

Royston Town Council Finance Committee – Monday 26th September 2022

Agenda Item 5i – Bank reconciliation

Royston Town Council 2022-2023			
Bank Reconciliation July 2022			
Receipts		Payments	
B/F	938,020.10	B/F	181,303.99
July income	25,669.23	July payments	46,205.54
	963,689.33		227,509.53
Receipts to date	963,689.33		
Less payments to date	227,509.53		
	736,179.80		
Represented by			
RTC Current Account -		47,566.09	
Less un-cleared Chqs		- 16,922.13	
		30,643.96	
Business Premium account		9,697.22	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		529,619.12	
Public Sector Deposit Fund		100,000.00	
Takings Account		497.50	
		736,179.80	
War Memorial Account			
Receipts		Payments	
B/F	4,886.01	B/F	0.00
July receipts	-	July payments	-
	4,886.01		-
Receipts to date	4,886.01		
Less payments to date	0.00		
	4,886.01		
	In Treasurers BPA	In Current	Total
RTC War Memorial	4,706.00	180.01	4,886.01
			4,886.01
		Unpresented cheques	0.00
			4,886.01
Petty Cash for noting	01/07/2022	31/07/2022	
Office	100.06	120.06	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	£ 205.06	£ 225.06	
Prepared by Finance Assistant		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

Royston Town Council 2022-2023

Charity Accounts - July 2022

Cave Account			
<u>Receipts</u>		<u>Payments</u>	
B/F	32,611.04	B/F	0.00
July receipts		July payments	
	32,611.04		-
Receipts to date	32,611.04		
Less payments to date	0.00		
	32,611.04		
Represented by			
RTC - Cave Account	32,611.04		
Less un-cleared Chqs	-		
		£ 32,611.04	
Leete Account			
<u>Receipts</u>		<u>Payments</u>	
B/F	19,338.07	B/F	25.70
July receipts	546.59	July payments	8.70
	19,884.66		34.40
Receipts to date	19,884.66		
Less payments to date	34.40		
	19,850.26		
Represented by			
RTC - Leete Account	19,850.26		
Less un-cleared Chqs			
		£ 19,850.26	
Town Mayor's Community Trust Fund			
<u>Receipts</u>		<u>Payments</u>	
B/F	19,424.94	B/F	188.95
Receipts	0.00	Payments	8.00
	19,424.94		196.95
Receipts to date	19,424.94		
Less payments to date	196.95		
	19,227.99		
Represented by			
Mayor's Charity monies	330.55		
Community Fund	19,057.25		
Less un-cleared Chqs	159.81		
		£ 19,227.99	
Prepared by Finance Assistant		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

Agenda Item 5ii – Bank reconciliation

Royston Town Council 2022-2023			
Bank Reconciliation August 2022			
Receipts		Payments	
B/F	963,689.33	B/F	227,509.53
August income	12,959.39	August payments	30,739.68
	976,648.72		258,249.21
Receipts to date	976,648.72		
Less payments to date	258,249.21		
	718,399.51		
Represented by			
RTC Current Account -		20,684.73	
Less un-cleared Chqs		- 7,323.56	
		13,361.17	
Business Premium account		9,697.22	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		529,619.12	
Public Sector Deposit Fund		100,000.00	
Takings Account		-	
		718,399.51	
War Memorial Account			
Receipts		Payments	
B/F	4,886.01	B/F	0.00
August receipts	-	August payments	-
	4,886.01		-
Receipts to date	4,886.01		
Less payments to date	0.00		
	4,886.01		
	In Treasurers BPA	In Current	Total
RTC War Memorial	4,706.00	180.01	4,886.01
			4,886.01
		Unpresented cheques	0.00
			4,886.01
Petty Cash for noting	01/08/2022	31/08/2022	
Office	120.06	120.06	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	£ 225.06	£ 225.06	
Prepared by Finance Assistant		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

