



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

4th May 2023

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 15th May 2023, 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. This meeting may be recorded and livestreamed on YouTube.

Yours sincerely,

Caroline Mills

Town Clerk

AGENDA

1. To note the appointments of Chair and Vice-Chair of the committee by Full Council for the ensuing year.
2. To receive apologies for absence.
3. To note the Council's Resolution as to the Delegation of Powers and Duties to the Committee.
4. To note the committee's Terms of Reference.
5. Approval of Finance Committee Minutes: To approve as a correct record the minutes of the Finance committee meeting held on 24th April 2023 (minutes 395/23 to 404/23, copy enclosed).
6. Cave Advisory Sub-Committee
 - To appoint 3 Members to serve on the Cave Advisory Sub-Committee for the ensuing year.
 - To approve the Terms of Reference (copy attached).
7. Events Working Party
 - To appoint 6 Members to serve on the Events Working Party for the ensuing year.
 - To approve the Terms of Reference (copy attached).
8. Markets Advisory Sub-Committee
 - To appoint 4 members to serve on the Markets Advisory Sub-Committee for the ensuing year.
 - To approve the Terms of Reference (copy attached).

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9. Human Resources Working Party
 - To appoint 4 members to serve on the Human Resources Working Party.
 - To approve the Terms of Reference (copy attached).
10. Senior Committee Working Party:
 - To appoint 3 members to serve on the Senior Committee Working Party.
 - To approve the terms of reference for the Senior Committee Working Party (copy attached)
11. Mayor's Community Trust Fund Committee
 - To appoint the Town Mayor, Deputy Mayor, Chair of Finance, Vice Chair of Finance, the previous Mayor and the Town Clerk as Trustees to serve on the Mayor's Community Trust Fund Committee for the ensuing year.
12. 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.
13. Royston Cave Trust Fund Committee
 - To appoint the Town Mayor, 2 Members and the Town Clerk as Trustees of the Royston Cave Trust Fund.
14. Cinema Working Party
 - To appoint 5 members to serve on the Cinema Working Party.
 - To approve the terms of reference for the Cinema Working Party (copy attached).
15. To approve and adopt the Financial Regulations (copy enclosed).
16. 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)
 - National Association of British Markets Authorities (NABMA)
 - Data Protection - ICO
 - The National Allotment Society
 - Avalon Software (Booking system)
 - Vision ICT (Website and email hosting)
 - Breakthrough Communications
 - Microsoft 365
 - Zoom
17. To approve the Direct Debit and Standing Order payments for the ensuing year (copy attached).

Date of next meeting: 26th June 2023



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Agenda Item 6

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

- a) The Committee shall consist of the following:-
Three Members of Royston Town Council, one of whom must also be a Cave Trustee, and one of whom must also be a trustee of the Royston Museum Trust CIO (to ensure communication across interested parties), the Cave Manager and an RTC officer.
- 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, the Cave Manager and an RTC officer will constitute a quorum for meetings.
- e) Membership of the Committee is established at the Annual Meeting of the Town Council. 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:
 - Deal with the day to day matters regarding Royston Cave.
 - Advise the Council on matters that arise that may require investigation or funding.
 - Approve expenditure within agreed budgets.

Agenda item 7

Terms of reference for the Events Working Party –

- a) The working party shall consist of a minimum of six members of Royston Town Council.
- b) The aim of the working party is to investigate, make all preparations for and run events including the Annual May Fayre, Remembrance Day, Royston Christmas Lights and other events that may be agreed from time to time.
- c) The committee must ensure that all licence and legal requirements are adhered to. Licence and other applications can only be submitted by an officer of the council.
- d) The parent committee is the Royston Town Council Finance committee.
- e) A minimum of three Members and an RTC officer will constitute a quorum for meetings.
- f) Non-members can be invited to join the working party.
- g) At the first meeting of the working party, members of the working party shall elect a Chair for the term.



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The Chair must be a member of Royston Town Council. In the event that the Chair retires mid-term they shall again elect a Chair from the councillors within their numbers.

- h) 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 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.
- i) 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.
- j) Budgets are allocated annually for the May Fayre, Remembrance Day and the Christmas Lights. Working party members can approve expenditure within agreed budgets. If grants are received or earmarked reserves are held for specific events then the members can also approve expenditure within these limits. Budgets must solely be used for the event to which they are allocated and no others.
- k) If the working party wishes to put on any other events, a proposal must be submitted to the Finance Committee for approval accompanied by all required costings and quotes as determined in the council's Financial Regulations.

