

Royston Town Council – Finance Committee – Monday 30th September 2024

Agenda Item 5i – Bank reconciliation

Royston Town Council 2024-2025			
Bank Reconciliation July 2024			
Receipts		Payments	
B/F	1,041,453.93	B/F	174,992.57
July income	9,914.33	July payments	33,077.78
	1,051,368.26		208,070.35
Receipts to date	1,051,368.26		
Less payments to date	208,070.35		
	843,297.91		
Represented by			
RTC Current Account -		32,939.45	
Less un-cleared Chqs			
		32,939.45	
Business Premium account		9,871.44	
War Memorial account		183.24	
Treasury Deposit (War Memorial)		5,706.00	
Treasury Deposit (Stamford Yard)		50,127.00	
Treasurers BPA		100,303.78	
Treasury Deposit		544,167.00	
Public Sector Deposit Fund		100,000.00	
Takings Account (unbanked cash)		-	
		843,297.91	
Petty Cash for floats	01/07/2024	31/07/2024	
Office	111.87	111.87	
Cave	104.82	104.82	
Totals	£ 216.69	£ 216.69	
Prepared by Finance Assistant		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

Royston Town Council 2024-2025
Charity Accounts - July 2024

Cave Account

<u>Receipts</u>		<u>Payments</u>	
B/F	30,836.04	B/F	0.00
July receipts		July payments	-
	30,836.04		-
Receipts to date	30,836.04		
Less payments to date	0.00		
	30,836.04		
Represented by			
RTC - Cave Account	30,836.04		
Less un-cleared Chqs	-		
		£ 30,836.04	

Leete Account

<u>Receipts</u>		<u>Payments</u>	
B/F	20,713.34	B/F	25.05
July receipts	861.73	July payments	8.70
	21,575.07		33.75
Receipts to date	21,575.07		
Less payments to date	33.75		
	21,541.32		
Represented by			
RTC - Leete Account	21,541.32		
Less un-cleared Chqs			
		£ 21,541.32	

Town Mayor's Community Trust Fund

<u>Receipts</u>		<u>Payments</u>	
B/F	18,113.73	B/F	572.87
July Receipts	144.64	July Payments	10.13
	18,258.37		583.00
Receipts to date	18,258.37		
Less payments to date	583.00		
	17,675.37		
Represented by			
Mayor's Charity monies	144.00		
Community Fund	17,531.37		
Less un-cleared Chqs			
		£ 17,675.37	

Prepared by Finance Assistant

Date

Agreed by RFO/Town Clerk

Date

Approved

Date

Royston Town Council 2024-2025

Bank Reconciliation August 2024

Receipts		Payments	
B/F	1,051,368.26	B/F	208,070.35
August income	21,873.07	August payments	48,963.12
	1,073,241.33		257,033.47
Receipts to date	1,073,241.33		
Less payments to date	257,033.47		
	816,207.86		
Represented by			
RTC Current Account -		25,915.68	
Less un-cleared Chqs		25,915.68	
Business Premium account		9,871.44	
War Memorial account		183.24	
Treasury Deposit (War Memorial)		5,706.00	
Treasury Deposit (Stamford Yard)		50,127.00	
Treasurers BPA		180,000.00	
Treasury Deposit		444,167.00	
Public Sector Deposit Fund		100,000.00	
Takings Account (unbanked cash)		237.50	
		816,207.86	
Petty Cash for floats			
	01/08/2024	31/08/2024	
Office	111.87	109.80	
Cave	104.82	104.82	
Totals	£ 216.69	£ 214.62	
Prepared by Finance Assistant		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

Royston Town Council 2024-2025

Charity Accounts - August 2024

Cave Account

<u>Receipts</u>		<u>Payments</u>	
B/F	30,836.04	B/F	0.00
August receipts		August payments	-
	<u>30,836.04</u>		<u>-</u>
Receipts to date	30,836.04		
Less payments to date	0.00		
	<u>30,836.04</u>		
Represented by			
RTC - Cave Account	30,836.04		
Less un-cleared Chqs	-		
		£ 30,836.04	

