 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 Chairman 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, however, if you should require any assistance, please consult the Town Clerk prior to the meeting.
  - 2.2** Town Clerk to receive written requests for dispensations for interests.
  - 2.3** To grant any requests for dispensation as appropriate.

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**3. Approval of the Finance Committee Minutes:**

To approve as a correct record the minutes of the Finance committee meeting held on:

- 18<sup>th</sup> October 2021 (minutes 176/22 to 187/22, copy enclosed).

**4. Minutes of Sub-Committees and Working Party Meetings:**

- a) Members to receive the notes of the May Fayre Working Party meeting held on Tuesday 19<sup>th</sup> October 2021 into the workings of the council (copy enclosed).

**5. Bank Reconciliation and Income and Expenditure:**

- i) Members to receive and note the Bank Reconciliation for October 2021 (copy enclosed).  
ii) Members to receive and note the October 2021 Income and Expenditure report compared against budgets for 2021-2022 (copy enclosed).

**6. Accounts for Payment:**

To resolve to approve the November 2021 accounts for payment and the transfers between the Town Council accounts (copy enclosed).

**7. Allotments:**

Members are to resolve to accept the recommendation from Cllrs Bylett and Davison that no further action is taken on this project (information enclosed).

**8. Replacement Lecterns for Green Walk and Stile Plantations:**

Members are to resolve to purchase 6 lecterns from the recommended supplier (information enclosed).

Members are to resolve whether to utilise the existing artwork or have the artwork updated and agree any changes to be made (information enclosed).

**9. Cinema reserve fund request from Saffron Screen:**

Members are asked to discuss the request from Saffron Screen and resolve to approve the expenditure from the cinema reserve fund to purchase a new point of sale system (information enclosed).

**10. Royston Museum:**

- a) Members are to resolve to recommend the proposed Service Level Agreement to Full Council for approval (documents enclosed).  
b) Members are to resolve to approve the Royston Museum Trust press release for publication on Royston Town Council and Royston Museum's websites, social media and in the Royston Crow (copy enclosed).



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**11. Councillors as Representatives on Outside Organisations:**

Members to give oral reports on the outside organisations on which they represent Royston Town Council. (Please notify the Town Clerk if you intend to give a report, by the close of business on the previous working day).

Date of next meeting: 13<sup>th</sup> December 2021