Agenda item 8

Terms of reference for the Markets advisory sub-committee –

- a) The Committee shall consist of the following:-
Four 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:
 - Consider all matters relating to the operation of the market and to make any recommendations to the Finance Committee.
 - Approve expenditure within agreed budgets.



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Agenda item 9

Terms of reference for the Human Resources Working Party –

- a) The Committee shall consist of four Members of Royston Town Council.
- b) A quorum will be three Members.
- c) The aim of the sub-committee is to oversee and advise the Council on 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) All members must act impartially and comply with statutory obligations.
- j) Specifically, this committee has the delegated authority to:
 - To manage all elements of recruitment to the posts of Town Clerk, Assistant/Deputy Town Clerk and Market Manager. The committee will be responsible for advertising the vacancy, short listing applicants, conducting interviews and deciding the outcome of the recruitment process. Full Council has to approve the appointment of the Town Clerk. Recruitment of subordinate posts will be managed by the Town Clerk and the relevant line manager.
 - 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.
 - 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 on matters relating to HR issues, ensuring that full and open discussions have taken place with staff & Members as required.
 - To regularly review employment policies to ensure that they meet current legislation.
 - To consider training and professional development for staff & Members, as appropriate, and within the agreed budget.
 - Handle complaints received under the Council's complaints policy.

Agenda item 10

Terms of reference for the Senior Committee Working Party –

- a) The working party shall consist of three members of Royston Town Council.
- b) The aim of the working party is to investigate, obtain permission for, make all preparations for and run events for the older generation in Royston.



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- c) The committee must ensure that all licence and legal requirements are adhered to. Licence and other applications can only be submitted by an officer of the council.
- d) The parent committee is the Royston Town Council Finance committee.
- e) A minimum of two Councillors and three non-councillors will constitute a quorum for meetings.
- f) Non-members will be invited to join the working party.
- g) At the first meeting of the working party, a Chair will be elected for the term. The Chair must be a member of Royston Town Council. In the event that the Chair retires mid-term, again a Chair will be elected from the councillors within their numbers.
- h) 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 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.
- i) 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.
- j) A budget will be allocated annually to the committee to cover all events arranged by the Working Party for the older generation. This will include Silver Sunday if the event continues. Working party members must request funding for specific events from the allocated budget from the Finance Committee. Proposals must be submitted to the Finance Committee for consideration and must include full costings and quotes as determined in the council's Financial Regulations.

Agenda Item 14

Terms of reference for the cinema working party –

- a) The working party shall consist of five Members of Royston Town Council and one officer.
- b) The aim of the working party is to oversee and advise the Council on all matters relating to Royston Picture Palace cinema and liaise with other interested parties.
- c) The parent committee is the Royston Town Council Finance committee.
- d) A minimum of three Members and an officer will constitute a quorum for meetings.
- e) Non-members can be invited to join the committee.
- f) At the first meeting of the Committee, 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 a 'Working Party', public notice of 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/Finance Committee save as are delegated necessary to act in that capacity.
- i) No budget has been allocated to the working party.
- j) Specifically, this committee has the delegated authority to:



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- To consider all matters relating to the operation of the Royston Picture Palace cinema and to make any recommendations to the Finance Committee.

Agenda Item 17

ROYSTON TOWN COUNCIL – Direct Debits, Standing Orders and Automatic payments 2023/2024

<u>Payee</u>		<u>Frequency</u>
Barclays Bank	Salaries	BACS Monthly
Barclays Bank	Payflow charges	d/d Monthly
Cawleys	Markets refuse	d/d Monthly
Hello Telecom	Telephone & broadband	d/d Monthly
ICO	Data Protection fee	d/d Annually
Microsoft	Annual subscription - 365	d/c Annual
NHDC	Rates	d/d 10 monthly payments
OneBill Telecom	Telephone - Cave	d/d Monthly
PEAC Finance	Admin photocopier	d/d Quarterly
Public Works Loan Board	Market Place loan	d/d Half yearly
Royston Museum Trust	Cave management	s/o Monthly
Sage UK	Sage payroll & accounts	d/d Monthly
Veolia	Refuse	d/d Monthly
Wix.com	Cave website hosting	d/d Monthly