

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Heritage Hall at the Town Hall, at 8.32pm on Monday 16th May 2022.

PRESENT: Councillor Antony (Town Mayor) in the Chair.
Councillors Brown, Compton, Harrison, Inwood, Jani, Lockett, Squire-Smith and Stanier.

In attendance: Town Clerk and Assistant Town Clerk
Town Councillors Beardwell and Rees

24/23 APPOINTMENT OF CHAIRMAN:

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

25/23 APPOINTMENT OF VICE-CHAIRMAN:

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

26/23 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Birch.

27/23 DELEGATION OF POWERS:

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, Royston Market, 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.

28/23 COMMITTEE TERMS OF REFERENCE:

Members noted the committee terms of reference as approved in the full council meeting.

29/23 APPROVAL OF FINANCE COMMITTEE MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Finance Committee held on 28th March 2022 (minutes 324/22 to 332/22).
The minutes were signed by the Chairman.

30/23 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 Antony, Compton, Inwood, Harrison and the Town Clerk.

31/23 CAVE SUB-ADVISORY COMMITTEE:

An amendment was proposed to change the terms of reference from “Three Members of the Royston Town Council Finance Committee” to “Three Members of Royston Town Council”. The amendment was seconded and carried. Members **RESOLVED** to approve the amended terms of reference (copy attached).

Councillors Beardwell, Harrison and Langdon were appointed to the Cave Advisory Sub-Committee for the ensuing year.

32/23 MAY FAYRE WORKING PARTY:

It was **RESOLVED** that the following Members be appointed to the May Fayre Working Party for the ensuing year: - Councillors Antony, Beardwell, Brown, Inwood, Jani and Stanier. It was **RESOLVED** to approve the terms of reference (copy attached).

33/23 MARKETS SUB-ADVISORY COMMITTEE:

It was **RESOLVED** that the following Members be appointed to the Markets Sub- advisory committee for the ensuing year: - Councillors Harrison, Langdon, Rees and Stanier. It was **RESOLVED** to approve the terms of reference (copy attached).

34/23 HUMAN RESOURCES WORKING PARTY:

An amendment was proposed to change the terms of reference from 3 Members on the working party to 4. The amendment was seconded and carried. Members **RESOLVED** to approve the amended terms of reference (copy attached). It was **RESOLVED** that the following Members be appointed to the Human Resources Working Party: - Councillors Brown, Harrison, Langdon and Councillor Rees as Chairman.

35/23 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: - Councillor Antony as Town Mayor, Councillor Brown as Deputy Mayor, Councillor Compton as Chairman of the Finance Committee, Councillor Squire-Smith as Vice-Chairman of the Finance Committee, Councillor Inwood as a previous Mayor and the Town Clerk.

36/23 LEETE CHARITY TRUST FUND COMMITTEE:

It was **RESOLVED** that the following members be appointed to the Leete Charity Trust Fund Committee for the ensuing year: - Councillors Antony, Harrison, Inwood and Squire-Smith.

37/23 ROYSTON CAVE TRUST FUND COMMITTEE:

It was **RESOLVED** that the following members be appointed to serve on the Royston Cave Trust Fund Committee as Trustees: - Councillors Antony, Beardwell, Jani and the Town Clerk.

38/23 FINANCIAL REGULATIONS:

Members **RESOLVED** to adopt the Financial Regulations into the workings of the council.

39/23 ANNUAL SUBSCRIPTIONS:

It was **RESOLVED** that the following Annual Subscriptions for 2022-2023 be approved:

SAGE Accounting and Payroll
Hertfordshire Association of Parish & Town Councils (HAPTC)
Society of Local Council Clerks (SLCC)
National Association of British Markets Authorities (NABMA)
Data Protection – ICO
The National Allotments Society
Avalon Software (Booking system)
Vision ICT (Website and email hosting)
Breakthrough Communications
Microsoft 365
Zoom

40/23 DIRECT DEBIT AND STANDING ORDER PAYMENTS:

Members **RESOLVED** to approve the following Direct Debit, Standing Order and automatic payments for 2022-2023 –

<u>Payee</u>			Frequency
Barclays Bank	Salaries	BACS	Monthly
Barclays Bank	Payflow charges	d/d	Monthly
Cawleys	Markets refuse	d/d	Monthly
Hello Telecom	Telephone & broadband	d/d	Monthly
ICO	Data Protection fee	d/d	Annually
Microsoft	Annual subscription - 365	d/c	Annually
NHDC	Rates	d/d	10 monthly payments
OneBill Telecom	Telephone - Cave	d/d	Monthly
PEAC Finance	Admin photocopier	d/d	Quarterly
Public Works			
Loan Board	Market Place loan	d/d	Half yearly
Royston			
Museum Trust	Cave management	s/o	Monthly
Sage UK	Sage payroll & accounts	d/d	Monthly
Veolia	Refuse	d/d	Monthly
Wix.com	Cave website hosting	d/d	Monthly
Wave Water	Water/Sewerage	d/d	Monthly

The date of the next meeting will be Monday 27th June 2022.

There being no further business the Chairman closed the meeting at 8.44pm.

Signed: _____
Chairman

Date _____