Leete Account

<u>Receipts</u>		<u>Payments</u>	
B/F	21,575.07	B/F	33.75
August receipts	150.60	August payments	8.35
	<u>21,725.67</u>		<u>42.10</u>
Receipts to date	21,725.67		
Less payments to date	42.10		
	<u>21,683.57</u>		
Represented by			
RTC - Leete Account	21,683.57		
Less un-cleared Chqs			
		£ 21,683.57	

Town Mayor's Community Trust Fund

<u>Receipts</u>		<u>Payments</u>	
B/F	18,258.37	B/F	583.00
August Receipts	330.27	August Payments	8.90
	<u>18,588.64</u>		<u>591.90</u>
Receipts to date	18,588.64		
Less payments to date	591.90		
	<u>17,996.74</u>		
Represented by			
Mayor's Charity monies	474.00		
Community Fund	17,522.74		
Less un-cleared Chqs			
		£ 17,996.74	

Prepared by Finance Assistant

Date

Agreed by RFO/Town Clerk

Date

Approved

Date

Agenda Item 5ii – Income and Expenditure

ROYSTON TOWN COUNCIL

Summary of Royston Town Council Income & Expenditure for 2024-2025 to-date against allocated budget

<u>EXPENDITURE</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>Year to Date</u>	<u>Agreed Budget</u>	<u>YTD Budget variance</u>
Administration/Democracy	13,489	12,246	13,248	10,930	12,128	-	-	-	-	-	-	-	62,041	167,822	88.72%
Museum	52,333	-	-	-	-	-	-	-	-	-	-	-	52,333	104,665	120.00%
Town Hall	4,310	3,179	3,027	4,462	3,107	-	-	-	-	-	-	-	18,085	55,886	77.67%
Priory Rooms	443	443	504	443	443	-	-	-	-	-	-	-	2,276	29,784	18.34%
Market Hill Rooms	1,221	1,777	1,882	1,609	1,609	-	-	-	-	-	-	-	8,098	31,986	60.76%
Other Expenses	2,515	348	5,797	-	-	-	-	-	-	-	-	-	8,660	27,171	76.49%
Royston Cave	2,038	1,594	1,614	1,979	1,874	-	-	-	-	-	-	-	9,099	23,697	92.15%
Allotments	927	443	624	490	443	-	-	-	-	-	-	-	2,927	7,851	89.48%
War Memorial	853	295	836	295	295	-	-	-	-	-	-	-	2,574	4,878	126.64%
30 Kneesworth Street	468	74	84	74	74	-	-	-	-	-	-	-	774	1,343	138.32%
Plantations	817	443	504	443	1,961	-	-	-	-	-	-	-	4,168	21,985	45.50%
Public Conveniences	148	148	168	748	148	-	-	-	-	-	-	-	1,360	4,299	75.92%
Markets and Parking	5,459	5,793	5,342	14,999	5,216	-	-	-	-	-	-	-	36,809	88,487	99.84%
TOTAL EXPENDITURE	85,021	26,783	33,630	36,472	27,298	-	-	-	-	-	-	-	209,204	569,854	88.11%
<u>INCOME</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>Year to Date</u>	<u>Agreed Budget</u>	
Interest	445	429	2,842	731	4,413								8,860	7,500	283.52%
Town Hall	1,591	1,879	2,034	1,731	1,081	-	-	-	-	-	-	-	8,316	18,000	110.88%
Priory Centre	297	278	222	184	39	-	-	-	-	-	-	-	1,020	2,000	122.40%
Market Hill Rooms	1,020	993	850	928	428	-	-	-	-	-	-	-	4,219	13,000	77.89%
Cave	2,739	3,867	4,325	3,247	3,848	-	-	-	-	-	-	-	18,026	20,000	216.31%
Allotments	361	54	119	201	14	-	-	-	-	-	-	-	749	6,235	28.81%
30 Kneesworth Street	394	-	4,688	-	-	-	-	-	-	-	-	-	5,082	20,269	60.17%
Markets and Parking	5,841	6,389	6,171	2,329	6,109	-	-	-	-	-	-	-	26,839	67,000	96.14%
TOTAL INCOME	12,688	13,889	21,251	9,351	15,932	-	-	-	-	-	-	-	73,111	154,004	113.94%
PRECEPT	202,050												202,050	404,099	
CTRS grants	5,875												5,875	11,751	
Balance													£ 71,832	£ -	

Agenda Item 8 – Green Street Allotments - Sharing and Succession of Allotments

Background:

The Allotments Advisory Sub-committee have discussed and agreed to recommend a new policy to clarify the rules and procedures for sharing and succession of allotments.

