

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Heritage Hall at the Town Hall, at 8.00pm on Monday 17<sup>th</sup> May 2021.

**PRESENT:** Councillor Hughes (Town Mayor) in the Chair.  
Councillors Beardwell, Brown, Bylett, Davison, Harrison, Leggett, and FJ Smith

**In attendance:** Town Clerk and Administration Assistant  
Town Councillors Coll, Inwood, Perry, Phillips and P Smith  
County Councillor Hill and District Councillor Hunter  
2 members of the public

**26/22 APPOINTMENT OF CHAIRMAN**

It was **RESOLVED** that Councillor Davison be appointed Chairman for the ensuing year.  
Councillor Davison took the Chair.

**27/22 APPOINTMENT OF VICE-CHAIRMAN**

It was **RESOLVED** that Councillor Hughes be appointed Vice-Chairman for the ensuing year.

**28/22 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Squire-Smith and Stanier.

**29/22 DELEGATION OF POWERS AND DUTIES:**

Members noted the delegation of powers and duties to the Finance Committee in the Full Council Meeting.

That the powers and duties of the Council in regard to:-  
properties, insurance, civic functions, finance, accounts, markets, the museum, Royston Cave, staffing, entertainment, subscriptions and co-operation with voluntary bodies and charities, (with the exception of the power to levy a precept or to approve capital expenditure or to authorise the raising of a loan) be delegated to the Finance Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.

**30/22 COMMITTEE TERMS OF REFERENCE:**

Members noted the terms of reference as approved in the Full Council Meeting.

(a) The committee shall consist of the following:-

Ten Members of Royston Town Council, one of whom will become Chairman and another Vice-Chairman of the committee.

(b) A minimum of five Members will constitute a quorum for meetings.

(c) The powers and duties of the Council in regard to:-

properties, insurance, civic functions, finance, accounts, markets, Royston Cave, the Cinema, Royston May Fayre, Royston Museum, staffing, entertainment, subscriptions and co-operation with voluntary bodies and charities, (with the exception of the power to levy a precept or to approve capital expenditure or to authorise the raising of a loan) be delegated to the Finance Committee;

- (d) The Committee shall appoint Sub-Committees and Working Parties as appropriate.
- (e) The Committee will also –
- Review the Council's Financial Regulations.
  - Exercise control over the Council's insurance of its properties and liabilities.
  - Review and manage the Council's risk management strategy.
  - Review and submit for the Council's consideration its system of internal audit.
  - Prepare and submit for consideration fees for all chargeable areas under the Committee's remit.
  - The Committee has authority to act and spend monies in accordance with that agreed in the annual budget and within the terms of reference of this Committee.
  - The Committee will place before the Council annual estimates of expenditure (budget) relating to matters within its responsibility, in accordance with required timelines.
  - Conduct the Town Clerk's annual appraisal.
  - Handle staff grievances in accordance with the Council's Grievance Policy.
  - Handle staff disciplinary matters in accordance with the Council's Disciplinary Policy.
  - Approve the payment of additional unbudgeted expenditure up to a limit of £15,000.
  - Annually review staff salaries.
  - Matters of an urgent nature requiring settlement before the next meeting of the Council may be dealt with by the Town Clerk after consultation with the Mayor and/or Deputy Mayor and/or Chair/Vice-Chair of the Committee but must be submitted for approval to the next meeting of the Committee/Council.
- (f) Councillors' membership of the Committee and the appointment of the Chairman and Vice-Chairman is established at the Annual Meeting of the Town Council.
- (g) In the event that the Chair or Vice-Chair retires mid-term the Committee shall elect a Chair or Vice-Chair from within their numbers.
- (h) To act upon or commission any services as deemed appropriate and in accordance with the annual budget and terms of reference of the Committee, including applying for any external grant funding.
- (i) Meetings will be called monthly in order to conduct current business as determined in the Terms of Reference and as instructed by the Council.
- (j) Members of the public and press will be allowed to attend meetings under the Public Bodies (Admission to Meetings) Act 1960. Press and public will be asked to leave the meeting if items of a confidential nature are to be discussed.

- (k) Accuracy of the Minutes from the meetings will be confirmed by Finance Committee. The minutes will be submitted to Full Council to be accepted into the workings of the Council.

**31/22 APPROVAL OF FINANCE COMMITTEE'S MINUTES:**

It was **RESOLVED** to approve as a correct record the minutes of the Finance committee meeting held of 24<sup>th</sup> February 2020 (minutes 317/20 to 327/20).

The minutes were signed by the Chairman.

**32/22 SIGNATORIES FOR CHEQUES:**

It was **RESOLVED** that the signatories for cheques in respect of the bank accounts held by the Town Council for the ensuing year would be Councillors Davison, Harrison, Inwood and Leggett.

**33/22 MUSEUM ADVISORY SUB-COMMITTEE:**

It was **RESOLVED** that the following Members be appointed to serve on the Museum Advisory Sub-Committee for the ensuing year: - Councillor FJ Smith (Chair), Councillor Inwood (Vice-Chair), Councillors Bylett, Coll, Davison and Beardwell.

It was **RESOLVED** to approve the terms of reference (copy attached to minutes).

