

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in Room 11 at the Town Hall, at 7.30pm on Monday 27<sup>th</sup> February 2023.

**PRESENT:** Councillor Compton (Chair)  
Councillors Antony, Birch, Brown, Harrison, Inwood, Lockett and Squire-Smith

**In attendance:** Town Clerk  
County Councillor Hill  
District Councillors Green and Hunter

The Chair welcomed everybody to the meeting and reminded Members of the Climate & Biodiversity Emergency declared by Royston Town Council and asked Members to be mindful of this when making decisions on behalf of the Council. The Chair informed those present that the meeting was being recorded.

**330/23 PUBLIC PARTICIPATION:**

There was none.

**331/23 APOLOGIES FOR ABSENCE:**

Apologies were received from Councillor Jani.

**332/23 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.

**333/23 APPROVAL OF THE FINANCE COMMITTEE MINUTES:**

Members **RESOLVED** to approve as a correct record the minutes of the Finance Committee meeting held on Monday 30<sup>th</sup> January (minutes 295/23 to 306/23). The minutes were signed by the Chairman.

**334/23 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:**

- a) Members received the notes of the Royston Cave Advisory Sub-Committee Meeting held on 24<sup>th</sup> January 2023 into the workings of the council.
- b) Members received the notes of the Events Working Party held on 26<sup>th</sup> January 2023 into the workings of the council.

**335/23 BANK RECONCILIATION AND INCOME AND EXPENDITURE:**

- i) Members received and noted the Bank Reconciliation for January 2023.
- ii) Members received and noted the January 2023 Income and Expenditure report compared against budgets for 2022-2023.

**336/23 ACCOUNTS FOR PAYMENT:**

In response to a Member's question, the Town Clerk clarified that the Town Hall roof repairs were required due to storm damage and s106 money could not be applied for to cover this. Projects were currently being investigated which may meet the criteria to use the remaining s106 monies specifically allocated to the Town Hall.

Members **RESOLVED** to approve the February 2023 accounts for payment and the transfers between the Town Council accounts.

**337/23 MARKETS ADVISORY SUB-COMMITTEE:**

Members **RESOLVED** to appoint Councillor Brown to the Markets Advisory Sub-Committee.

**338/23 EVENTS WORKING PARTY:**

Members **RESOLVED** to appoint Councillor Rees to the Events Working Party, subject to his confirmation as he was not at the meeting.

**339/23 BUSINESS CONTINUITY FOR ROYSTON MARKET:**

Members **RESOLVED** to agree that Market Hill Rooms can be used as an alternative venue for the market should weather conditions mean that the market has to be cancelled on the Market Place. This is subject to the venue not already being booked for an alternative event. Members agreed that standard pitch fees should be charged to traders on these occasions.

**340/23 COUNCILLORS' REPORTS ON TOWN COUNCIL ACTIVITIES AND AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

There were none.

**341/23 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.

**342/23 MARKET HILL ROOMS KITCHEN REFURBISHMENT:**

Members **RESOLVED** to suspend Financial Regulations, as per the report, for the approval of the building refurbishment works as it had only been possible to acquire two quotes for the project within the required timescale.

Members **RESOLVED** to accept the quote from Ashton Renovations for refurbishment work at Market Hill Rooms including kitchen installation and boiler replacement. The expenditure will be taken from capital reserves.

**343/23 STAFF MATTERS:**

Members **RESOLVED** to approve the appointment of a part-time Market Assistant, for 20 hours a week, at £11.00 per hour on weekdays and £12.50 on weekends.

Members **RESOLVED** to approve the appointment of four part-time Cave Guides, £37.50 per guiding session with additional hours at £12.50 for the 2023 season.

Date of next meeting: 27<sup>th</sup> March 2023.

There being no further business the Chairman closed the meeting at 8.13pm.

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

Date \_\_\_\_\_