



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

18th September 2023

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 25th September, 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

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.

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:

- 31st July 2023 (minutes 113/24 to 124/24, copy already circulated).

4. Minutes of Sub-Committees and Working Party Meetings:

- a) Members to receive the notes of the Cinema Working Party meetings held on 5th and 12th September 2023 into the workings of the council (copies enclosed).
- b) Members to receive the notes of the Events Working Party meeting held on 11th September 2023 into the workings of the council (copy enclosed).

5. Bank Reconciliation and Income and Expenditure:

- i) Members to receive and note the Bank Reconciliations for July 2023 and August 2023 (copies enclosed).
- ii) Members to receive and note the July and August 2023 Income and Expenditure reports compared against budgets for 2023-2024 (copy enclosed).

6. Accounts for Payment:

- a) To resolve to approve the August 2023 and September 2023 accounts for payment and the transfers between the Town Council accounts (copy enclosed).

7. Allotments Advisory Sub-Committee:

- a) To resolve to agree to set up an Allotments Advisory Sub-Committee and appoint four members to the Sub-Committee.
- b) To resolve to approve the terms of reference for the Allotments Advisory Sub-Committee (copy enclosed).

8. Community Consultation 2023/2024:

Members are to resolve to agree a budget of £3,000 for the Communications Working Party to carry out a community consultation (information enclosed).

9. Budget Working Party:

To resolve to appoint 4 Members to a working party to discuss and prepare the budget for the year 2024-2025. These meetings would take place during the daytime starting late October/early November 2023.

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).

Date of next meeting: 30th October 2023