**34/22 CAVE ADVISORY SUB-COMMITTEE:**

It was **RESOLVED** that the following Members be appointed to serve on the Cave Advisory Sub-Committee for the ensuing year: - Councillors Bylett, Davison and Harrison.

It was **RESOLVED** to approve the terms of reference (copy attached to minutes).

**35/22 MAY FAYRE WORKING PARTY:**

It was **RESOLVED** that the following Members be appointed to serve on the May Fayre Working Party for the ensuing year: - Councillors Beardwell, Brown, Inwood, Phillips, Squire-Smith and Stanier.

It was **RESOLVED** to approve the terms of reference (copy attached to minutes).

**36/22 MARKETS ADVISORY SUB-COMMITTEE:**

It was **RESOLVED** that the following Members be appointed to serve on the Markets Advisory Sub-Committee for the ensuing year: - Councillors Coll, Davison and Stanier. It was **RESOLVED** to approve the terms of reference (copy attached to minutes).

**37/22 HUMAN RESOURCES WORKING PARTY:**

It was **RESOLVED** that the following Members be appointed to serve on the Human Resources Working Party: - Councillors Davison, Leggett and Phillips.

It was **RESOLVED** to approve the terms of reference (copy attached to minutes).

**38/22 MAYOR'S COMMUNITY TRUST FUND COMMITTEE:**

It was **RESOLVED** that the following Members be appointed to serve on the Mayor's Community Trust Fund Committee as Trustees: - Councillors Hughes, Phillips, Inwood, Davison, Leggett and the Town Clerk.

**39/22 LEETE CHARITY TRUST FUND COMMITTEE:**

It was **RESOLVED** that the following Members be appointed to serve on the Leete Charity Trust Fund Committee: - Councillors Hughes, Harrison, Phillips and Squire-Smith.

**40/22 ROYSTON CAVE TRUST FUND COMMITTEE:**

It was **RESOLVED** that the following Members be appointed to serve on the Royston Cave Trust Fund Committee: - Councillors Hughes, Davison, Stanier and the Town Clerk.

**41/22 FINANCIAL REGULATIONS:**

It was **RESOLVED** to adopt the Financial Regulations into the workings of the Council.

**42/22 ANNUAL SUBSCRIPTIONS:**

It was **RESOLVED** that the following Annual Subscriptions for 2021-2022 be approved:

SAGE Accounting and Payroll

Hertfordshire Association of Parish & Town Councils (HAPTC)

Society of Local Council Clerks (SLCC)

Hertfordshire Association of Museums

National Association of British Markets Authorities (NABMA)

MODES Users Association

Data Protection – ICO

SHARE Museums

The National Allotments Society

Avalon Software (Booking system)

Vision ICT (Website and email hosting)

Association of Independent Museums

Breakthrough Communications

Zoom

**43/22 DIRECT DEBIT AND STANDING ORDER PAYMENTS:**

It was **RESOLVED** that the Direct Debit and Standing Order payments for 2021-2022 be approved.

<u>Payee</u>			<b>Frequency</b>
Castle Water	Water supply	d/d	Half Yearly
Barclays Bank	Salaries	BACS	Monthly
Barclays Bank	Payflow charges	d/d	Monthly
BNP Paribas	Telephone equipment rental	d/d	Quarterly
Cawleys	Markets refuse	d/d	Monthly Annually
ICO	Data Protection fee	d/d	
NHDC	Rates	d/d	10 payments - yearly
NPK Holdings	Museum Rent	s/o	Quarterly
OneBill Telecom	Telephone – Museum & Cave	d/d	Monthly

44/22	PEAC Finance	Museum photocopier	d/d	Quarterly
	Plusnet Ltd	Internet Services - Museum	d/d	Monthly
	PWLB	Market Place loan	d/d	Half yearly
	Redcare 5G	Telephone & broadband	d/d	Monthly
	Sage UK	Sage payroll & accounts	d/d	Monthly
	Royal Mail	Stamps	d/c	As required
	Veolia	Refuse	d/d	Monthly
	Wix.com	Cave website hosting	d/d	Monthly

**BANK RECONCILIATION AND INCOME AND EXPENDITURE:**

**A. Year End 2020-2021**

- i) Members **RESOLVED** to approve the Bank Reconciliation for the Year Ended 31<sup>st</sup> March 2021.
- ii) In response to a Member's question, the Chair clarified that the loss of income for the year was £64,000.  
Members **RESOLVED** to approve the Income and Expenditure report for the Year Ended 31<sup>st</sup> March 2021 and the accompanying notes.
- iii) Members **RESOLVED** to approve the earmarked funds from 2020-2021 to be included in the General Reserves carried forward.

**B. Current Year 2021-2022**

- i) Members received and noted the Bank Reconciliation for April 2021 (copy attached).
- ii) Members received and noted the April 2021 Income and Expenditure report compared against budgets for 2021-2022 (Copy attached).

The date of the next meeting will be Monday 26<sup>th</sup> July 2021.

There being no further business the Chairman closed the meeting at 8.17pm.

Signed: \_\_\_\_\_  
Chairman

Date \_\_\_\_\_