Royston Town Council 2022-2023

Charity Accounts - August 2022

Cave Account			
<u>Receipts</u>		<u>Payments</u>	
B/F	32,611.04	B/F	0.00
August receipts		August payments	
	32,611.04		-
Receipts to date	32,611.04		
Less payments to date	0.00		
	32,611.04		
Represented by			
RTC - Cave Account	32,611.04		
Less un-cleared Chqs	-		
		£ 32,611.04	
Leete Account			
<u>Receipts</u>		<u>Payments</u>	
B/F	19,884.66	B/F	34.40
August receipts	149.77	August payments	8.35
	20,034.43		42.75
Receipts to date	20,034.43		
Less payments to date	42.75		
	19,991.68		
Represented by			
RTC - Leete Account	19,991.68		
Less un-cleared Chqs			
		£ 19,991.68	
Town Mayor's Community Trust Fund			
<u>Receipts</u>		<u>Payments</u>	
B/F	19,424.94	B/F	196.95
Receipts	0.69	Payments	10.30
	19,425.63		207.25
Receipts to date	19,425.63		
Less payments to date	207.25		
	19,218.38		
Represented by			
Mayor's Charity monies	330.55		
Community Fund	18,967.73		
Less un-cleared Chqs	79.90		
		£ 19,218.38	
Prepared by Finance Assistant		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

Agenda Item Siii – Income and Expenditure

ROYSTON TOWN COUNCIL															
Summary of Royston Town Council Income & Expenditure for 2022-2023 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	14,931	10,039	11,633	9,485	12,824	-	-	-	-	-	-	-	58,912	144,541	97.82%
Museum	45,500	2	66	-	-	-	-	-	-	-	-	-	45,568	91,000	120.18%
Town Hall	3,569	2,991	3,232	3,233	3,260	-	-	-	-	-	-	-	16,285	62,038	63.00%
Priory Rooms	417	381	395	381	381	-	-	-	-	-	-	-	1,955	15,491	30.29%
Market Hill Rooms	1,116	2,030	1,668	1,543	2,027	-	-	-	-	-	-	-	8,384	23,728	84.80%
Other Expenses	2,038	2,160	30	27	4,726	-	-	-	-	-	-	-	8,981	16,286	132.35%
Royston Cave	1,625	2,207	1,641	1,740	1,748	-	-	-	-	-	-	-	8,961	21,117	101.84%
Allotments	551	629	395	893	381	-	-	-	-	-	-	-	2,849	6,761	101.13%
War Memorial	791	754	263	254	254	-	-	-	-	-	-	-	2,316	4,101	135.54%
30 Kneesworth Street	409	63	66	63	63	-	-	-	-	-	-	-	664	1,109	143.70%
Plantations	672	4,434	708	861	381	-	-	-	-	-	-	-	7,056	20,878	81.11%
Public Conveniences	139	127	304	127	127	-	-	-	-	-	-	-	824	3,939	50.21%
Markets and Parking	3,885	3,749	3,938	13,514	3,751	-	-	-	-	-	-	-	28,837	73,167	94.59%
TOTAL EXPENDITURE	75,643	29,566	24,339	32,121	29,923	-	-	-	-	-	-	-	191,592	484,156	94.97%
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	40	51	120	79	91	-	-	-	-	-	-	-	381	200	457.20%
Town Hall	1,441	1,806	1,495	1,823	1,357	-	-	-	-	-	-	-	7,922	28,000	67.90%
Priory Centre	36	131	36	105	102	-	-	-	-	-	-	-	410	1,000	98.40%
Market Hill Rooms	1,251	1,390	909	942	467	-	-	-	-	-	-	-	4,959	10,000	119.02%
Cave	1,499	2,156	2,683	2,591	1,782	-	-	-	-	-	-	-	10,711	7,500	342.75%
Allotments	128	28	-	198	90	-	-	-	-	-	-	-	444	5,600	19.03%
30 Kneesworth Street	-	-	4,153	-	-	-	-	-	-	-	-	-	4,153	15,590	63.93%
Markets and Parking	5,828	4,895	2,996	8,067	5,419	-	-	-	-	-	-	-	27,205	60,000	108.82%
TOTAL INCOME	10,223	10,457	12,392	13,805	9,308	-	-	-	-	-	-	-	56,185	127,890	105.44%

Agenda Item 7 - Slope into the Market Place

The issue of a possible sloped access to the marketplace/car park has been raised several times by members of the public and by councillors. Discussion about this also occurred following the County Council risk assessment for installing the bike shelter.

