



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

20th November 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 November, 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.

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

Tel: 01763 245484 Email: town.clerk@roystontowncouncil.gov.uk



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

- 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 October 2023 (minutes 180/24 to 195/24, copy enclosed).
4. **Minutes of Sub-Committees and Working Party Meetings:**
- a) Members to receive the notes of the Senior Committee Working Party meeting held on 18th October 2023 into the workings of the council (copy enclosed).
 - b) Members to receive the notes of the Cinema Working Party meetings held on 31st October 2023 and 15th November 2023 into the workings of the council (copies enclosed).
5. **Bank Reconciliation and Income and Expenditure:**
- i) Members to receive and note the Bank Reconciliation for October 2023 (copy enclosed).
 - ii) Members to receive and note the October 2023 Income and Expenditure report compared against budgets for 2023-2024 (copy enclosed).
6. **Accounts for Payment:**
To resolve to approve the November 2023 accounts for payment and the transfers between the Town Council accounts (copy enclosed).
7. **Loan of May Fayre cups to other community organisations for events:**
Members are to resolve to agree:
- a) the implementation of the loan scheme for reusable cups
 - b) the wording of the form and terms and conditions (information enclosed).
8. **Hire Charges for Rooms and Halls:**
Members are to consider and approve the recommendation from the Budget Working Party to increase room hire charges by 5% (rounded) from 1st April 2024 (copy of proposed charges enclosed).
9. **Allotment Rents:**
Members to consider and approve the recommendation from the Budget Working Party to maintain allotment rents at the same level as 2024, from 1st January 2025, £12 per pole, £60 per full plot for the following 12 months.
10. **Cave Entrance Fees:**
Members to consider and approve the recommendation from the Budget Working Party regarding Cave entrance fees for the next 12 months; £10 Adult (16+), £8 Concession (60+, students), £4 Child (3-15), Under 3 Free, £150 private tour (up to 15 people and 1 hour) and Youth group tour £60 (up to 15 people and 30 minutes).



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

11. Staff salaries:

Members are to note that the National Employers and the Trade Unions have agreed a pay rise for the current year which will be backdated to 1st April 2023, and resolve to agree the proposals as follows:

- with effect from 1 April 2023, an increase of £1,925 on all NJC pay points 2 and above
- NJC pay point 1 is deleted from the scale

Pay increases will be implemented as soon as possible and arrears will be paid.

12. Draft Budget 2024-2025:

Members to receive the draft budget for consideration and formulate a recommendation to Full Council (copy enclosed).

13. 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).

14. 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.

15. Management of the Cave:

Members are to discuss the future management of Royston Cave and decide whether to enter into a new agreement with the Museum Trust or bring the management back in house (information enclosed).

Date of next meeting: 18th December 2023