



# ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

18<sup>th</sup> March 2024

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 25<sup>th</sup> March 2024, 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, 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.

**Town Hall, Melbourn Street, Royston, Herts., SG8 7DA**

**Tel: 01763 245484 Fax: 01763 248016 Email: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)**



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- 2.3 To grant any requests for dispensation as appropriate.
3. **Approval of the Finance Committee Minutes:**  
To approve as a correct record the minutes of the Finance committee meeting held on:
- 26<sup>th</sup> February 2024 (minutes 301/24 to 311/24, copy already circulated).
4. **Minutes of Sub-Committees and Working Party Meetings:**
- a) Members to receive the notes of the Cinema Working Party meeting held on 22<sup>nd</sup> February 2024 into the workings of the council (copy enclosed)
  - b) Members to receive the notes of the Events Working Party meetings held on 8<sup>th</sup> February and 5<sup>th</sup> March 2024 into the workings of the council (copies enclosed)
  - c) Members to receive the notes of the Markets Advisory sub-committee meeting held on 29<sup>th</sup> February 2024 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 February 2024 (copy enclosed).
  - ii) Members to receive and note the February 2024 Income and Expenditure report compared against budgets for 2023-2024 (copy enclosed).
6. **Accounts for Payment:**  
To resolve to approve the March 2024 accounts for payment and the transfers between the Town Council accounts (copy enclosed).
7. **Plantations Tree survey:**  
Members are to:
- a) Receive and note the tree survey conducted on 26<sup>th</sup> February 2024 (copy enclosed).
  - b) Resolve to agree to publish the full tree survey on the Town Council's website.
8. **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).
9. **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.



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**10. Staff matters:**

- a) Members are to resolve to approve the appointment of five Cave Guides on fixed term contracts from 6<sup>th</sup> April 2024 to 31<sup>st</sup> December 2024 at a rate of £40.50 per standard guiding session and £13.50 per hour for other Cave duties.
- b) Members are to resolve to increase the salaries of the Caretakers to £11.50 per hour for weekdays and £13.00 per hour for weekends and increase the salary of the Market Assistant to £12.00 per hour for weekdays and £13.50 per hour for weekends from 1<sup>st</sup> April 2024. This is in line with National Minimum Wage legislation.

Date of next meeting: 29<sup>th</sup> April 2024