

Royston Town Council Finance Committee Meeting 13th December 2021

Agenda item 5i

Royston Town Council 2021-2022			
Bank Reconciliation November 2021			
Receipts		Payments	
B/F	1,109,801.15	B/F	244,217.99
November income	25,118.46	November payments	58,646.84
	1,134,919.61		302,864.83
Receipts to date	1,134,919.61		
Less Payments to date	302,864.83		
	832,054.78		
Represented by			
RTC Current Account -		88,715.98	
Less un-cleared Chqs		- 12,641.21	
		76,074.77	
Business Premium account		9,696.01	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		580,072.00	
Public Sector Deposit Fund		100,000.00	
Takings Account		490.00	
		832,054.78	
War Memorial Account			
Receipts		Payments	
B/F	4,386.00	B/F	0.00
November Receipts		November Payments	-
	4,386.00		-
Receipts to date	4,386.00		
Less Payments to date	0.00		
	4,386.00		
	In Treasurers BPA	In Current	Total
RTC War Memorial	4,206.00	180.00	4,386.00
			4,386.00
		Unpresented cheques	0.00
			4,386.00
Petty Cash for noting	01/11/2021	30/11/2021	
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	

<u>Royston Town Council 2021-2022</u>			
<u>Charity Accounts - November 2021</u>			
<u>Cave Account</u>			
Receipts		Payments	
B/F	34,895.47	B/F	2,284.43
November Receipts	-	November Payments	
	34,895.47		2,284.43
Receipts to date	34,895.47		
Less Payments to date	2,284.43		
	32,611.04		
Represented by			
RTC - Cave Account	32,611.04		
Less un-cleared Chqs	-		
		£ 32,611.04	
<u>Leete Account</u>			
Receipts		Payments	
B/F	19,960.29	B/F	1,680.50
November Receipts	149.79	November Payments	8.65
	20,110.08		1,689.15
Receipts to date	20,110.08		
Less Payments to date	1,689.15		
	18,420.93		
Represented by			
RTC - Leete Account	18,420.93		
Less un-cleared Chqs	-		
		£ 18,420.93	
<u>Town Mayor's Community Trust Fund</u>			
Receipts		Payments	
B/F	22,369.79	B/F	2,137.49
November Receipts	25.40	November Payments	9.32
	22,395.19		2,146.81
Receipts to date	22,395.19		
Less Payments to date	2,146.81		
	20,248.38		
Represented by			
Mayor's Charity monies	181.76		
Community Fund	20,066.62		
Less un-cleared Chqs			
		£ 20,248.38	

