



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

21st February 2022

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 28th February, 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.

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:

- 24th January 2022 (minutes 262/22 to 270/22, 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 25th January 2022 into the workings of the Council (copy enclosed).
- b) Members to receive the notes of the Markets Advisory sub-committee meeting held on 28th January 2022 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 January 2022 (copy enclosed).
- b) Members to receive and note the January 2022 Income and Expenditure report compared against budgets for 2021-2022 (copy enclosed).

6. Accounts for Payment:

To resolve to approve the February 2022 accounts for payment and the transfers between the Town Council accounts (copy enclosed).

7. Royston Cave:

Members to resolve to approve that the Royston Museum Trust takes over management responsibility for the cave for a trial period of 13 months from 1 March 2022 to 31 March 2023 (information enclosed).

8. Planter Maintenance:

Members to consider the recommendation from the General Purposes & Highways Committee to make a funding contribution towards the maintenance of the planters on the High Street of either:

- a) £500 for 2022/23 and £250 for 2023/24, or
- b) £750 for 2022/23.

(information enclosed).

9. Update on Council Properties:

Members to receive a verbal update on council properties from the Town Clerk.

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).



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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 Receptionist/Administration Assistant, for 25 hours a week, SCP 3 - £12,542 per annum pro rata (£18,562 per annum FTE).
- b) 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 2022 season.

Date of next meeting: 28th March 2022