



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

31st August 2021

To all Members of the Finance Committee

Dear Councillor,

The next meeting of the Finance Committee will be held in the Heritage Hall, Town Hall, Royston, immediately following the Planning Committee meeting on Monday 6th September 2021 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.

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 an other declarable interest, which requires 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.

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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.

3. **Approval of the Finance Committee Minutes:**
To approve as a correct record the minutes of the Finance Committee meeting held on:
 - 26th July 2021 (minutes 98/22 to 106/22, copy enclosed).

4. **Minutes of Sub-Committees and Working Party Meetings:**
 - a) Members to receive the notes of the Cave Advisory sub-committee meeting held on 28th July 2021 into the workings of the Council (copy enclosed).
 - b) Members to receive the notes of the Cave Advisory sub-committee meeting held on 11th August 2021 into the workings of the Council (copy enclosed).

5. **Bank Reconciliation and Income and Expenditure:**
 - a) Members to receive and note the Bank Reconciliation for July 2021 (copy enclosed).
 - b) Members to receive and note the July 2021 Income and Expenditure report compared against budgets for 2021-2022 (copy enclosed).

6. **Accounts for Payment:**
 - a) To resolve to approve the July 2021 accounts for payment and the transfers between the Town Council accounts (copy enclosed).
 - b) To resolve to approve the August 2021 accounts for payment and the transfers between the Town Council accounts (copy enclosed).

7. **Request for Museum Tapestry Funding:**

Members are to resolve to approve expenditure of £2,534 from the earmarked Tapestry reserve to produce graphic panels for display in the museum and a booklet to highlight awareness of the Tapestry (report enclosed).

8. **Curatorial Support at Royston Museum:**

Members are to resolve to agree an extension to the contract to provide curatorial support for Royston Museum for a total of 25 days with an additional contingency of 5 days (report enclosed).

9. **Budget for costs associated with the conversion of the Museum to a CIO:**

Members are to resolve to approve a budget of £500 to cover the costs of DBS checks for the trustees and other trust formation costs.



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10. Councillors' reports on Town Council activities and as representatives on outside organisations:

Members to give oral reports on the outside organisations on which they represent Royston Town Council and any Town Council activities. (Please notify the Town Clerk, by 4pm on the last working day prior to the meeting, if you intend to give a report).

11. 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.

12. Staff Matters:

- a) Members are to resolve to approve the appointment of a part time finance assistant on 24 hours a week, SCP 8, £13,293 per annum pro rata (£20,494 per annum FTE).
- b) Members are to resolve to approve the appointment of an Assistant Town Clerk, full time, SCP 18 - £24,982 per annum rising to SCP 21 - £26,511 per annum when CiLCA qualified.
- c) Members are to resolve to approve the appointment of part time Cave guides, £37.50 per guiding session with additional hours at £12.50 for the 2021 season.

13. Allotments:

Members are to receive a verbal report on the search for an additional allotment site for Royston residents.

- a) Members are to resolve whether to undertake a feasibility study for new allotments.
- b) Members are to resolve to approve a budget for the feasibility study, if agreed.
- c) Members are to agree the next steps for the project.

Date of next meeting: 27th September 2021