

Finance Committee meeting Monday 26th July 2021

Agenda item 5a – Bank reconciliation

Royston Town Council 2021-2022			
Bank Reconciliation June 2021			
Receipts		Payments	
B/F	825,440.22	B/F	57,238.77
June income	41,350.23	June payments	40,211.30
	866,790.45		97,450.07
Receipts to date	866,790.45		
Less Payments to date	97,450.07		
	769,340.38		
Represented by			
RTC Current Account -		73,344.29	
Less un-cleared Chqs		- 10,007.49	
		63,336.80	
Business Premium account		9,695.77	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		530,585.81	
Public Sector Deposit Fund		100,000.00	
Takings Account		-	
		769,340.38	
War Memorial Account			
Receipts		Payments	
B/F	3,886.00	B/F	0.00
June Receipts	3,886.00	June Payments	-
	3,886.00		-
Receipts to date	3,886.00		
Less Payments to date	0.00		
	3,886.00		
	In Treasurers BPA	In Current	Total
RTC War Memorial	3,706.00	180.00	3,886.00
			3,886.00
		Unpresented cheques	0.00
			3,886.00
Petty Cash for noting	01/06/2021	30/06/2021	
Office	100.06	100.06	
Museum	90.09	90.09	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	£ 295.15	£ 295.15	
Prepared by Town Clerk		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

Bank reconciliation cont.

Royston Town Council 2021-2022			
Charity Accounts - June 2021			
Cave Account			
<u>Receipts</u>		<u>Payments</u>	
B/F	34,895.47	B/F	0.00
June Receipts	-	June Payments	-
	<u>34,895.47</u>		<u>-</u>
Receipts to date	34,895.47		
Less Payments to date	0.00		
	<u>34,895.47</u>		
Represented by			
RTC - Cave Account	34,895.47		
Less un-cleared Chqs	-		
		<u>£ 34,895.47</u>	
Leete Account			
<u>Receipts</u>		<u>Payments</u>	
B/F	18,969.22	B/F	12.70
June Receipts	297.95	June Payments	6.35
	<u>19,267.17</u>		<u>19.05</u>
Receipts to date	19,267.17		
Less Payments to date	19.05		
	<u>19,248.12</u>		
Represented by			
RTC - Leete Account	19,248.12		
Less un-cleared Chqs			
		<u>£ 19,248.12</u>	
Town Mayor's Community Trust Fund			
<u>Receipts</u>		<u>Payments</u>	
B/F	21,596.38	B/F	1,012.00
June Receipts	-	June Payments	6.45
	<u>21,596.38</u>		<u>1,018.45</u>
Receipts to date	21,596.38		
Less Payments to date	1,018.45		
	<u>20,577.93</u>		
Represented by			
Mayor's Charity monies	341.74		
Community Fund	20,236.19		
Less un-cleared Chqs			
		<u>£ 20,577.93</u>	
Prepared by Town Clerk		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

Agenda item 5b – Income and expenditure

ROYSTON TOWN COUNCIL																	
Summary of Royston Town Council Income & Expenditure for 2021-2022 to-date against allocated budget																	
EXPENDITURE	Quarter 1					Quarter 2			Quarter 3			Quarter 4			Year to Date	Agreed Budget	YTD Budget variance
	April	May	June	Estimated Quarterly Budget	QTD Variance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March			
Admin/Democracy	8,732	6,850	7,230	35,153	65%	-	-	-	-	-	-	-	-	-	22,812	129,571	70%
Museum	4,115	2,686	8,951	22,851	69%	-	-	-	-	-	-	-	-	-	15,752	91,666	69%
Town Hall	3,005	2,348	3,324	15,461	56%	-	-	-	-	-	-	-	-	-	8,677	59,613	58%
Priory Rooms	314	254	254	1,142	72%	-	-	-	-	-	-	-	-	-	822	14,508	23%
Market Hill Rooms	892	1,206	1,631	2,672	140%	-	-	-	-	-	-	-	-	-	3,729	20,294	73%
Other Expenses	2,045	-	1,372	3,426	100%	-	-	-	-	-	-	-	-	-	3,417	15,543	88%
Royston Cave	1,254	624	1,100	5,910	50%	-	-	-	-	-	-	-	-	-	2,978	20,032	59%
Allotments	349	348	1,234	870	222%	-	-	-	-	-	-	-	-	-	1,931	4,465	173%
War Memorial	615	85	85	1,605	49%	-	-	-	-	-	-	-	-	-	785	2,423	130%
30 Kneesworth Street	382	42	42	549	85%	-	-	-	-	-	-	-	-	-	466	1,036	180%
Plantations	464	482	482	2,410	59%	-	-	-	-	-	-	-	-	-	1,428	19,080	30%
Public Conveniences	157	127	127	637	65%	-	-	-	-	-	-	-	-	-	411	2,913	56%
Markets and Parking	3,725	3,762	3,495	12,024	91%	-	-	-	-	-	-	-	-	-	10,982	70,734	62%
TOTAL EXPENDITURE	26,049	18,814	29,327	104,711	71%	-	-	-	-	-	-	-	-	-	74,190	451,878	66%
INCOME	Quarter 1					Quarter 2			Quarter 3			Quarter 4			Year to Date	Agreed Budget	
	April	May	June	Estimated Quarterly Budget	QTD Variance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March			
Interest	4	3	16	77	30%										23	300	31%
Town Hall	-	1,453	1,998	4,055	85%	-	-	-	-	-	-	-	-	-	3,451	15,000	92%
Priory Centre	-	-	-	85	0%	-	-	-	-	-	-	-	-	-	-	500	0%
Market Hill Rooms	-	335	390	2,292	32%	-	-	-	-	-	-	-	-	-	725	7,500	39%
Cave	-	-	30	3,904	1%	-	-	-	-	-	-	-	-	-	30	10,000	1%
Allotments	166	25	54	306	80%	-	-	-	-	-	-	-	-	-	245	5,600	18%
30 Kneesworth Street	-	-	-	4,121	0%	-	-	-	-	-	-	-	-	-	-	15,580	0%
Museum	-	7	-	96	7%	-	-	-	-	-	-	-	-	-	7	750	4%
Markets and Parking	3,856	5,531	5,563	14,592	102%	-	-	-	-	-	-	-	-	-	14,950	54,000	111%
TOTAL INCOME	4,026	7,354	8,051	29,528	66%	-	-	-	-	-	-	-	-	-	19,431	109,230	71%
PRECEPT	165,734														165,734	331,469	
CTRS grants	5,590														5,590	11,179	
Balance															£ 116,565	£ -	