Agenda item Sii

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	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March			
Admin/Democracy	8,732	6,850	7,230	6,835	6,660	9,311	9,011	12,386	-	-	-	-	67,015	129,571	78%
Museum	4,115	2,686	8,951	7,089	8,493	5,209	9,828	6,621	-	-	-	-	52,992	91,666	87%
Town Hall	3,005	2,348	3,324	2,972	2,953	3,567	2,816	3,982	-	-	-	-	24,967	59,613	63%
Priory Rooms	314	254	254	254	254	332	316	316	-	-	-	-	2,294	14,508	24%
Market Hill Rooms	892	1,206	1,631	1,240	1,865	869	1,369	1,928	-	-	-	-	11,000	20,294	81%
Other Expenses	2,045	-	1,372	-	-	604	152	2,287	-	-	-	-	6,460	15,543	62%
Royston Cave	1,254	624	1,100	1,259	2,122	1,863	747	2,339	-	-	-	-	11,308	20,032	85%
Allotments	349	348	1,234	169	169	458	328	106	-	-	-	-	3,161	4,465	106%
War Memorial	615	85	85	85	85	611	105	105	-	-	-	-	1,776	2,423	110%
30 Kneesworth Street	382	42	42	42	42	55	53	53	-	-	-	-	711	1,036	103%
Plantations	464	482	482	1,092	482	534	524	524	-	-	-	-	4,584	19,080	36%
Public Conveniences	157	127	127	127	127	166	158	458	-	-	-	-	1,447	2,913	75%
Markets and Parking	3,725	3,762	3,495	13,834	3,394	3,539	3,460	3,666	-	-	-	-	38,875	70,734	82%
TOTAL EXPENDITURE	26,049	18,814	29,327	35,000	26,646	27,118	28,867	34,771	-	-	-	-	226,591	451,878	75%
INCOME	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Year to Date	Agreed Budget	YTD Budget variance
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March			
Interest	4	3	16	3	2	17	2	2					49	300	24%
Town Hall	-	1,453	1,998	1,820	2,005	1,945	2,069	1,822	-	-	-	-	13,112	15,000	131%
Priory Centre	-	-	-	28	33	136	84	121	-	-	-	-	402	500	120%
Market Hill Rooms	-	335	390	714	425	701	1,251	1,158	-	-	-	-	4,973	7,500	99%
Cave	-	-	30	-	-	682	200	300	-	-	-	-	1,212	10,000	18%
Allotments	166	25	54	166	55	85	193	39	-	-	-	-	784	5,600	21%
30 Kneesworth Street	-	-	-	4,143	-	3,813	-	-	-	-	-	-	7,956	15,580	77%
Museum	-	7	-	-	7	47	-	-	-	-	-	-	61	750	12%
Markets and Parking	3,856	5,531	5,563	6,201	2,493	9,610	6,044	4,752	-	-	-	-	44,049	54,000	122%
TOTAL INCOME	4,026	7,354	8,051	13,073	5,020	17,036	9,843	8,194	-	-	-	-	72,597	109,230	100%
PRECEPT	165,734					165,735							331,469	331,469	
CTRS grants	5,590					5,589							11,179	11,179	
Balance													£ 188,654	£ -	

Agenda item 7

Private Rates*	Hourly Rate			Commercial Rates**	Hourly Rate		
	Off Peak	Peak	Peak		Off Peak	Peak	Peak
	General Public Registered Charities (where fund raising) Voluntary Organisations	09.00- 18.00	18.00- 23.00	2300 – 00.00	09.00- 18.00	18.00- 23.00	2300 – 00.00

Heritage (Lower) Hall: Capacity for fire regulations 180 people; seated 120 and for dancing 150

Mon-Thurs	£17.00	£25.50	£44.50	Mon-Thurs	£20.00	£34.00	£66.50
Friday	£17.00	N/A	N/A	Friday	£20.00	N/A	N/A
Saturdays	£25.50	N/A	N/A	Saturdays	£39.00	N/A	N/A
Sundays	£25.50	£34.00	£50.50	Sundays	£39.00	£44.50	£78.00

Hardwicke (Upper) Hall: Capacity for fire regulations 180 people; seated theatre-style 134 (including balcony seats).

Mon-Thurs	£17.00	£25.50	£44.50	Mon-Thurs	£20.00	£34.00	£66.50
Friday	£17.00	N/A	N/A	Friday	£20.00	N/A	N/A
Saturdays	£25.50	N/A	N/A	Saturdays	£39.00	N/A	N/A
Sundays	£25.50	£34.00	£50.50	Sundays	£39.00	£44.50	£78.00

Both Halls

Mon-Thurs	£26.50	£39.00	£63.00	Mon-Thurs	£34.00	£44.50	£93.50
Friday	£26.50	N/A	N/A	Friday	£34.00	N/A	N/A
Saturdays	£34.00	N/A	N/A	Saturdays	£50.50	N/A	N/A
Sundays	£34.00	£45.50	£66.50	Sundays	£50.50	N/A	N/A

Market Hill Rooms: Capacity 150 (Minimum hire 1 hour)

Mon-Fri	£14.00	£17.00	£26.50	Mon-Fri	£20.00	£23.50	£40.00
Saturday	£16.00	£20.00	£34.00	Saturday	£22.50	£27.50	£46.50
Sunday	£16.00	£20.00	£34.00	Sunday	£22.50	£27.50	£46.50

Room 11 or Committee Room - Capacity 40 & 30 respectively (Minimum hire 1 hour) 7 days a week

# RCA Members Mon -Fri	£9.00	£9.00	N/A	Mon-Fri	£16.00	£20.00	N/A
Non RCA Members Mon -Fri	£12.00	£12.00	N/A				
Saturdays & Sundays	£17.00	£17.00	N/A	Saturdays & Sundays	£20.00	£20.00	N/A

