



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

13th May 2024

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 20th May 2024**, 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 29th April 2024 (minutes 367/24 to 376/24, copy enclosed).
6. Cave Advisory Sub-Committee
 - To resolve to appoint 3 Members to serve on the Cave Advisory Sub-Committee for the ensuing year - Councillors Beardwell, Inwood and Rees.
 - To approve the terms of reference (copy attached).
7. Markets Advisory Sub-Committee
 - To resolve to appoint 4 members to serve on the Markets Advisory Sub-Committee for the ensuing year - Councillors Antony, Brown, Harrison and Rees.
 - To approve the terms of reference (copy attached).
8. Allotments Advisory Sub-Committee
 - To resolve to appoint 4 members to serve on the Allotments Advisory Sub-Committee for the ensuing year – Councillors Adams, Brown, Freeman and Lockett.
 - To approve the terms of reference (copy attached).



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9. Events Advisory Sub-Committee
 - To resolve to appoint 6 Members to serve on the Events Advisory Sub-Committee for the ensuing year – Councillors Antony, Beardwell, Freeman, Harrison, Jani and Rees.
 - To approve the terms of reference (copy attached).
10. Human Resources Sub-committee
 - To resolve to appoint 4 members to serve on the Human Resources Sub-Committee for the ensuing year- Councillor Rees (Chair) and Councillors Antony, Compton and Harrison.
 - To approve the terms of reference (copy attached).
11. Cinema Working Party
 - To resolve to appoint 5 members to serve on the Cinema Working Party for the ensuing year – Councillors Antony, Brown, Harrison, Lockett and Squire-Smith.
 - To approve the terms of reference (copy attached).
12. Mayor's Community Trust Fund Committee
 - To resolve to appoint the Town Mayor, Deputy Mayor, Vice Chair of Finance, the previous Mayor, Former Mayor and the Town Clerk as Trustees to serve on the Mayor's Community Trust Fund Committee for the ensuing year.
13. Leete Charity Trust Fund Committee
 - To resolve to appoint the Town Mayor and Councillors Antony, Harrison and Inwood to serve on the Leete Charity Committee for the ensuing year.
14. Royston Cave Trust Fund Committee
 - To resolve to appoint the Town Mayor and Councillors Beardwell and Harrison and the Town Clerk as Trustees of the Royston Cave Trust Fund.
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).



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Date of next meeting: 24th June 2024

Agenda Item 6

Terms of reference for the Royston Cave Advisory Sub-Committee –

- a) The Sub-Committee shall consist of three Members of Royston Town Council and the Cave Manager.
- 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 and the Cave 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. Non-councillors do not have voting rights.
- f) At the first meeting of the Sub-Committee following the Annual Meeting of the Finance Committee, members shall elect a Chair for the term. If the Chair retires mid-term they shall again elect a Chair from within their numbers.
- g) Meetings will be called as necessary 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 Royston Cave and make any relevant recommendations to the Finance Committee.
 - Advise the Council on matters that arise that may require investigation or funding.

Agenda item 7

Terms of reference for the Markets Advisory Sub-Committee –

- a) The Sub-Committee shall consist of 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. Non-councillors do not have voting rights.
- f) At the first meeting of the Sub-Committee following the Annual Meeting of the Finance Committee, members shall elect a Chair for the term. The Chair must be a Member of Royston Town Council. If the Chair retires mid-term they shall again elect a Chair from within their numbers.
- g) Meetings will be called as necessary 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



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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 make any relevant recommendations to the Finance Committee.

