

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston at 8.26pm on Monday, 20th January 2020.

PRESENT: Councillor Davison (Chair)
Councillors Brown, Harrison, Hughes, Leggett, F Smith, Stanier and Swallow

In attendance: Town Clerk
Assistant Town Clerk
Town Councillors Inwood and Phillips
District Councillors Green and Hunter
County Councillor Hill

The Chairman reminded members that the meeting was being recorded. It was noted that Councillor Brown was also recording.

302/20 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Bourke-Waite and Squire-Smith

303/20 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

304/20 APPROVAL OF FINANCE COMMITTEE MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the Finance Committee meeting held on:

- 16th December 2019 (minutes 256/20 to 269/20).

The minutes were signed by the Chairman.

305/20 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

- a) It was **RESOLVED** to receive the notes of the Cave Advisory Sub-Committee meeting held on 10th December 2019 into the workings of the Council.
- b) It was **RESOLVED** to receive the minutes of the Museum Advisory Sub-Committee meeting held on 12th December 2019 (minutes 249/20 to 255/20) into the workings of the Council.
- c) It was **RESOLVED** to receive the notes of the Hertfordshire Year of Culture 2020 Working Party meetings held on 2nd December 2019 and 6th January 2020 into the workings of the Council.

306/20 BANK RECONCILIATION AND INCOME AND EXPENDITURE:

- (i) Members received and noted the Bank Reconciliation for December 2019.
- (ii) Members received and noted the December 2019 Income and Expenditure report compared against budgets for 2019-2020.

307/20 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the January 2019 accounts for payment and supplementary accounts for payment for the total of £56,159.03 and the transfers between the Town Council accounts.

308/20 TOWN COUNCIL PROPERTIES:

The Town Clerk updated members on Town Council properties:

- Market Hill Rooms roofing works have been completed and from now on there will be an annual inspection and gutter clearance put in place, this will be budgeted for in future budgets.
- Someone has cut up one of the wooden benches on the Green Walk plantation with a chainsaw. This has been reported to the police. Anti-social behaviour issues in the area had previously been reported to Police. Members will be updated with further information when received. Members will have to consider if the bench is replaced in the future.
- There is currently no heating at the Town Hall or Complex. Contractors have been instructed to make repairs on an urgent basis.

309/20 STAFF MATTERS:

Members were advised that the recruitment process had begun for an Administration Assistant and interviews would be conducted in 2 weeks' time.

Members approved the request to start the recruitment process for another caretaker due to increased room hiring and to provide cover for holidays and sickness.

310/20 EXCLUSION OF PRESS AND PUBLIC:

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, 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 of Meetings) Act 1960.

311/20: STAFF MATTERS:

Members received an update on Staff Matters from the Chairman.

The date of the next meeting will be Monday 24th February 2020.

There being no further business the Chairman closed the meeting at 8.50pm.

Signed: _____
Chairman

Date _____