Currently, most tenancies are in the name of one person, some are in joint names but often a plot is being worked by two people (mostly spouses or partners living together), one of whom has no rights over the plot. In some cases, the person who signed the tenancy just happened to be the one who could come into the office at the time to sign the paperwork.

The attached policy has been designed to ensure the procedures are fair and transparent to both current tenants and those people on the waiting list. The tenancy agreement has been amended to reflect the new policy, should it be agreed. It also incorporates a minor change from using RPI to CPI when calculating rent increases.

In order to allow those who have already worked the plot together for some years to be recognised as joint tenants, the sub-committee recommends the council have an amnesty from now until 1st January 2025 during which time tenants can apply for that person to be added as a joint tenant. As this will make them legally jointly responsible for the tenancy, the usual proof of identity and address will be required. In November 2024 when the rent invoices are sent out, all tenants will be sent the new tenancy agreement to sign, along with the policy which will commence from 1st January 2025. Any tenants who wish to have a co-worker from January 2025 onwards, can apply as per the new policy.

- a) Policy for sharing and succession of plots:
Members are to resolve to approve the Policy for Sharing and Succession of Allotments and the co-worker agreement (information enclosed).
- b) Updated tenancy agreement:
Members are to resolve to approve the amended Tenancy Agreement (information enclosed).
- c) Amnesty:
Members are to resolve to approve an amnesty from 1st October 2024 to 31st December 2024 for current tenants to add a joint tenant to their agreement subject to the required proof of address and identity being submitted.

Keri Sharman
Deputy Town Clerk

All tenants will receive a copy of this policy which will apply from 01/01/2025. An updated tenancy agreement will be issued for 2025.

Draft Allotment Policy for sharing and succession of plots

Tenancies can either be held singly or jointly. Joint tenancies should be applied for at the time of signing the tenancy agreement; subsequently, the co-worker rules will apply. Joint tenants must both reside in Royston and be over 18 years of age. Joint tenants cannot also have co-workers and their tenancy will revert to a single tenancy in the event of the death of a joint tenant or relinquishment of one half of the tenancy; subsequently, the co-worker rules will apply.

1. Succession:

- a) Tenants need to make the council fully aware, in writing, of any individual who co-works the plot, including family by registering them as a co-worker (see 2 below).
- b) In the event of the death of the tenant, or the relinquishment of the plot, this is the only information the council will use on which to base a decision about plot transfer – (see 4 below).
- c) In the event of the death of the tenant, a registered co-worker can continue to work the plot until the end of the year if they are not in a position to have the plot transferred to them (see 4d). A joint tenant will automatically become the sole tenant.

2. Co-worker:

- a) A co-worker is someone who can register to help you with the maintenance of the plot. The co-worker has no legal tenancy rights or responsibilities. Sub-letting to co-workers is not allowed, so you must still have regular involvement in the maintenance of the plot. A co-worker will remain registered until either the tenant or co-worker decides to remove the co-worker or until the tenant gives up the plot.
- b) Only one co-worker can be registered per tenant.
- c) A co-worker may only register with one tenant.
- d) To register a co-worker on your plot, contact the council office. You will be given a copy of the co-worker's agreement form which you and the co-worker must complete. A copy will be retained with the tenancy records by the council.
- e) Any co-worker must be aged 18 years or older at the time of registration.
- f) Allotment tenants are responsible for the behaviour of their co-workers. If a co-worker breaks the tenancy rules, the council can end their co-worker status.
- g) You're not allowed to take money from your co-worker for using your plot.

3. Casual Helpers:

Allotment tenants are responsible for the behaviour of any casual helpers and their safety.

