



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

24th October 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 31st 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:

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](#).

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

Tel/Answerphone: 01763 245484 Fax: 01763 248016

Email: town.clerk@roystontowncouncil.gov.uk



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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:
- 26th September 2022 (minutes 162/23 to 174/23, copy enclosed).
4. **Minutes of Sub-Committees and Working Party Meetings:**
Members to receive the notes of the Royston Markets Advisory sub-committee held on 6th 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 September 2022 (copy enclosed).
 - ii) Members to receive and note the September 2022 Income and Expenditure report compared against budgets for 2022-2023 (copy enclosed).
6. **Accounts for Payment:**
To resolve to approve the October 2022 accounts for payment and the transfers between The Town Council accounts (copy enclosed).
7. **Senior Committee Working Party:**
Members to resolve to:
- a) Agree to set up and approve the terms of reference for the Senior Committee Working Party (copy attached)
 - b) Appoint a minimum of 3 members to the Senior Committee Working Party.
8. **Annual Review of the Effectiveness of the Internal Audit Controls:**
Members to appoint a working party of three Councillors to review the effectiveness of the Council's system of internal audit control.
9. **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).
10. **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.



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11. 30 Kneesworth Street:

Members are to receive an update and agree any further action to be taken.

Date of next meeting: 28th November 2022