RCA Kitchen - available free of charge for use during hire of Room 11 or the Committee Room

Royston Town Council - Draft Budget 2022-2023 - 6 months Oct 2021

<u>Summary</u>	<u>2022-2023</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
	<u>Budget</u>	<u>Forecast out-turn</u>	<u>YTD 6 months to 30.9.2021</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
<u>EXPENDITURE</u>						
Admin/Democracy	144,541	120,926	45,618	129,571	122,935	96,707
Museum	95,000	89,989	36,543	91,666	65,472	83,841
Town Hall	62,038	53,818	18,169	59,613	41,949	48,512
Priory Rooms	15,491	12,620	1,662	14,508	10,081	12,007
Market Hill Rooms	23,728	19,656	7,703	20,294	23,742	28,918
Plantations	20,878	18,825	3,536	19,080	16,624	17,304
Other Expenses	16,286	14,043	4,021	15,543	6,190	13,115
Royston Cave	21,117	17,950	8,222	20,032	13,753	16,029
Allotments	6,761	4,710	2,727	4,465	3,878	3,847
War Memorial	4,101	2,295	1,566	2,423	2,322	2,416
30 Kneesworth St	1,109	970	605	1,036	982	866
Town Manager(LGA 72 s144)	-	-	0	-	0	13,200
Public Conveniences	3,939	2,485	831	2,913	2,003	3,095
Markets and Parking	73,167	69,842	31,750	70,734	62,612	59,788
Extraordinary expenditure from reserves						45,345
TOTAL EXPENDITURE	488,156	428,129	162,953	451,878	372,543	444,990
<u>INCOME</u>						
Interest	200	100	45	300	1,500	2,482
Museum	-	14	14	750	542	749
Town Hall	28,000	20,000	9,221	15,000	3,385	31,554
Priory Centre	1,000	500	197	500	0	5,272
Market Hill Rooms	10,000	6,800	2,564	7,500	509	15,481
Allotments	5,600	5,600	552	5,600	5,876	5,631
30 Kneesworth St	15,590	15,580	7,956	15,580	15,565	15,550
Royston Cave	7,500	2,000	712	10,000	268	11,871
Markets and Parking	60,000	57,000	33,253	54,000	47,745	68,707
TOTAL INCOME	127,890	107,594	54,514	109,230	75,390	157,297
NET EXPENDITURE	360,266	320,535	108,439	342,648	297,153	287,693
Precept	349,133	317,910	317,910	331,469	317,910	305,934
CTRS Grant	11,133	11,179	11,179	11,179	11,321	11,404
Net difference	0	8,554	220,650	0	32,078	29,645

Cost of Democracy (LGA 1972 s111/s142)

	<u>2022-2023</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
	<u>Budget</u>	<u>Forecast out-turn</u>	<u>YTD 6 months to 30.9.2021</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
EXPENDITURE						
Admin Staffing	104,641	82,000	35,434	90,409	85,538	72,236
Photocopying	500	100	11	200	56	100
Administration/Subscriptions	2,500	2,500	1,011	2,500	1,620	1,927
Publications	150	150	0	150	68	52
Postage	400	300	23	500	309	533
Printing and stationery	500	800	191	1,000	810	872
Mileage	300	300	0	300	0	218
Repairs, maintenance and agency costs	2,500	2,500	0	2,500	2,513	2,379
Equipment	400	400	0	400	399	33
Telephone and Broadband	2,000	2,000	869	2,000	1,953	1,823
Insurance	1,385	1,352	1,069	1,352	1,316	1,246
Training	1,000	1,000	775	1,000	807	923
Bank and Payflow charges	110	110	43	110	93	96
Advertising	600	1,000	432	600	500	1,448
Election	10,000	5,000	0	5,000	0	0
Audit	2,400	2,400	450	2,400	2,185	2,155
Rates	5,755	5,614	3,370	5,750	5,614	5,524
IT	2,000	2,000	844	2,000	3,835	1,342
Legal fees	5,000	5,000	0	5,000	13,676	2,000
Communications	0	4,000	0	4,000	0	
Newsletter/questionnaire	2,400	2,400	1,096	2,400	1,643	1,800
TOTAL EXPENDITURE	144,541	120,926	45,618	129,571	122,935	96,707

