

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Heritage Hall at the Town Hall, at 7.50pm on Monday 6th September 2021.

PRESENT: Councillor Davison (Chair)
Councillors Beardwell, Brown, Bylett, Harrison, Leggett, FJ Smith and Stanier.
In attendance: Town Councillor Inwood

The Chair welcomed everybody to the meeting and informed those present that the meeting was being recorded.

119/22 PUBLIC PARTICIPATION:

There was none.

120/22 APOLOGIES FOR ABSENCE:

Apologies were received from Councillors Hughes and Squire-Smith.

121/22 DECLARATIONS OF INTEREST AND DISPENSATIONS:

Members were advised to declare any interests at the commencement of the relevant item on the agenda. No requests for dispensations were received.

122/22 APPROVAL OF THE FINANCE COMMITTEE MINUTES:

Members **RESOLVED** to approve as a correct record the minutes of the Finance Committee held on 26th July 2021 (minutes 98/22 to 106/22). The minutes were signed by the Chairman.

Councillor Stanier joined the meeting at 7.55pm.

123/22 MINUTES OF SUB-COMMITTEE AND WORKING PARTY MEETINGS:

- (a) It was **RESOLVED** to receive the notes of the Cave Advisory sub-committee meeting held on 28th July 2021 into the workings of the Council.
- (b) It was **RESOLVED** to receive the notes of the Cave Advisory sub-committee meeting held on 11th August 2021 into the workings of the Council

124/22 BANK RECONCILIATION AND INCOME AND EXPENDITURE:

- a) Members received and noted the Bank Reconciliation for July 2021.
- b) Members received and noted the July 2021 Income and Expenditure report compared against budgets for 2021-2022.

Councillor Brown joined the meeting at 8pm.

125/22 ACCOUNTS FOR PAYMENT:

- a) Members **RESOLVED** to approve the July 2021 accounts for payment and the transfers between the Town Council accounts.
- b) Members **RESOLVED** to approve the August 2021 accounts for payment and the transfers between the Town Council accounts.

126/22 REQUEST FOR MUSEUM TAPESTRY FUNDING:

Members **RESOLVED** to approve the expenditure of £2,534 from the earmarked Tapestry reserve to produce graphic panels for display in the museum and a booklet to highlight awareness of the Tapestry.

127/22 CURATORIAL SUPPORT AT ROYSTON MUSEUM:

Members **RESOLVED** to agree an extension to the contract to provide curatorial support for Royston Museum for a total of 25 days with an additional contingency of 5 days.

128/22 BUDGET FOR COSTS ASSOCIATED WITH THE CONVERSION OF THE MUSEUM TO A CIO:

Members **RESOLVED** to approve a budget of £500 to cover the costs of DBS checks for the trustees and other trust formation costs.

129/22 COUNCILLORS' REPORTS ON TOWN COUNCIL ACTIVITIES AND AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Stanier gave a report on Plastic Free Royston.

Councillor Brown gave a report on Town Twinning and advised that they are putting on a paella cooking demonstration at Royston market on Saturday 25th September as part of the Royston Arts Festival.

Councillor Brown also reported that Homestart Royston, Buntingford & South Cambs had 2 stalls at the Buntingford Classic Car Show on Saturday 4th September to raise funds. The event was very well attended and the stalls generated a lot of interest.

130/22 EXCLUSION OF PRESS AND PUBLIC:

Members **RESOLVED** that in view of the confidential nature of the business about to be transacted, 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.

131/22 STAFF MATTERS:

- a) Members **RESOLVED** to approve the appointment of a part time finance assistant on 24 hours a week, SCP 8, £13,293 per annum pro rata (£20,494 per annum FTE).
- b) Members **RESOLVED** to approve the appointment of an Assistant Town Clerk, full time, SCP 18 - £24,982 per annum rising to SCP 21 - £26,511 per annum when CiLCA qualified.
- c) Members **RESOLVED** to approve the appointment of part time Cave guides, £37.50 per guiding session with additional hours at £12.50 for the 2021 season.

132/22 ALLOTMENTS:

- a) Members **RESOLVED** to undertake a feasibility study for new allotments.
- b) Members **RESOLVED** to approve a budget of £1,000 for the feasibility study.
- c) Members **RESOLVED** that a working party be formed and Cllrs Brown, Bylett and Davison would be members of the working party.

Date of next meeting: 27th September 2021.

There being no further business the Chairman closed the meeting at 9.10 pm.

Signed: _____

Date _____