4. Transfers:

A transfer will be agreed if the following criteria are met:

- a) a written request is received from the tenant and co-worker
- b) the co-worker is a resident of Royston
- c) by gaining the plot the co-worker would not have acquired tenancies equivalent to more than one 10 pole plot
- d) the co-worker has worked on the plot for at least as long as the person at the top of the waiting list has been waiting
- e) the tenancy of the plot has been terminated voluntarily by the tenant
- f) at the time of voluntary termination, the tenant is NOT the subject of a formal letter regarding non-cultivation of the plot
- g) if agreed, the co-worker will then receive a new tenancy agreement to sign.



Royston Town Council

Allotment Co-worker Agreement

Both the tenant and co-worker should complete and sign this agreement, a copy will be made and retained with the tenancy records. A copy of the Succession and Sharing policy should be read in conjunction with this agreement (attached).

Allotment site: Plot number:

Tenant's name:

Co-worker's Details

Name:

Address:

.....

Postcode: Tel. No:

.....

Email address:

Date of birth:

Additional Notes/Rules

1. Co-workers will **NOT** automatically be placed on the allotment waiting list. If you wish to apply for your own plot, please ask at the reception (01763 245484).
2. The annual invoice is the responsibility of the tenant, not the co-worker.
3. The co-worker has no legal tenancy rights or responsibilities.
4. It is the responsibility of the tenant to inform the council in writing if they wish to transfer their tenancy to the co-worker at any time. The co-worker must also agree in writing to the transfer.
5. A co-worker can only be a co-worker with one tenant.
6. The co-worker must make themselves aware of, and comply with, the allotment rules and regulations.
7. Allotment tenants are responsible for the behaviour of their co-workers. If a co-worker breaks the tenancy rules, the council can end their co-worker status.
8. The named tenant can cease this agreement at any time.
9. The council reserves the right to deny co-worker status to any individual who has contravened the rules on the allotment previously.
10. Sub-letting to co-workers is not allowed, so the tenant must still have regular involvement in the maintenance of the plot.
11. Your details will be shared with RAGA to enable them to contact you in the future and so they have a record of who can enter the site.

Tenant's signature: Date:

.....

Co-worker's signature: Date:

AN AGREEMENT made on the 20.....between the ROYSTON TOWN COUNCIL (hereinafter referred to as "the Council") acting by CAROLINE MILLS their Clerk of the one part and

.....**of.....Royston** in the County of Hertfordshire (hereinafter referred to as "the Tenant") of the other part.

1. The Council agree to let and the Tenant agrees to take on a yearly tenancy from the first day of January 20..... the allotment garden containingpoles/ square metres or thereabouts situate at Green Street, Royston in the County of Hertfordshire and numberedin the register of allotment gardens provided by the Council upon the terms of this Agreement at the yearly rent of £..... per plot and a proportionate rent for any part of a year over which the tenancy may extend, or such other annual sum as may from time to time be determined by the Council being a rent which the Tenant may reasonably be expected to pay to take effect from the following 1st January provided that the Council give to the Tenant not less than twelve months notice in writing specifying the proposed new sum. The increase shall be limited to the current CPI plus 10% and further limited to such sum as is required for the Council to provide such allotment.

2. THE TENANT AGREES with the Council as follows:-

- (i) To pay the said yearly rent in advance on the 1st January in each year.
- (ii) To keep the allotment garden clean, and in a good state of cultivation and fertility and in good condition and so to deliver it up at the end of the tenancy.
- (iii) To use the said plot as an allotment garden and for no other purpose.
- (iv) Not to underlet assign or part with possession of the allotment garden or any part of it without the written consent of the Council.
- (v) If the tenancy is a joint tenancy, if one tenant passes away or leaves, the tenancy will become a sole tenancy for the remaining tenant subject to the succession policy.
- (vi) To permit any member or officer of the Council at any times to enter upon and inspect the allotment garden.
- (vii) (a) Not to erect any building or structure on the allotment garden without having received the previous written consent of the Council, especially with regard to position appearance and dimensions and if any building other than aforesaid is so erected the Council may forthwith pull down the same and sell and dispose of the materials thereof and the proceeds of the sale shall be treated as additional rent of the allotment garden and retained as such by the Council.

(b) If any building is erected with the consent of the Council on the allotment garden then at the end of the tenancy neither the Council nor the incoming tenant shall be bound to take any such building or pay any compensation therefore but the outgoing tenant shall be at liberty before the expiration of the tenancy to remove the same and if he fails to do so the Council may pull down the building and dispose of the materials and apply the proceeds in like manner as if it were a building prohibited to be erected.