MUSEUM

	<u>2022-2023</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
	<u>Budget</u>	<u>Forecast out-turn</u>	<u>YTD 6 months to 30.9.2021</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
EXPENDITURE						
Museum Charity SLA agreement	95,000					
Museum staff	0	50,421	19,714	50,421	30,187	47,796
Admin staff	0	12,200	4,431	13,420	10,691	11,288
NHDC Compliance & maintenance contract	0	2,000	0	2,000	1,923	1,590
Maintenance Plan	0	1,700	395	1,700	1,373	1,353
Security/Fire Regs	0	820	820	750	654	567
Gas, Electric and Water	0	3,000	678	3,000	2,060	2,685
Rent (review was due Sept 13)	0	7,500	3,750	7,500	7,500	7,500
Rates	0	4,741	2,845	4,850	4,741	4,665
Premises insurance	0	1,407	0	1,525	1,467	1,438
Items for sale	0	0	0	300	0	100
Insurance	0	1,200	1,200	1,200	1,134	1,080
Other expenditure	0	5,000	2,710	5,000	3,742	3,779
TOTAL	95,000	89,989	36,543	91,666	65,472	83,841
<u>INCOME</u>						
Sales (inc Jack's War)	0	7	7	500	538	641
Exhibition commission & hanging fees	0	7	7	250	4	108
TOTAL	0	14	14	750	542	749
NET REVENUE	-95,000	-89,975	-36,529	-90,916	-64,930	-83,092

TOWN HALL (LGA 1972 s133)

	<u>2022-2023</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>	
	<u>Budget</u>	<u>Forecast out-turn</u>	<u>YTD 6 months to 30.9.2021</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>	
EXPENDITURE							
Phone line/Lift Maintenance	1,250	1,250	641	1,250	766	744	
External decoration	3,000	0	0	-	0	0	
Caretaking/cleaner	26,500	25,000	9,142	30,000	15,494	25,813	
Admin Staff	7,694	6,430	2,768	7,063	6,684	5,643	
Maintenance & refuse	3,540	2,950	1,045	2,950	2,110	1,161	
Fuel/light/water	6,000	4,300	207	4,300	4,942	7,273	
Cleaning materials and PPE	1,500	1,500	63	1,500	738	122	
Rates	6,393	6,238	3,742	6,400	6,238	6,138	
Equipment	500	500	111	500	0	88	
Furniture	200	200	0	200	0	0	
Licences	500	500	0	500	0	1,130	
Insurances	461	450	450	450	477	400	
Cinema reserve fund - Equip & furnishings	4,500	4,500	0	4,500	4,500	0	
TOTAL EXPENDITURE	62,038	53,818	18,169	59,613	41,949	48,512	
INCOME							
Hall Hiring	28,000	20,000	9,221	15,000	3,385	30,393	
PRS reimbursement	0	0	0	0	0	1,161	
TOTAL INCOME	28,000	20,000	9,221	15,000	3,385	31,554	
NET REVENUE	-34,038	-33,818	-8,948	-	-38,564	-16,958	

COMPLEX/PRIORY CENTRE

	<u>2022-2023</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
	<u>Budget</u>	<u>Forecast out-turn</u>	<u>YTD 6 months to 30.9.2021</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
EXPENDITURE						
Admin/Staff	4,617	3,850	1,662	4,238	4,010	3,387
Caretaking/cleaning	7,000	6,000	0	7,500	4,053	5,763
NHDC Compliance & maintenance contract	2,000	1,400	0	1,400	760	1,132
Fuel/light/water	1,500	1,000	0	1,000	1,229	1,606
Insurance	174	170	0	170	29	119
Furniture	200	200	0	200	0	0
TOTAL EXPENDITURE	15,491	12,620	1,662	14,508	10,081	12,007
INCOME from hirings	1,000	500	197	500	0	3,358
Agency reimbursement	0	0	0	-	0	1,914
INCOME	1,000	500	197	500	0	5,272
NET EXPENDITURE	-14,491	-12,120	-1,465	- 14,008	-10,081	-6,735

