



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

23rd September 2024

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 September 2024, 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.

2.2 Town Clerk to receive written requests for dispensations for interests.

2.3 To grant any requests for dispensation as appropriate.

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

3. **Approval of the Finance Committee Minutes:**

To approve as a correct record the minutes of the Finance Committee meeting held on:

- 29th July 2024 (minutes 108/25 to 117/25, copy already circulated).

4. **Minutes of Sub-Committees and Working Party Meetings:**

- a) Members to receive the notes of the Markets Advisory Sub-committee meeting held on 18th July 2024 into the workings of the council (copy enclosed).
- b) Members to receive the notes of the Cinema Working Party meeting held on 24th July 2024 into the workings of the council (copy enclosed).
- c) Members to receive the notes of the Events Advisory Sub-committee meeting held on 13th August 2024 into the workings of the council (copy enclosed).
- d) Members to receive the notes of the Cave Advisory Sub-committee meeting held on 28th August 2024 into the workings of the council (copy enclosed).
- e) Members to receive the notes of the Allotments Advisory Sub-committee meeting held on 10th September 2024 into the workings of the council (copy enclosed).

5. **Bank Reconciliation and Income and Expenditure:**

- i) Members to receive and note the Bank Reconciliations for July 2024 and August 2024 (copies enclosed).
- ii) Members to receive and note the July 2024 and August 2024 Income and Expenditure reports compared against budgets for 2024-2025 (copy enclosed).

6. **Accounts for Payment:**

To resolve to approve the August and September 2024 accounts for payment and the transfers between the Town Council accounts (copy enclosed).

7. **Budget Working Party:**

To resolve to appoint 4 Members to a working party to discuss and prepare the budget for the year 2025-2026. These meetings would take place during the daytime starting late October/early November 2024.

8. **Green Street Allotments:**

- a) Policy for sharing and succession of plots: Members are to resolve to approve the Policy for Sharing and Succession of Allotments and the co-worker agreement (information enclosed).
- b) Updated tenancy agreement: Members are to resolve to approve the amended Tenancy Agreement (information enclosed).
- c) Amnesty: Members are to resolve to approve an amnesty from 1st October 2024 to 31st December 2024 for current tenants to add a joint tenant to their agreement subject to the required proof of address and identity being submitted.



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

9. Royston Picture Palace Website:

Members are to resolve to:

- a) Request transfer of the Royston Picture Palace website domain name, Facebook account and Instagram account login details from Saffron Screen for a cost of £50 (information enclosed).
- b) Retain the Royston Picture Palace website domain name at a cost of £9.49 per year (information enclosed).
- c) Secure the services of the website creator to upgrade and manage the website for an annual cost of £200 (information enclosed).

10. Royston Picture Palace Equipment:

Members are to resolve to instruct officers to investigate the possibility of securing the cinema equipment whether by outright purchase or a leasing arrangement, taking into account the current value, future costs and remedial works required (information enclosed).

11. Royston Picture Palace Manager:

Members are to resolve to instruct officers to investigate the feasibility and costs to appoint a Cinema Manager (information enclosed).

12. Royston Picture Palace legal advice:

Members are to resolve to:

- a) Grant permission for a summary of the legal advice to be released to non-Councillor members of the Cinema WP (information enclosed).
- b) Approve expenditure of up to £750 to pay for a summary of the legal advice to be provided.

13. Staff Matters:

Members are to resolve to approve the appointment of a part-time caretaker at a rate of £11.50 per hour for weekdays and £13.50 per hour for 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: 28th October 2024