

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Heritage Hall at the Town Hall, at 7.30pm on Monday 18th October 2021.

PRESENT: Councillor Davison (Chair)
Councillors Beardwell, Bylett, Harrison, Hughes, Leggett,
FJ Smith, Squire-Smith and Stanier.
In attendance: Town Clerk

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

176/22 PUBLIC PARTICIPATION:

There was none.

177/22 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Brown.

178/22 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.

179/22 APPROVAL OF THE FINANCE COMMITTEE MINUTES:

Members **RESOLVED** to approve as a correct record the minutes of the Finance Committee held on 27th September 2021 (minutes 150/22 to 158/22).

The minutes were signed by the Chairman.

180/22 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

Members **RESOLVED** to receive the notes of the Royston Markets Advisory sub-committee meeting held on 24th September 2021 into the workings of the Council.

181/22 BANK RECONCILIATION AND INCOME AND EXPENDITURE:

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

182/22 ACCOUNTS FOR PAYMENT:

- (a) Members **RESOLVED** to approve the October 2021 accounts for payment and the transfers between the Town Council accounts.

183/22 HCC FUNDING FOR THE QUEEN'S GREEN CANOPY:

Members discussed a range of locations for planting trees including the Plantations, Royston Gateway and Priory Memorial Gardens.

Members **RESOLVED** to apply for the HCC funding of £350 to plant a tree in Priory Memorial Gardens after seeking advice on which species to plant. It was agreed that other options could be researched further in the future.

184/22 AUTHORISATION OF DEBIT CARD PURCHASE:

Members **RESOLVED** to approve the use of the debit card to purchase a new laptop for the museum for approximately £1,650, the costs of which will be covered by a donation from the Friends of Royston Museum.

185/22 ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT CONTROLS:

Members **RESOLVED** to appoint Councillors Davison, Harrison and Stanier to the working party to review the effectiveness of the Council's system of internal audit control.

186/22 MUSEUM STAFFING:

- a) Members were informed of the resignation of the Museum Assistant and were advised that her last working day would be 29th October 2021.
- b) Members discussed staffing arrangements at some length. It was hoped the new curator/Museum Development Manager could be in place in January but this would depend on the formation of the trust and having the necessary policies and procedures in place.

Members **RESOLVED** to make a donation of £15,000 to fund the recruitment, salary and other associated costs for a new Museum Curator/Development Manager for the Museum Trust from 1st January 2022 to 31st March 2022.

187/22 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

There were none.

Date of next meeting: 22nd November 2022.

There being no further business the Chairman closed the meeting at 8.00pm.

Signed: _____ Date _____