Agenda item 7

Royston Museum - request for use of the Restart Grant to purchase a display case

1. Background

There has been much going on behind the scenes at Royston Museum in order to make it safe, more engaging and welcoming for local residents, other visitors and volunteers. The museum is planning to re-open on Saturday 31st of July.

In order to prepare for the opening and use of the museum, the Curatorial Support freelancer has been compiling a list of priorities for improvements in the short, medium and long term across the museum provision, including display, collections, operations.

The museum is extremely grateful for the financial assistance from Royston Town Council to purchase some much-needed items to prepare for the museum re-opening which is summarised below:

Covid secure items – expenditure £250.00

A number of items have been purchased to make the space Covid-secure and the volunteers feel safe (and will be useful for any future restrictions, should they be needed) including protective screens, face masks, floor markers and a towel dispenser for the toilet.

Collections/display items – expenditure £622.00

Items have been purchased to make some small improvements for the collections in store and the collections on display as far as possible. This includes:

- A1 interpretation board frames for permanent display
- A new graphic panel for the display, an enlarged map of Royston (1903 Ordnance Survey)
- Display blocks, risers and supports for objects which will form a new *timeline* display
- A wheeled clothes rail for the costume in store, which will free up shelf space for the boxes of items that are currently stored in the aisle of the museum
- Head torches to use in the museum stores (as the lighting doesn't allow close inspection of items)

2. Request for use of Restart Grant funding for display case

The Town Clerk applied for a Restart Grant for the Museum and was successful in obtaining £8,000.

The museum's display cases are far from ideal but there is one in particular that is not fit for purpose and presents a health and safety risk to both visitors, staff and volunteers. Please see images on the following page. The display case has glass on 4 sides (the rear glass panel has a chip board panel in front of it, with shelf brackets and shelves). It is not clear whether the glass panels are of toughened or indeed safety glass. The front panel of glass has a number of cracks in the bottom right-hand corner. This not only looks unsightly, but it is also very jagged and sharp. It is at a height where children could touch it. Any future knocks to the glass could bring the whole front panel's stability into question. Most of the other cases are a similar design, although none of the others are damaged.



I would like to request that the Restart Grant be used to purchase a replacement display case for the museum.

Details and prices (exc VAT) have been sought from reputable display case manufacturers for a replacement case, with similar dimensions:

Glasshaus <https://glasshausdisplays.co.uk/>

Cost of display case: £6,544

Delivery and Installation: £1,194

TOTAL: £7,738

Comments: Glasshaus produce museum quality bespoke display cases for many different museums around the country.

Click Netherfield <http://www.clicknetherfield.com/showcases/>

Cost of display case: £7,662

Delivery and installation: £2,365

TOTAL: £10,027

Comments: Click Netherfield are the UK leaders in museum display cases. This is reflected in their price.

Luminati <https://www.luminati.co.uk/display-cabinets-cases/museum-display-case>

Cost of display case: £3,380.70

This includes delivery and installation

Comments: This is a quotation for a retail style display case, so would not be the same museum professional quality as above.

Access Displays were also contacted but did not come back with a quotation.

Helen Giles, Curatorial Support, Royston Museum

The Curatorial Support Freelancer recommends that the Glasshaus case is purchased as it fits the Museum's needs. The Netherfield case is more expensive and offers nothing more than the Glasshaus case and the Luminati case is geared more towards retail.

Members are to resolve to approve that the restart grant of £8,000 is used to purchase a Glasshaus display case for the Museum.

Caroline Mills, Town Clerk to Royston Town Council