The District Council Community Engagement Officer for Royston has been looking into how this might be done and has ascertained that works could cost up to £10 k and that funding could be found for this from S106 Sustainable Travel monies.

As the Town Council own the land in question and the S106 monies will not cover a feasibility study to see if a part slope, part step ramp is possible, funding for this would need to come from elsewhere.

I propose that Royston Town Council support this project to provide better pedestrian and cycle access to our marketplace and promote sustainable travel, as well as demonstrating a willingness to work constructively with County and District Councils.

I further propose that Royston Town Council resolve to cover the costs of the feasibility study (expected to be around £500), and that officers liaise with the Community Engagement Officer to ensure that this is progressed.

Carol Stanier July 2022

Agenda Item 8 - Installation of Swift boxes on Town Hall

Background:

At the meeting of the GP & Highways committee on 18th July, members resolved to recommend to the Finance Committee to use reserves to cover the costs of the installation of some swift boxes on the Town Hall. This would meet one of the objectives of the Climate and Biodiversity declaration which is to enhance biodiversity on council land.

An expert from the Royston Wildlife Group visited the Town Hall and recommended sites for the boxes to be installed. Swift boxes come in various shapes, sizes and prices and need to be installed 5m above the ground with a clear flight path for the birds. The expert recommended Schwegler box No 17a triple cavity as swifts like to nest in colonies. The boxes could be fitted to the West side of the Town Hall above the notice board and to the East side of the Town Hall above the rear fire exit.

At least two sets of three should be fitted but there is room for more. Installation of several units would assist the rapid formation of swift colonies. As the majority of the cost is for installation, the price of which does not change with the number of boxes being fitted, the possibility of fitting two boxes on each side should be considered.

The boxes are made out of plant fibre mixed with concrete and are built to last but also have high environmental standards. The birds make very little, if any, mess and the boxes rarely need cleaning out. If they do, the front can easily be removed from a ladder position.



Schwegler 17a triple cavity from Ark Wildlife (based in Hitchin)

@ £178.11 with free delivery from <https://www.arkwildlife.co.uk/>

Installation:

Two quotes for installation have been obtained. Either a cherry picker or scaffold tower is required to work safely at such a height.

- A) Ashton Renovations: £575.00 + VAT
- B) Lander and Linsey: £885.00 + VAT

Option A:

2 boxes = £356.22 + fitting @ £575 = £931.22

4 boxes = £712.44 + fitting @ £575 = £1287.44

Option B:

2 boxes = £356.22 + fitting @ £885 = £1241.22

4 boxes = £712.44 + fitting @ £885 = £1597.44

Officer recommendation:

Option A, 4 boxes. Although expensive, this is a one-off opportunity to help a red-listed endangered bird and the Town Hall should be a perfect site for them. This might also encourage other businesses in the town to install boxes on their properties.

Agenda item 9 – Events Working Party

Terms of reference for the Events Working Party:-

- a) The working party shall consist of a minimum of six members of Royston Town Council.
- b) The aim of the working party is to investigate, make all preparations for and run events including the Annual May Fayre, Remembrance Day, Royston Christmas Lights and other events that may be agreed from time to time.
- c) The committee must ensure that all licence and legal requirements are adhered to. Licence and other applications can only be submitted by an officer of the council.
- d) The parent committee is the Royston Town Council Finance committee.
- e) A minimum of four Members and an RTC officer will constitute a quorum for meetings.
- f) Non-members can be invited to join the working party.
- g) At the first meeting of the working party, members of the working party shall elect a Chair for the term. The Chair must be a member of Royston Town Council. In the event that the Chair retires mid-term they shall again elect a Chair from the councillors within their numbers.
- h) 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 a 'Working Party', public notice of meetings or public admission to meetings is not required. Also 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.
- i) The Working Party may only use the resources as delegated by Full Council/Finance Committee, and has no mandate to make decisions on behalf of the Council.
- j) Budgets are allocated annually for the May Fayre, Remembrance Day and the Christmas Lights. Working party members can approve expenditure within agreed budgets. If grants are received or earmarked reserves are held for specific events then the members can also approve expenditure within these limits. Budgets must solely be used for the event to which they are allocated and no others.
- k) If the working party wishes to put on any other events, a proposal must be submitted to the Finance Committee for approval accompanied by all required costings and quotes as determined in the council's Financial Regulations.

