



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

20th February 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 27th February, 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 Chairman 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.

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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.

3. **Approval of the Finance Committee Minutes:**
To approve as a correct record the minutes of the Finance Committee meeting held on:
 - 30th January 2023 (minutes 295/23 to 306/23, copy enclosed).

4. **Minutes of Sub-Committees and Working Party Meetings:**
 - a) Members to receive the notes of the Royston Cave Advisory Sub-Committee Meeting held on 24th January 2023 into the workings of the council (copy enclosed).
 - b) Members to receive the notes of the Events Working Party held on 26th January 2023 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 January 2023 (copy enclosed).
 - ii) Members to receive and note the January 2023 Income and Expenditure report compared against budgets for 2022-2023 (copy enclosed).

6. **Accounts for Payment:**
To resolve to approve the February 2023 accounts for payment and the transfers between the Town Council accounts (copy enclosed).

7. **Markets Advisory Sub-Committee:**
Members to resolve to appoint one member to the Markets Advisory Sub-Committee. These meetings are held during the daytime.

8. **Events Working Party:**
Members to resolve to appoint one member to the Events Working Party. These meetings are held sometimes in the daytime and sometimes in the evenings.

9. **Business continuity for Royston market:**
Members are to resolve to agree that Market Hill Rooms can be used as an alternative venue for the market should weather conditions mean that the market has to be cancelled on the Market Place. This is subject to the venue not already being booked for an alternative event (information enclosed).
Members are to resolve to agree that standard pitch fees should be charged to traders on these occasions.



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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).

11. 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.

12. Market Hill Rooms Kitchen refurbishment:

Members are to receive and consider the tenders for refurbishment work at Market Hill Rooms, including kitchen installation and boiler replacement (report, information and tenders enclosed). Expenditure will be taken from general reserves.

Members are to resolve to suspend financial regulations for the approval of the building refurbishment works as it has only been possible to acquire two tenders for the project within the required timescale.

13. Staff Matters:

- a) Members are to resolve to approve the appointment of a Part Time Market Assistant, for 20 hours a week, at £11.00 per hour on weekdays and £12.50 per hour on weekends.
- b) Members are to resolve to approve the appointment of four part-time Cave guides, £37.50 per guiding session with additional hours at £12.50 for the 2023 season.

Date of next meeting: 27th March 2023