MARKET HILL ROOMS

	<u>2022-2023</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
	<u>Budget</u>	<u>Forecast out-turn</u>	<u>YTD 6 months to 30.9.2021</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
Admin/Staff	6,925	4,500	1,937	4,944	4,677	2,823
Cleaning	6,760	6,760	2,600	6,760	6,708	6,760
NHDC Compliance and maintenance contract	2,100	1,700	0	1,700	1,703	1,408
General maintenance	1,740	1,500	770	1,500	1,653	12,419
Internal decoration	0	0	0	-	4,000	0
External decoration	0	0	0	-	0	0
Fuel/light/water	3,200	2,250	795	2,250	2,362	2,449
Rates	1,995	1,946	1,166	1,990	1,946	1,915
Equipment	200	200	135	200	185	100
Insurance	308	300	300	300	285	270
Furniture	100	100	0	100	0	80
PRS Licence & NHDC admin	400	400	0	550	223	694
TOTAL EXPENDITURE	23,728	19,656	7,703	20,294	23,742	28,918
Income from Hirers	10,000	6,800	2,564	7,500	539	15,931
Less Discounts					-30	-450
TOTAL INCOME	10,000	6,800	2,564	7,500	509	15,481
NET REVENUE	-13,728	-12,856	-5,139	12,794	-23,233	-13,437

OTHER EXPENSES

	<u>2022-2023</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
	<u>Budget</u>	<u>Forecast out-turn</u>	<u>YTD 6 months to 30.9.2021</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
Subscriptions (HAPTC and NALC)	1,986	1,993	1,993	1,993	1,935	1,896
Councillor Courses	1,000	250	0	250	90	71
Town Crier	200	200	0	200	200	200
Mayor's allowance	500	500	0	500	108	163
Civic	1,500	1,500	56	1,500	52	1,312
Town promotions May Fayre	2,000	500	0	2,000	0	2,000
Christmas Lights	4,500	4,500	1,372	4,500	1,262	2,052
External Notice Boards-maint x 3	0	0	0	-	0	0
Day Centre Subsidy	1,000	1,000	0	1,000	1,000	1,000
Remembrance Day/Poppy appeal/British Legion	1,000	1,000	0	1,000	283	572
Mayor's Community Trust Fund donation	600	600	600	600	600	600
Youth Council	2,000	2,000	0	2,000	0	0
Refurbishment of Town Council properties	0	0	0	-	660	0
History Society grant - transitional payment	0	0	0	-	0	3,249
TOTAL EXPENDITURE	16,286	14,043	4,021	15,543	6,190	13,115

ROYSTON CAVE

	<u>2022-2023</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
	<u>Budget</u>	<u>Forecast out-turn</u>	<u>YTD 6 months to 30.9.2021</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
Cave Manager	10,000	10,000	5,157	10,000	6,867	8,762
Guides	2,000	250	38	2,000	0	1,625
General expenses (inc insurance)	2,500	2,500	1,379	2,500	1,969	1,970
Cave Maintenance	2,000	2,000	261	2,000	1,574	849
Admin staff	4,617	3,200	1,387	3,532	3,343	2,823
TOTAL EXPENDITURE	21,117	17,950	8,222	20,032	13,753	16,029
INCOME						
Entrance fees/filming	7,500	2,000	712	10,000	268	11,871
NET REVENUE	-13,617	-15,950	-7,510	-10,032	-13,485	-4,158

ALLOTMENTS

	<u>2022-2023</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
	<u>Budget</u>	<u>Forecast out-turn</u>	<u>YTD 6 months to 30.9.2021</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
Admin/Staffing	4,617	2,570	1,106	2,825	2,674	2,257
Insurance	144	140	140	140	130	120
General maintenance	500	500	334	500	271	500
Water charges	1,500	1,500	1,147	1,000	803	970
TOTAL EXPENDITURE	6,761	4,710	2,727	4,465	3,878	3,847
INCOME						
Rental income	5,600	5,600	552	5,600	5,876	5,631
NET REVENUE	-1,161	890	-2,175	1,135	1,998	1,784

