

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Heritage Hall at the Town Hall, at 8.37pm on Monday 15th May 2023.

PRESENT: Councillor Compton (Chair)
Councillors Adams, Antony, Brown, Harrison, Haugh, Inwood, Jani, Lockett and Squire-Smith

In attendance: Town Clerk and Deputy Town Clerk
Town Councillors Beardwell, Freeman, Langdon and Rees
6 Members of the Public

26/24 APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN:

Members noted the appointment of Councillor Compton as Chairman and Councillor Haugh as Vice-Chairman of the committee for the ensuing year.

27/24 APOLOGIES FOR ABSENCE:

There were none.

28/24 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.

29/24 COMMITTEE TERMS OF REFERENCE:

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

30/24 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 24th April 2023 (minutes 395/23 to 404/23).
The minutes were signed by the Chairman.

31/24 CAVE ADVISORY SUB-COMMITTEE:

It was **RESOLVED** that the following Members be appointed to the Cave Advisory Sub-Committee for the ensuing year: - Councillors Beardwell, Jani and Rees.
It was **RESOLVED** to approve the terms of reference (copy attached).

32/24 EVENTS WORKING PARTY:

It was **RESOLVED** that the following Members be appointed to the Events Working Party for the ensuing year: - Councillors Antony, Beardwell, Inwood, Jani and Rees with 1 vacancy. It was **RESOLVED** to approve the terms of reference (copy attached).

33/24 MARKETS ADVISORY SUB-COMMITTEE:

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

34/24 HUMAN RESOURCES WORKING PARTY:

It was proposed that the following Members be appointed to the Human Resources Working Party: - Councillors Antony, Compton, Harrison and Councillor Rees as Chairman.

An amendment was proposed to appoint Councillor Brown to the working party.

The Chairman then took an individual vote for all proposed members.

It was **RESOLVED** that the following Members be appointed to the Human Resources Working Party: - Councillors Antony, Compton, Harrison and Councillor Rees as Chairman.

35/24 SENIOR COMMITTEE WORKING PARTY:

It was proposed that the following members be appointed to the Senior Committee Working Party: - Councillors Antony, Inwood and Rees.

Councillor Rees was unwilling to be nominated to the working party and asked to be removed from the proposal.

It was proposed that Councillor Haugh be nominated to the working party in Councillor Rees's place.

This proposal was seconded and carried.

It was **RESOLVED** that the following members be appointed to the Senior Committee Working Party: - Councillors Antony, Haugh and Inwood.

36/24 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 Adams as Town Mayor, Councillor Rees as Deputy Mayor, Councillor Compton as Chairman of the Finance Committee, Councillor Haugh as Vice-Chairman of the Finance Committee, Councillor Antony as the former Mayor and the Town Clerk.

37/24 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 Adams, Antony, Harrison and Inwood.

38/24 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: - Councillor Adams as Mayor, Councillors Beardwell and Harrison and the Town Clerk.

39/24 CINEMA WORKING PARTY:

It was **RESOLVED** that the following members be appointed to serve on the Cinema Working Party for the ensuing year: - Councillors Antony, Brown, Harrison, Lockett and Squire-Smith.

40/24 FINANCIAL REGULATIONS:

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

41/24 ANNUAL SUBSCRIPTIONS:

It was **RESOLVED** that the following Annual Subscriptions for 2023-2024 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

42/24 DIRECT DEBIT AND STANDING ORDER PAYMENTS:

Members **RESOLVED** to approve the following Direct Debit, Standing Order and automatic payments for 2023-2024 –

<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

The date of the next meeting will be Monday 26th June 2023.

There being no further business the Chairman closed the meeting at 8.52pm.

Signed: _____ Date _____
Chairman