



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

21st November 2022

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 28th 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:

Chairman 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.

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:
- 31st October 2022 (minutes 196/23 to 207/23, copy already circulated).
4. **Minutes of Sub-Committees and Working Party Meetings:**
Members to receive the notes of the Events Working Party held on 31st October 2022 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 October 2022 (copy enclosed).
 - ii) Members to receive and note the October 2022 Income and Expenditure report compared against budgets for 2022-2023 (copy enclosed).
6. **Accounts for Payment:**
To resolve to approve the November 2022 accounts for payment and the transfers between The Town Council accounts (copy enclosed).
7. **Replacement of Town Council Noticeboards:**
Members are to resolve to agree the purchase and installation of 5 outdoor noticeboards at a total cost of £5,801.64 as recommended for various locations in Royston (information enclosed).
8. **Allotment Rents:**
Members to consider and approve the recommendation from the Budget Working Party to increase allotment rents, from 1st January 2024, to £12 per pole, £60 per full plot for the following 12 months.
9. **Hire Charges for Rooms and Halls:**
Members to consider and approve the recommendation from the Budget Working Party to increase room hire charges from 1st April 2023 (copy of proposed charges enclosed).
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; £8 Adult (16+), £6 Concession (60+, students), £2 Child (3-15), Under 3 Free (Note Under 3 free rather than Under 5 as before), £120 private tour (up to 15 people) and Youth group tour £50 (up to 15 people and 30 minutes)



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11. Draft Budget 2023-2024:

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

12. Christmas Opening Hours:

Members to note the Town Council opening hours over Christmas and New Year:
Close 3pm on Friday 23rd December 2022, re-open 9am Friday 30th December 2022.
Close 4pm on Friday 30th December 2022, re-open 9am 3rd January 2023.

13. Staff Matters:

Members are to resolve to approve the appointment of three part time cleaners/caretakers, £10.50 per hour weekdays/£12.00 per hour weekends.

14. 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 January 2023