- (viii) To use his/her/their best endeavour to protect the gates & fences etc enclosing the land and also the notice boards, water supply installations and any other infrastructure which have been or may at any time during the tenancy be erected upon the land.
- (ix) Not to deposit or allow other persons to deposit upon the said plot any earth road sweepings refuse or any other material excepting manure or fertiliser in quantities such as may reasonably be required for immediate use in cultivation.
- (x) Not to use barbed wire or razor wire for fence adjoining any path set out by Council on the plot
- (xi) Not to cause permit or suffer any nuisance or annoyance to the occupier of any other allotment garden or neighbouring properties or obstruct any path set out by the Council for the use of the occupiers of the allotment gardens
- (xii) Not without the written consent of the Council to keep any livestock poultry or other birds on the allotment.
- (xiii) To observe all rules and regulations relating to allotment gardens that may at any time hereafter be made by the Council and of which he/she/they may be notified.
- (xiv) To notify the Council immediately of a change of address and if moved out of the Royston area then they must relinquish their plot at the end of the calendar year.

3. The Council agrees with the Tenant to pay all rates taxes and tithe rent charges in respect of the allotment gardens.

4. The tenancy hereby created shall terminate:

- (i) On the expiration of three months after the death of the Tenant, the succession policy will apply or if no successor is named, the plot will be offered to the next person on the waiting list.
- (ii) By either party giving to the other three calendar month's previous notice in writing expiring at any time.
- (iii) By re-entry by the Council at any time after giving three calendar months previous notice in writing to the Tenant on account of the plot being required (a) for any purpose (not being the use of the same for agriculture) for which it has been appropriated under any statutory provision or (b) for building mining or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes.
- (iv) By re-entry by the Council at any time:-
 - (a) if the rent or any part thereof is in arrears for not less than forty days whether legally demanded or not
 - or

(b) if it appears to the Council that there has been any breach of the conditions and agreements on the part of the Tenant herein contained and provided that if such breach be of the conditions or rules affecting the cultivation of the plot at least three months have elapsed since the commencement of the tenancy

5. Any notice given by the Council pursuant to Clause 4 may be signed by their Clerk for the time being and shall be sufficiently served if sent to the Tenant by post at the last notified address or left for him on the said plot.
6. The Tenant shall on determination of the tenancy be entitled to compensation only in the events and to the extent prescribed by Section 2 Sub-sections 2 and 3 of the Allotments Act, 1922, as extended by the Allotments Act, 1950, but not further or otherwise.
7. The Council shall on termination of the tenancy be entitled to recover compensation from the Tenant by virtue of Section 4 of the Allotments Act, 1950, in respect of any deterioration of the land caused by the failure of the Tenant to maintain the land clean and in a good state of cultivation and fertility.

As witness the hands of the parties the day and year first before written.

Signed by the said

in the presence of

Signed by the said CAROLINE MILLS TOWN CLERK

.....

in the presence of

.....

Agenda Item 9 – Royston Picture Palace Website

Motion to Royston Town Council Finance Committee 30th September 2024

At the meeting of the Cinema WP on 24th July 2024, it was agreed that Royston Town Council should request the transfer of the Royston Picture Palace website domain name and social media accounts from Saffron Screen.

The Town Clerk has advised that the Cinema WP must submit a proposal to the Finance Committee to request that this is done, including any costs that would be incurred, both for the transfer and going forward and request funding for these.

The domain name is currently hosted with uk2.net and it expires on the 29th November 2024. Saffron Screen have confirmed that they will transfer the account to Royston Town Council, on receipt of the relevant email address and phone number.

Saffron Screen is also prepared to transfer access to the Royston Picture Palace Facebook account and the Instagram login details.

Saffron Screen have quoted a £50 administration charge for transferring both the domain name and the social media accounts. The annual cost of renewal to retain the domain name is £9.49.

The Royston Picture Palace website is currently dormant but still intact. The creator of the site Andy Jenkins, has quoted £200pa to upgrade the site, manage the hosting environment, backups, email and other management activities.

