



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

23rd October 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 30th October, 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:
 - 25th September 2023 (minutes 154/24 to 164/24, 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 6th September 2023 into the workings of the council (copy enclosed)
 - b) Members to receive the notes of the Markets Advisory Sub-Committee meeting held on 14th September 2023 into the workings of the council (copy enclosed)
 - c) Members to receive the notes of the Cave Advisory Sub-Committee meeting held on 26th September 2023 into the workings of the council (copy enclosed)
 - d) Members to receive the notes of the Events Working Party meeting held on 16th October 2023 into the workings of the council (copy enclosed)
 - e) Members to receive the notes of the Cinema Working Party meeting held on 18th October 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 September 2023 (copy enclosed).
 - ii) Members to receive and note the September 2023 Income and Expenditure report compared against budgets for 2023-2024 (copy enclosed).
6. **Accounts for Payment:**
To resolve to approve the October 2023 accounts for payment and the transfers between the Town Council accounts (copy enclosed).
7. **Annual Review of the Effectiveness of the Internal Audit Controls:**
Members to appoint a working party of Councillors to review the effectiveness of the Council's system of internal audit control.
8. **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).
9. **Royston Picture Palace:**
Members are to resolve that the council waives hall hire costs for cinema showings until the 31st December 2023 (information enclosed).



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10. Royston First BID:

Members are to resolve whether to vote Yes or No to the Royston First BID ballot to grant them another five year term (information enclosed).

11. Royston Town Council Community Consultation:

Members are asked to approve an increase of £1,000 to the budget for the Community Consultation (information enclosed).

12. Sponsorship of Christmas Lights Switch-on:

Members are asked to approve a donation of £500 to Royston First to cover the cost of kids' entertainers at the Christmas Lights Switch-On (information enclosed).

13. North Herts Council uncontested elections fee:

Members are to resolve to agree a response to the proposal by North Herts Council to introduce an uncontested election fee (information enclosed).

14. Flags:

Members are to resolve to:

1. Purchase French & Spanish flags
2. Agree on a supplier and quality of flags
3. Fly the relevant flag in the Großalmerode gardens in accordance with North Herts Council policy during visits from our twin towns (information enclosed).

15. 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: Monday 27th November 2023