WAR MEMORIAL

	<u>2022-2023</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
	<u>Budget</u>	<u>Forecast out-turn</u>	<u>YTD 6 months to 30.9.2021</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
Admin/Staffing	3,078	1,285	556	1,413	1,336	1,131
Insurance	523	510	510	510	486	450
General maintenance	0	0	0	-	0	335
Restoration fund	500	500	500	500	500	500
TOTAL EXPENDITURE	4,101	2,295	1,566	2,423	2,322	2,416

30 KNEESWORTH STREET

	<u>2022-2023</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
	<u>Budget</u>	<u>Forecast out-turn</u>	<u>YTD 6 months to 30.9.2021</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
Admin/Staffing	769	640	275	706	667	566
Insurance	340	330	330	330	315	300
Repairs & decorations	0	0	0	-	0	0
Roof repairs	0	0	0	-	0	0
TOTAL EXPENDITURE	1,109	970	605	1,036	982	866
Rent received	15,250	15,250	7,626	15,250	15,250	15,250
Insurance	340	330	330	330	315	300
Total Income	15,590	15,580	7,956	15,580	15,565	15,550
NET REVENUE	14,481	14,610	7,351	14,544	14,583	14,684

PLANTATIONS

	<u>2022-2023</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
	<u>Budget</u>	<u>Forecast out-turn</u>	<u>YTD 6 months to 30.9.2021</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
Insurance	261	255	255	255	240	150
Admin staffing	4,617	2,570	1,106	2,825	2,674	2,257
Maintenance	16,000	16,000	2,175	16,000	13,710	14,897
TOTAL EXPENDITURE	20,878	18,825	3,536	19,080	16,624	17,304

PUBLIC CONVENIENCES

	<u>2022-2023</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
	<u>Budget</u>	<u>Forecast out-turn</u>	<u>YTD 6 months to 30.9.2021</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
Admin staffing	1,539	1,285	831	1,413	2,003	1,692
Community Toilet Scheme	2,400	1,200	0	1,500	0	1,403
TOTAL EXPENDITURE	3,939	2,485	831	2,913	2,003	3,095

MARKET PLACE

	<u>2022-2023</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>
	<u>Budget</u>	<u>Forecast out-turn</u>	<u>YTD 6 months to 30.9.2021</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
Insurance	236	230	230	230	216	200
Market staff/adverts/office exps	30,000	30,000	11,638	30,000	21,780	21,819
Admin staff	10,772	7,710	3,855	8,476	9,354	6,771
General/Cleaning/maintenance	6,000	6,000	2,394	6,000	5,441	5,379
Electric and gas	600	500	305	500	420	351
Rates	6,445	6,288	3,771	6,414	6,287	6,154
Public loan (£300,000) repayment (25 yrs)	19,114	19,114	9,557	19,114	19,114	19,114
TOTAL EXPENDITURE	73,167	69,842	31,750	70,734	62,612	59,788
Market Traders pitch hire	25,000	25,000	15,396	24,000	23,008	22,238
Car Parking income	35,000	32,000	17,857	30,000	24,737	46,469
TOTAL INCOME	60,000	57,000	33,253	54,000	47,745	68,707
NET REVENUE	-13,167	-12,842	1,503	-16,734	-14,867	8,919

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Quotation for 3rd extension of freelance curatorial services for Royston Museum

Caroline Mills PSLCC
Town Clerk
Royston Town Council
Town Hall
Melbourn Street
Royston, SG8 7DA

26th November 2021

Dear Caroline,

Quotation for extension of freelance curatorial support for Royston Museum

I am now reaching the end of my 2nd freelance contract extension for Royston Museum. By the end of December, I will have undertaken 57 days' work at the museum (27 days 1st contract, 30 days 2nd contract). I was hoping that my days would stretch to January, but with Amy leaving, I have had to pick up some of her responsibilities in addition to my own.

I would be very keen to extend my contract for a 3rd time if feasible, as there is much to do, and I am mindful of leaving the museum in as good a shape as I can for the new trust. I am creating a handover file for the new manager but would recommend that I am present for at least two days to show them the ropes and go through everything with them.

