



# ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

18<sup>th</sup> February 2025

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 24<sup>th</sup> February 2025, 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

### **Climate and Biodiversity Emergency:**

Chair to remind Members to be mindful of the climate and biodiversity emergency declared by Royston Town Council when making decisions on behalf of the council.

### **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 Chair 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.

**2.2** 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> January 2025 (minutes 275/25 to 284/25, copy enclosed).

**4. Bank Reconciliation and Income and Expenditure:**

- i) Members to receive and note the Bank Reconciliation for January 2025 (copy enclosed).
- ii) Members to receive and note the January 2025 Income and Expenditure report compared against budgets for 2024-2025 (copy enclosed).

**5. Accounts for Payment:**

To resolve to approve the February 2025 accounts for payment and the transfers between the Town Council accounts (copy enclosed).

**6. 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.

**7. Staff matters:**

- 1a. To approve the appointment of five Cave Guides on fixed term contracts from 5<sup>th</sup> April 2025 to 31<sup>st</sup> December 2025 at a rate of £47.25 per standard guiding session (3.5 hours).
- 1b. To approve the appointment of a permanent Cave Guide who will also provide holiday and sickness cover for the Cave Manager at a rate of £13.50 per hour.
2. To receive a verbal update on staff matters from the Chair of HR. Items for noting only.

Date of next meeting: 31<sup>st</sup> March 2025