I propose that Royston Town Council resolves to:

1. Request transfer of the Royston Picture Palace website domain name, Facebook account and Instagram account login details from Saffron Screen for a cost of £50.
2. Retain the Royston Picture Palace website domain name at a cost of £9.49 per year.
3. Secure the services of Andy Jenkins to upgrade and manage the website for an annual cost of £200.

Ruth Brown Chair, Cinema Working Party

Royston Town Council Finance Committee meeting – Monday 30th September 2024
Agenda item 10 – Royston Picture Palace Equipment

Royston Picture Palace Cinema remains closed and residents are frequently asking about its return.

All of the cinema equipment necessary to show films, plus the extra moveable tiered seating, is owned by Royston First.

On a few occasions recently, Royston First have advised officers and councillors that the equipment is owned by them and they can remove it at any time.

Royston Town Council has spent thousands of pounds of council tax payers' money on legal advice and staff time on researching a future for the cinema. If Royston First remove the equipment then there can be no cinema and this money will have been wasted.

To enable the Town Council to have the opportunity of using the Town Hall venue for screening of films – whether for the general public or individual community groups – it needs to secure the future use of the equipment. This should be done before more funds and time are spent.

However, some of the equipment has not been serviced for two years and there are remedial works required which would cost several thousand pounds. There could also be the ongoing maintenance and servicing costs for equipment which is now 12 years old. This all needs to be factored in.

In the circumstances, this motion instructs the Council officers to investigate the possibility of securing said equipment whether by outright purchase or a leasing arrangement, taking into account the current value, future costs and remedial works required.

This information will then be presented to a future Finance Committee meeting for further discussion.

Cllr Michael Harrison

Royston Town Council Finance Committee meeting – Monday 30th September 2024
Agenda item 11 – Royston Picture Palace Manager

Royston Picture Palace Cinema remains closed because no alternative operator has been appointed.

To ensure that the Cinema reopens without delay it is hereby proposed that the Town Council should consider taking over the direct operation of the Cinema and in this regard, officers are instructed to investigate the feasibility and costs to appoint a Cinema Manager.

The Cinema Manager would take responsibility for screening films for the public and possibly various community groups. The selected person would take charge of selecting and obtaining films, scheduling, advertising, ticket sales and refreshment sales. The continued use of cinema volunteers would also be crucial and their services will need to be secured.

Suitable training would be given to existing Town Hall staff to cover instances of sickness and holidays.

Officers should report back to a future Finance Committee meeting with their findings so that this proposal can be discussed further.

Cllr John Rees

Agenda Item 12 – Royston Picture Palace Legal Advice

Motion to Royston Town Council Finance Committee - 30th September 2024

At the meeting of the Cinema Working Party (WP) on 24th July 2024, we were not able to share the legal advice with the non-Councillor members, regarding the lease of the Town Hall and the procurement process for running the Royston Picture Palace. We had been advised that, due to the confidential nature of the information, it could not be shared outside the Town Council.

The non-Councillors on the Cinema WP include representatives of the Royston First BID, the cinema volunteers and programme management, who have contributed significant time and expertise to the project. Being unable to share the legal advice with these members negatively impacts the operation of the working party, as it prevents the full group from having all the relevant information, when discussing any future plans.

Royston First BID set up Royston Picture Palace in partnership with Royston Town Council and ran it from 2013 until 2019, when Saffron Screen took over. The contract with Saffron Screen was a tripartite agreement with both Royston Town Council and Royston First BID. As such Royston First BID, though a third party to the Town Council, are not a third party in relation to the Royston Picture Palace.

The BID manager has asked to see the legal advice, provided to the Town Council, regarding the cinema.

When the clerk checked what was permissible, our solicitors advised that they could provide a summarised version, for a fee of £500-750, to be shared with non-Councillors. The clerk has advised that we are not permitted to make use of the budget already agreed to cover legal costs related to the cinema, so we need to ask the committee for additional funds.

I therefore propose that the Finance Committee:

1. Grants permission for a summary of the legal advice to be released to non-Councillor members of the Cinema WP
2. Approves expenditure of up to £750 to pay for a summary of the legal advice to be provided.

Ruth Brown Chair, Cinema WP