Agenda Item 11- Twinning Tree Planting

The Mayor of Grossalmerode will be visiting Royston 30th Sept - 3rd Oct. He usually plants trees on 3rd October in celebration of German unity and as he will be in Royston this year, he has asked if the Twinning Association could organise for him to plant trees in Royston.

Royston & District Twinning Association has been able to source some trees and has permission from North Herts Council to plant these in the Newmarket Road playing field.

Royston Town Council has already resolved to provide funding for civic events organised by Royston & District Twinning Association.

A Quote has been obtained from North Herts Council for the trees:

I have based the price (of £350 each) on what we would charge a resident for the sponsorship of a tree within a park or highway location which includes the following –

Supply including delivery and transport etc

Stakes, Ties and Cage

Planting and making the ground good around the tree

Maintenance for 2 years including irrigation and regular checking of stakes and ties

I have discussed with the officer at NHC and he said that it is permissible for groups and individuals to provide a tree and maintenance from another source but NHC cannot then guarantee the quality and likelihood of survival of the tree. The Twinning Association have not sought quotes from other sources as no other provider can provide exactly the same service on NHC land.

I would like to propose the following motion to the Finance committee on 26th September:

Royston Town Council agrees to provide £700 to Royston & District Twinning Association to fund two mature trees to be planted in Royston by the Mayor of Grossalmerode and the Mayor of Royston.

Carol Stanier, September 2022

THE ROYSTON & DISTRICT TWINNING
ASSOCIATION

ACCOUNTS FOR YEAR ENDED
31st MARCH 2022

STATEMENT OF ASSETS at 31st March 2022

	Note	2022 £	2021 £
Assets			
Lloyds Bank Current Account		1,141	710
Lloyds Bank Deposit Account		4,200	4,200
Prepayments & accrued income	1	5	0
Liabilities			
Accruals & deferred income	1	240	20
Total		£ 5,106	£ 4,890
Opening balance		4,890	
Surplus for the year		216	
Total funds at 31st March		£ 5,106	

RECEIPTS & PAYMENTS for 12 months to 31st March 2022

	Note	2022 £	2021 £
Receipts			
Subscriptions		310	320
Grants and donations		0	100
Fund raising		84	0
Interest received		0	1
Social events		707	0
Twinning trips and visits Total		0	0
		£ 1,101	£ 421
Payments			
Room hire		0	0
Advertising and promotion		15	0
Admin costs		49	49
Insurance		114	114
Social events		707	0
Twinning trips and visits	2	0	1,096
Total		£ 885	£ 1,259
Excess of Receipts over Payments		216	(838)

NOTES TO THE ACCOUNTS for year ended 31st March 2022

1. Prepayments and accruals are as follows.

Prepayments (spent towards next year's May Fayre)	5
Accrued income (due this year, received next year)	0
Total prepayments and accrued income	£ 5
Accrued expenses (this year's bills yet to be paid)	0
Deferred income (subs and fees received in advance)	240
Total accruals & deferred income	£ 240

2. Twinning trips and visits.

	Receipts	Payments
No trips or visits took place	0	0
Total	£ 0	£ 0

TREASURER'S REPORT

After a couple of false starts, this turned out to be a second year without any twinning trips or visits. The planned trip to La Loupe in France and visit from Großalmerode in Germany were both postponed until 2022. Hence our receipts and payments for trips and visits were zero.

We did, however, manage to run some social events including an annual dinner in December and a Paella event on Royston Market in September. These both broke even. Our net income came entirely from a small amount of fund-raising and generous donations from some of our members. For the second year running we waived the annual membership fee because of our reduced activity.

As we head into 2022-23, we have a trip to France about to happen and are hoping to host visitors from Germany in October. This will hopefully turn out to be a more "back to normal" year.

Paul Brown
Treasurer