



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

10th May 2021

To all Members of the Finance Committee

Dear Councillor,

You are summoned to attend the next meeting of the Finance Committee, to be held in the Heritage Hall, Town Hall, Royston immediately following the Annual Meeting of the Town Council on Monday 17th May 2021, for the transaction of the business set out below. Please let me know if you are unable to attend.

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.

Yours sincerely,

Caroline Mills

Town Clerk

AGENDA

1. To appoint a Chairman for the ensuing year.
2. To appoint a Vice-Chairman for the ensuing year.
3. To receive apologies for absence.
4. To note the Council's Resolution as to the Delegation of Powers and Duties to the Committee.
5. To note the committee's Terms of Reference.
6. Approval of Finance Committee Minutes: To approve as a correct record the minutes of the Finance committee meeting held on 24th February 2020 (minutes 317/20 to 327/20, copy enclosed).
7. To authorise Cllrs Davison, Harrison, Inwood and Leggett as signatories for cheques in respect of the bank accounts held by the Town Council.

Town Hall, Melbourn Street, Royston, Herts., SG8 7DA
Tel/Answerphone: 01763 245484 Fax: 01763 248016
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8. Museum Advisory Sub-Committee
 - To appoint a Chairman and a Vice-Chairman and 4 other Members to serve on the Museum Advisory Sub-Committee for the ensuing year:
Cllr F Smith (Chair), Cllr Inwood (Vice-chair), Cllrs Bylett, Coll, Davison and Perry.
 - To approve the Terms of Reference (copy attached).
9. Cave Advisory Sub-Committee
 - To appoint 3 Members to the Cave Advisory Sub-Committee for the ensuing year:
Cllr Bylett, Cllr Davison, 1 vacancy
 - To approve the Terms of Reference (copy attached).
10. May Fayre Working Party
 - To appoint 6 Members to serve on the May Fayre Working Party for the ensuing year:
Cllrs Beardwell, Inwood, Phillips, Squire-Smith, Stanier and 1 vacancy
 - To approve the Terms of Reference (copy attached).
11. Markets Advisory Sub-Committee
 - To appoint 3 members to the Markets Advisory Sub-Committee for the ensuing year:
Cllrs Coll, Davison and Stanier
 - To approve the Terms of Reference (copy attached).
12. Human Resources Working Party
 - To appoint 3 members to the Human Resources Working Party.
Cllrs Davison, Leggett and Phillips
 - To approve the Terms of Reference (copy attached).
13. Mayor's Community Trust Fund Committee
 - To appoint the Town Mayor, Deputy Mayor, the previous Mayor, Chair of Finance and 1 other Member and the Town Clerk as Trustees to serve on the Mayor's Community Trust Fund Committee for the ensuing year.
Cllrs Hughes, Phillips, Inwood, Davison, Leggett and the Town Clerk.
14. Leete Charity Trust Fund Committee
 - To appoint the Town Mayor and 3 other Members to serve on the Leete Charity Committee for the ensuing year.
Cllrs Hughes, Harrison, Phillips and Squire-Smith.



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15. Royston Cave Trust Fund Committee
 - To appoint the Town Mayor, 2 Members and the Town Clerk as Trustees of the Royston Cave Trust Fund.
Cllrs Hughes, Davison, Stanier and the Town Clerk.
16. To approve and adopt the Financial Regulations (copy enclosed).
17. To approve the following Annual Subscriptions:
 - SAGE Accounting and Payroll
 - Hertfordshire Association of Parish & Town Councils (HAPTC) (includes NALC membership)
 - Society of Local Council Clerks (SLCC)
 - Hertfordshire Association of Museums
 - National Association of British Markets Authorities (NABMA)
 - MODES Users Association
 - Data Protection - ICO
 - SHARE Museums
 - The National Allotment Society
 - Avalon Software (Booking system)
 - Vision ICT (Website and email hosting)
 - Association of Independent Museums
 - Breakthrough Communications
 - Zoom
18. To approve the Direct Debit and Standing Order payments (copy attached).
19. Bank Reconciliation and Income and Expenditure:
 - A) *Year End 2020-2021*
 - i) Members to receive and approve the Bank Reconciliation for the Year Ended 31st March 2021 (copy enclosed).
 - ii) Members to receive and approve the Year End Income and Expenditure report compared against budgets for 2020-2021 and accompanying notes (copies enclosed).
 - iii) Members to approve the earmarked funds from 2020-2021 to be included in the General Reserves carried forward (copy enclosed).
 - B) *Current Year 2021-2022*
 - i) Members to receive and note the Bank Reconciliation for April 2021 (copy enclosed).
 - ii) Members to receive and note the April 2021 Income and Expenditure report compared against budgets for 2021-2022 (copy enclosed).