1. Work undertaken since 2nd extension (August 2021)

- Dealing with collections and local history enquiries
- Modes work: upgrading server and Modes Complete, putting Modes onto new pc.
- Applying for Hertfordshire Association of Museums grant for photo scanner and training up volunteers to start using scanner for the photograph and document collection
- Saturday duty officer (shared on a rota with Amy and latterly Nicky)
- General collections work: putting things away, updating Modes records, pest management
- Organising new display case (Restart Grant) installation
- Small updates to the permanent displays
- Supervising collections volunteers – displays, photography, cataloguing
- Meeting with Mr. Keatley regarding the loan of his ceramics collection
- Sourcing new pc for scanning and modes work, and setting it up ready for volunteers to use
- Recruitment and inductions for new volunteers (one front of house and one collections volunteer)
- Processing acquisitions that were received before mid 2020.
- Setting up dataloggers for environmental monitoring
- Publicising the museum on social media
- Setting up Three Rings volunteer management software, ready to use for 2022
- Working with graphic designer to create 6 panels about the Royston Tapestry
- Handover notes

2. Proposed work: January - March 2022

In order to continue to provide curatorial support until the new manager is in place and assist with the transition, I would be more than happy to extend my days allowance. I would recommend allowing 20 days which will take me up to March 2022. Below summarises the priorities for the curatorial support and suggested days allowance for each piece of work over this period.

Tasks	Days	Comments
Continuing to accession the backlog of acquired objects since early 2020	2	There is a backlog of items that have been donated to the museum and need to be processed, put onto Modes and put away
Minor improvements to collections storage	2	Ensuring everything is tidied away where possible.
Accreditation policies and procedures updated and in place ready for Accreditation return	5	This is a priority. There is much work to do on Accreditation and many of the policies will need to be ready for approval by the new Trust when they officially start. There is also some liaison with Arts Council regarding application as a Trust.
Supervising/training collections volunteers	1	Ongoing training of volunteers, including Modes, front of house, general collections work
Tapestry work: Storage: contact conservator Complete tapestry panels	2	Contact conservator to get advice on suitable long-term storage for the tapestry. The tapestry panels work is progressing.
General/misc.	1	Answering enquiries over phone and email Being on site for painting work, printing group and maintenance contractors
New display case and temporary exhibition prep (for re-opening)	3	The new display case was installed on 23 rd of November. Prepare a 2d photographic temporary exhibition for re-opening
Continue with handover document	1	This has already been started.
Handover with new manager	3	Suggest two days on site and then half a day for me to be on hand to help over email and phone during their first month.
TOTAL DAYS	20	

3. Fees

The total fee for undertaking days' work will be **£6,500.00**

This is based on the following: 20 days' work @ £325.00 a day

The fee includes travel and expenses. I am not registered for VAT.

I would very much welcome the continuation of this work, and hope that the work I am doing stands the museum in good stead for the future.

Helen Giles
Museums and Heritage Consultant

Terms of reference for the Markets Advisory sub-committee -

- a) The Committee shall consist of the following:-
Four Members of Royston Town Council and the Market Manager.
- b) The aim of the sub-committee is to oversee and advise the Council on all matters relating to Royston Market.
- c) The parent committee is the Royston Town Council Finance committee.
- d) A minimum of three Members and the Market Manager will constitute a quorum for meetings.
- e) Membership of the Committee is established at the Annual Meeting of the Finance Committee. Non-members can be invited to join the committee.
- f) At the first meeting of the Committee following the Annual Meeting of the Town Council, members of the Committee shall elect a Chair for the term. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- g) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As an *Advisory Committee* public notice of meetings or public admission to meetings is not required. As an *Advisory Committee* full minutes of meetings are not required; however notes from meetings will be submitted to the Finance Committee to be accepted into the workings of the Council.
- h) Advisory committees are constituted to implement the decisions of Full Council/Finance Committee as are specifically identified in their Terms of Reference, may only use the resources as delegated by Full Council/Finance Committee, and have no mandate to make decisions on behalf of the Council.
- i) Specifically, this committee has the delegated authority to:
 - To consider all matters relating to the operation of the market and to make any recommendations to the Finance Committee.
 - Approve expenditure within agreed budgets.