



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

19th June 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 26th June, 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.

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- 2.2 Town Clerk to receive written requests for dispensations for interests.
- 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:
- 15th May 2023 (minutes 26/24 to 42/24, copy already circulated).
4. **Minutes of Sub-Committees and Working Party Meetings:**
- a) Members to receive the notes of the Senior Committee Working Party meetings held on 19th April 2023 and 17th May 2023 into the workings of the council (copies enclosed).
 - b) Members to receive the notes of the Cinema Working Party meetings held on 17th May 2023, 25th May 2023 and 12th June 2023 into the workings of the council (copies enclosed).
 - c) Members to receive the notes of the Royston Cave Advisory Sub-committee meeting held on 23rd May 2023 into the workings of the council (copy enclosed).
 - d) Members to receive the notes of the Events Working Party meeting held on 5th June 2023 into the workings of the council (copy enclosed)
5. **5. Bank Reconciliation and Income and Expenditure:**
- A) Year End 2022-2023
- i) Members to receive and approve the Bank Reconciliation for the Year Ended 31st March 2023 (copy enclosed).
 - ii) Members to receive and approve the Year End Income and Expenditure report compared against budgets for 2022-2023 and accompanying notes (copies enclosed).
 - iii) Members to resolve to approve the earmarked funds from 2022-2023 to be included in the General Reserves carried forward (copy enclosed).
- B) Current Year 2023-2024
- i) Members to receive and note the Bank Reconciliations for April and May 2023 (copies enclosed).
 - ii) Members to receive and note the April and May 2023 Income and Expenditure reports compared against budgets for 2023-2024 (copy enclosed).
6. **Accounts for Payment:**
To resolve to approve the May and June 2023 accounts for payment and the transfers between the Town Council accounts (copy enclosed).
7. **Memory Lane Event:**
Members are to resolve to approve expenditure of up to £325 from the Senior Committee budget to host a Seniors Memory Lane event (information enclosed).



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8. Events Working Party:

Members are to resolve to appoint one member to the Events Working Party.

9. Royston Cave Fees:

- a) Members are to resolve to agree the discounted price for private tours for registered charities and community groups within Royston (information enclosed).
- b) Members are to resolve to agree the outreach talk pricing structure (information enclosed).

10. Town Crier Newsletter 2023/2024:

Members are to resolve to agree to increase the budget for the Town Crier newsletter from £2,500 to £2,900 for the Civic year 2023/2024 (information enclosed). The additional costs will be taken from reserves.

11. Allotments tenancy agreements:

Members are to:

- a) resolve to allow a spouse to be added to an allotments tenancy agreement at the initial application stage only, with proof of identity and address, and make applicants aware that this is only a possibility at this time.
- b) resolve to add the following clause recommended by the legal adviser:
4. (iv) If the tenancy is a joint tenancy, if one tenant passes away or leaves, the tenancy will become a sole tenancy for the remaining tenant.

12. 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).

13. 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.

14. Replacement of two first floor windows at the Town Hall:

Members are to receive and consider the quotations for the replacement of two first floor windows at the Town Hall (report, information and quotations enclosed).

Date of next meeting: 31st July 2023