Date of next meeting: 26th July 2021



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Agenda Item 8

Terms of reference for the Museum advisory sub-committee –

- a) The Committee shall consist of the following:-
Six Members of Royston Town Council, one of whom will become Chairman and another Vice-Chairman of the committee. Also on the committee are the Museum Curator, Town Clerk, four Trustees from the Royston and District Local History Society Trust, one Royston and District Local History Society representative and one Friends of the Museum representative.
- b) The aim of the sub-committee is to oversee and advise the Council on all matters relating to Royston and District Museum and Art Gallery.
- c) The parent committee is the Royston Town Council Finance committee.
- d) A minimum of three Members, two trustees, and one Council Officer will constitute a quorum for meetings.
- e) Councillors' membership and Chairmanship of the Committee is established at the Annual Meeting of the Finance Committee. Other organisations are responsible for appointing their representatives.
- f) At the first meeting of the Committee following the Annual Meeting of the Town Council, members of the Committee shall approve the appointment of Chair for the term. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers. The Chair must be a Member of Royston Town Council.
- g) Meetings will be called quarterly in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As an *Advisory Committee* public notice of meetings or public admission to meetings is not required. Minutes from the meetings will be submitted to the Finance Committee to be accepted into the workings of the Council.
- h) Advisory committees are constituted to implement the decisions of Full Council/Finance Committee as are specifically identified in their Terms of Reference, may only use the resources as delegated by Full Council/Finance Committee, and have no mandate to make decisions on behalf of the Council.
- i) Specifically, this committee has the delegated authority to:
 - Consider all matters regarding the Royston and District Museum and Art Gallery and to make recommendations to the Finance Committee/Full Council regarding general management of the Museum with the exception of salaries.
- j) The Curator will provide reports of all activities to the Museum Advisory sub-committee and may call upon members of this committee to undertake specific activities.

Agenda Item 9

Terms of reference for the Royston Cave advisory sub-committee –

- a) The Committee shall consist of the following:-
Three Members of the Royston Town Council Finance committee, one of whom must also be a Cave Trustee, to ensure communication across interested parties, and The Cave Manager.



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- b) The aim of the sub-committee is to oversee and advise the Council on all matters relating to Royston Cave.
- c) The parent committee is the Royston Town Council Finance committee.
- d) A minimum of two Members and the Cave Manager will constitute a quorum for meetings. Membership of the Committee is established at the Annual Meeting of the Finance Committee. Non-members can be invited to join the committee.
- e) At the first meeting of the Committee following the Annual Meeting of the Town Council, members of the Committee shall elect a Chair for the term. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- f) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As an *Advisory Committee* public notice of meetings or public admission to meetings is not required. As an *Advisory Committee* full minutes of meetings are not required; however notes from meetings will be submitted to the Finance Committee to be accepted into the workings of the Council.
- g) Advisory committees are constituted to implement the decisions of Full Council/Finance Committee as are specifically identified in their Terms of Reference, may only use the resources as delegated by Full Council/Finance Committee, and have no mandate to make decisions on behalf of the Council.
- h) Specifically, this committee has the delegated authority to:
 - Deal with the day to day matters regarding Royston Cave.
 - Approve expenditure within agreed budgets.
 - Advise the Council on matters that arise that may require investigation or funding.
 - Formulate and recommend annual budget requirements to the Council to inform the setting of the precept with regard to ensuring that the Cave's general funding requirements are met.

Agenda item 10

Terms of reference for the May Fayre Working Party –

- a) The working party shall consist of six Members of Royston Town Council.
- b) The aim of the working party is to investigate, make all preparations for and run the May Fayre.
- c) The parent committee is the Royston Town Council Finance committee.
- d) A minimum of two Members plus two non-members will constitute a quorum for meetings.
- e) Non-members can be invited to join the committee.
- f) At the first annual meeting of the Committee, members of the Committee shall elect a Chair for the term. The Chair can be any member of the working party and does not have to be a Councillor. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- g) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As a 'Working Party', public notice of



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meetings or public admission to meetings is not required. Also full minutes of meetings are not required; however notes from meetings will be submitted to the Finance Committee to be accepted into the workings of the Council.

