



# ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC



6th December 2021

To all Members of the Finance Committee

Dear Councillor,

The next meeting of the Finance Committee will be held in the Hardwicke Hall, Town Hall, Royston, on Monday 13<sup>th</sup> December 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.

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- 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:
- 22<sup>nd</sup> November 2021 (minutes 194/22 to 205/22, copy enclosed).
- 4. Minutes of Sub-Committees and Working Party Meetings:**
- a) Members to receive the notes of the Cave Advisory sub-committee on 16<sup>th</sup> November 2021 into the workings of the Council (copy enclosed).
  - b) Members to receive the minutes of the Cave Trust Fund committee on 22<sup>nd</sup> November 2021 into the workings of the Council (copy enclosed).
  - c) Members to receive the notes of the Royston Markets Advisory sub-committee meeting held on 26<sup>th</sup> November 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 November 2021 (copy enclosed).
  - ii) Members to receive and note the November 2021 Income and Expenditure report compared against budgets for 2021-2022 (copy enclosed).
- 6. Accounts for Payment:**  
To resolve to approve the December 2021 accounts for payment and the transfers between the Town Council accounts (copy enclosed).
- 7. Hire Charges for Rooms and Halls:**  
Members to consider and approve the recommendation from the Budget Working party to increase room hire charges by 5% from 1<sup>st</sup> April 2022 (copy of proposed charges enclosed).
- 8. Allotment Rents:**  
Members to consider and approve the recommendation from the Budget Working Party to increase allotment rents, from 1<sup>st</sup> January 2023, to £57.75 per full plot for the following 12 months (current rent is £55 per full plot).
- 9. Cave entrance fees:**  
Members to consider and approve the recommendation from the Budget Working party to maintain the Cave entrance fees at the same level for the next 12 months; Adult £7, Concession £4, Child £2, Private Tour £120 and Youth Group Tour £40.



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**10. Draft Budget 2022-2023:**

Members to receive the draft budget for consideration and formulate a recommendation to Full Council (copy enclosed).

**11. Christmas Opening Hours:**

Members to note the Town Council opening hours over Christmas and New Year:  
Close 4pm on Wednesday 22<sup>nd</sup> December 2021, re-open 9am Wednesday 29<sup>th</sup> December 2021.  
Close 4pm on Friday 31<sup>st</sup> December 2021, re-open 9am 4<sup>th</sup> January 2022.

**12. 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 20 days (report enclosed).

**13. Markets Advisory sub-committee:**

- a) Members are to resolve to approve the revised terms of reference for the Markets Advisory sub-committee (copy enclosed).
- b) Members are to appoint one councillor to the Markets Advisory sub-committee.

**14. 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).

Date of next meeting: 24<sup>th</sup> January 2022