Agenda Item 8

Terms of reference for the Allotments Advisory Sub-Committee –

- a) The Sub-Committee shall consist of four Members of Royston Town Council and an RTC officer.
- b) A representative from the RAGA committee and a representative from other plot holders will be invited to attend.
- c) Meetings will be held quarterly in the evenings via Zoom to allow all members to participate.
- d) The aim of the sub-committee is to oversee and advise the Council on all matters relating to the Allotments and to consult with interested parties.
- e) The parent committee is the Royston Town Council Finance committee.
- f) A minimum of three Members, an RTC officer and at least one representative from the allotment associations will constitute a quorum for meetings.
- g) Membership of the Committee is established at the Annual Meeting of the Finance Committee. Non-members can be invited to join the committee. Non-councillors do not have voting rights.
- h) At the first meeting of the Sub-Committee following the Annual Meeting of the Finance Committee, members shall elect a Chair for the term. The Chair must be a Member of Royston Town Council. If the Chair retires mid-term they shall again elect a Chair from within their numbers.
- i) Meetings will be called as necessary 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.
- j) 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.
- k) Specifically, this committee has the delegated authority to:
 - Deal with the day to day matters regarding allotments.
 - Approve work on site within the agreed annual expenditure budget for the allotments.
 - Advise the Council on matters that arise which may require investigation or funding from the earmarked reserves.
 - Review draft policies, procedures and agreements relating to the allotments including (but not limited to): tenancy, plot sharing, the waiting list, procedure on death of a tenant, rules and



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regulations. All documents will need to be submitted to Full Council or the Finance Committee for approval.

- Formulate a recommendation to the budget working party in October annually, on the level of increase of rent for the next financial year. Future expenditure and current levels of reserves should be considered, and justification must be provided.
- Provide support to the volunteer organisations.

Agenda item 9

Terms of reference for the Events Advisory Sub-committee –

- a) The Sub-Committee shall consist of a minimum of six Members of Royston Town Council.
- b) The aim of the Sub-Committee 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 Sub-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 Sub-Committee. Non-councillors do not have voting rights.
- g) At the first meeting of the Sub-Committee, members shall elect a Chair for the term. The Chair must be a member of Royston Town Council. If the Chair retires mid-term they shall again elect a Chair from the councillors within their numbers.
- h) Meetings will be called as necessary 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. 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 Sub-Committee may appoint working parties as appropriate. Working parties are not permitted to approve any expenditure and must report back to the Sub-Committee for appropriate authorisation.
- j) The Sub-Committee may only use the resources as delegated by Full Council/Finance Committee and has no mandate to make decisions on behalf of the Council.
- k) Budgets are allocated annually for the May Fayre, Remembrance Day, Senior events (including Silver Sunday) and the Christmas Lights. Sub-Committee members can approve expenditure within agreed annual 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.
- l) If the Sub-Committee wishes to put on any events, other than those listed above, 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.



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Agenda item 10

Terms of reference for the Human Resources Sub-Committee –

- a) The Sub-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 Finance Committee.
- f) If the Chair retires mid-term they shall elect a Chair from within their numbers.
- g) Meetings will be called as necessary 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 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 11

Terms of reference for the Cinema Working Party –

- a) The working party shall consist of five Members of Royston Town Council.
- 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 four Members will constitute a quorum for meetings.



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- e) Non-members can be invited to join the working party. Non-councillors do not have voting rights.
- f) At the first meeting of the working party after the Annual Meeting of the Finance Committee, members shall elect a Chair for the term. The Chair must be a Member of Royston Town Council. If the Chair retires mid-term, again a Chair will be elected from the councillors within their numbers.
- g) Meetings will be called as necessary 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.
- i) No budget has been allocated to the working party.
- j) Specifically, this committee has the delegated authority to:
 - To consider all matters relating to the operation of the Royston Picture Palace cinema and to make any recommendations to the Finance Committee or Full Council.

Agenda Item 17

ROYSTON TOWN COUNCIL – Direct Debits, Standing Orders and Annual auto payments 2024/2025

<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
NHC	Rates	d/d	10 monthly payments
Daisy Communications	Telephone - Cave	d/d	Monthly
PEAC Finance	Admin photocopier	d/d	Quarterly
Public Works Loan Board	Market Place loan	d/d	Half yearly
Sage UK	Sage payroll & accounts	d/d	Monthly
Veolia	Refuse	d/d	Monthly
Wix.com	Cave website hosting	d/d	Monthly
Octopus Energy Ltd	Gas & electric (all sites)	d/d	Monthly
Telecoms World	MHR CCTV broadband	d/d	Monthly
Zoom	Annual subscription	d/c	Annual
HAPTC/NALC	Membership	BACS	Annual
SLCC	Membership	BACS	Annual
NABMA	Membership	BACS	Annual
The National Allotment Society	Membership	BACS	Annual
Avalon Software	Booking system support	BACS	Annual
Vision ICT	Website and Email hosting	BACS	Annual
Breakthrough Communications	Council Hive Pro (GDPR)	BACS	Annual