- h) The Working Party may only use the resources as delegated by Full Council/Finance Committee, and has no mandate to make decisions on behalf of the Council.
- i) A ring-fenced budget and the annual grant from the Council may be used as the committee decides provided that it is solely for the May Fayre.

Agenda item 11

Terms of reference for the Markets advisory sub-committee –

- a) The Committee shall consist of the following:-
Three Members of Royston Town Council and the Market Manager.
- b) The aim of the sub-committee is to oversee and advise the Council on all matters relating to Royston Market.
- c) The parent committee is the Royston Town Council Finance committee.
- d) A minimum of three Members and the Market Manager will constitute a quorum for meetings.
- e) Membership of the Committee is established at the Annual Meeting of the Finance Committee. Non-members can be invited to join the committee.
- f) At the first meeting of the Committee following the Annual Meeting of the Town Council, members of the Committee shall elect a Chair for the term. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- g) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As an *Advisory Committee* public notice of meetings or public admission to meetings is not required. As an *Advisory Committee* full minutes of meetings are not required; however notes from meetings will be submitted to the Finance Committee to be accepted into the workings of the Council.
- h) Advisory committees are constituted to implement the decisions of Full Council/Finance Committee as are specifically identified in their Terms of Reference, may only use the resources as delegated by Full Council/Finance Committee, and have no mandate to make decisions on behalf of the Council.
- i) Specifically, this committee has the delegated authority to:
 - To consider all matters relating to the operation of the market and to make any recommendations to the Finance Committee.
 - Approve expenditure within agreed budgets.

Agenda item 12

Terms of reference for the Human Resources Working Party –

- a) The Committee shall consist of three Members of Royston Town Council.
- b) A quorum will be two Members.



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- c) The aim of the sub-committee is to oversee and advise the Council on all matters relating to Human Resources.
- d) The parent committee is the Royston Town Council Finance committee.
- e) Membership and Chairmanship of the Committee is established at the Annual Meeting of the Town Council.
- f) In the event that the Chair retires mid-term they shall elect a Chair from within their numbers.
- g) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. Public admission to meetings is not permitted.
- h) All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.
- i) Specifically, this committee has the delegated authority to:
 - Deal with the day to day matters regarding personnel, employment and recruitment issues.
 - Conduct the Town Clerk's annual appraisal.
 - Handle staff grievances in accordance with the Council's Grievance Policy.
 - Handle staff disciplinary matters in accordance with the Council's Disciplinary Policy.
 - Handle complaints received under the Council's complaints policy.
 - To oversee the appointment and recruitment process of Council employees.
 - To receive information, advice and guidance on behalf of the Council for matters pertaining to employment issues.
 - To obtain independent professional advice if necessary, within agreed budgets.
 - To receive reports/updates on any Union matters as appropriate.
 - To consider any further policies or procedures for adoption by Council on matters relating to HR issues, ensuring that full and open discussions have taken place with staff & Members as required.
 - To consider training and professional development for staff & Members, as appropriate, and within the agreed budget.



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ROYSTON TOWN COUNCIL – Direct Debits, Standing Orders and Automatic payments 2021/2022

<u>Payee</u>		Frequency
Castle Water	Water supply	d/d Half Yearly
Barclays Bank	Salaries	BACS Monthly
Barclays Bank	Payflow charges	d/d Monthly
BNP Paribas	Telephone equipment rental	d/d Quarterly
Cawleys	Markets refuse	d/d Monthly
ICO	Data Protection fee	d/d Annually
NHDC	Rates	d/d 10 payments - yearly
NPK Holdings	Museum Rent	s/o Quarterly
OneBill Telecom	Telephone – Museum & Cave	d/d Monthly
PEAC Finance	Museum photocopier	d/d Quarterly
Plusnet Ltd	Internet Services - Museum	d/d Monthly
Public Works Loan Board	Market Place loan	d/d Half yearly
Redcare 5G	Telephone & broadband	d/d Monthly
Sage UK	Sage payroll & accounts	d/d Monthly
Royal Mail	Stamps	d/c As required
Veolia	Refuse	d/d Monthly
Wix.com	Cave website hosting	d/d Monthly