

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Heritage Hall at the Town Hall, at 8.14pm on Monday 20th May 2024.

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

In attendance: Town Clerk and Deputy Town Clerk
Town Councillors Beardwell, Freeman and Langdon
District Councillor May
4 Members of the Public

23/25 APPOINTMENT OF CHAIR AND VICE-CHAIR:

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

24/25 APOLOGIES FOR ABSENCE:

There were none.

25/25 DELEGATION OF POWERS:

Members noted the Council's resolution as to 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, the cinema, events, 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.

26/25 COMMITTEE TERMS OF REFERENCE:

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

27/25 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 29th April 2024 (minutes 367/24 to 376/24).

The minutes were signed by the Chairman.

28/25 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, Inwood and Rees.

It was **RESOLVED** to approve the terms of reference (copy attached).

29/25 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).

30/25 ALLOTMENTS ADVISORY SUB-COMMITTEE:

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

31/25 EVENTS ADVISORY SUB-COMMITTEE:

It was **RESOLVED** that the following Members be appointed to the Events Advisory Sub-Committee for the ensuing year: - Councillors Antony, Beardwell, Freeman, Harrison, Jani and Rees.

It was **RESOLVED** to approve the terms of reference (copy attached).

32/25 HUMAN RESOURCES SUB-COMMITTEE:

It was **RESOLVED** that the following Members be appointed to the Human Resources Sub-Committee for the ensuing year: - Councillor Rees (Chair) and Councillors Antony, Compton and Harrison.

It was **RESOLVED** to approve the terms of reference (copy attached).

33/25 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.

It was **RESOLVED** to approve the terms of reference (copy attached).

34/25 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 Rees as Town Mayor, Councillor Haugh as Deputy Mayor, Councillor Antony as Vice Chair of the Finance Committee, Councillor Adams as the previous Mayor and Councillor Inwood as former Mayor and the Town Clerk.

35/25 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: - Councillor Rees as Town Mayor and Councillors Antony, Harrison and Inwood.

36/25 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 Rees as Town Mayor, Councillors Beardwell and Harrison and the Town Clerk.

37/25 FINANCIAL REGULATIONS:

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

38/25 ANNUAL SUBSCRIPTIONS:

It was **RESOLVED** that the following Annual Subscriptions for 2024-2025 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

39/25 DIRECT DEBIT AND STANDING ORDER PAYMENTS:

Members **RESOLVED** to approve the following Direct Debit, Standing Order and automatic payments for 2024-2025 –

<u>Payee</u>			<u>Frequency</u>
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	Annual
Microsoft	Annual subscription - 365	d/c	Annual
NHC	Rates	d/d	10 monthly payments
Hello Telecom	Telephone - Cave	d/d	Monthly
PEAC Finance	Admin photocopier	d/d	Quarterly
Public Works Loan Board	Market Place loan	d/d	Half yearly
Sage UK	Sage payroll & accounts	d/d	Monthly
Veolia	Refuse	d/d	Monthly
Wix.com	Cave website hosting	d/d	Monthly
Octopus Energy Ltd	Gas & electric (all sites)	d/d	Monthly
Telecoms World	MHR CCTV broadband	d/d	Monthly
Zoom	Annual subscription	d/c	Annual
HAPTC/NALC	Membership	BACS	Annual
SLCC	Membership	BACS	Annual
NABMA	Membership	BACS	Annual
The National Allotment Society	Membership	BACS	Annual
Avalon Software	Booking system support	BACS	Annual
Vision ICT	Website and Email hosting	BACS	Annual
Breakthrough Communications	Council Hive Pro (GDPR)	BACS	Annual

The date of the next meeting will be Monday 24th June 2024.

There being no further business the Chairman closed the meeting at 8.21pm.

Signed: _____

Date _____