



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

11<sup>th</sup> October 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, on Monday 18<sup>th</sup> October 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:

- 27<sup>th</sup> September 2021 (minutes 150/22 to 158/22, copy enclosed).

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

- a) Members to receive the notes of the Royston Markets Advisory sub-committee meeting held on 24<sup>th</sup> September 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 September 2021 (copy enclosed).
- ii) Members to receive and note the September 2021 Income and Expenditure report compared against budgets for 2021-2022 (copy enclosed).

**6. Accounts for Payment:**

To resolve to approve the October 2021 accounts for payment (copy enclosed).

**7. HCC funding for the Queen's Green Canopy:**

Members are to decide whether to apply for the £350 grant from Herts County Council to purchase trees and plants for the Plantations.

**8. Authorisation of debit card purchase:**

Members are to resolve to approve the use of the debit card to purchase a new laptop for the museum for £1,650, the costs of which will be covered by a donation from the Friends of Royston Museum.

**9. Annual Review of the Effectiveness of the Internal Audit Controls:**

Members to appoint a working party of three Councillors to review the effectiveness of the Council's system of internal audit control.

**10. Museum staffing:**

- a) To receive an update about staffing at the museum.
- b) Members are to discuss the request to fund the appointment of a new Museum Curator/Development Manager for the Museum Trust from 1<sup>st</sup> January 2022 to 31<sup>st</sup> March 2022 (information enclosed).

**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 4pm on the previous working day).

**Date of next meeting: Monday 22<sup>nd</sup> November 2021**