

Royston Town Council Finance Committee – Monday 25th September 2023

Agenda Item 5i – Bank reconciliations July and August 2023

Royston Town Council 2023-2024			
Bank Reconciliation July 2023			
Receipts		Payments	
B/F	966,249.07	B/F	169,780.41
July income	30,097.47	July payments	58,684.08
	996,346.54		228,464.49
Receipts to date	996,346.54		
Less payments to date	228,464.49		
	767,882.05		
Represented by			
RTC Current Account -		57,963.35	
Less un-cleared Chqs			
		57,963.35	
Business Premium account		9,737.93	
War Memorial account		180.77	
Treasurers BPA (War Memorial)		5,206.00	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		529,072.00	
Public Sector Deposit Fund		100,000.00	
Takings Account (unbanked cash)			
		767,882.05	
Petty Cash for floats	01/07/2023	31/07/2023	
Office	124.26	105.31	
Cave	100.00	100.00	
Totals	£ 224.26	£ 205.31	

Royston Town Council 2023-2024**Charity Accounts - July 2023**

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	19,733.19	B/F	25.05
July receipts	819.89	July payments	8.70
	20,553.08		33.75
Receipts to date	20,553.08		
Less payments to date	33.75		
	20,519.33		
Represented by			
RTC - Leete Account	20,519.33		
Less un-cleared Chqs			
		£ 20,519.33	
Town Mayor's Community Trust Fund			
<u>Receipts</u>		<u>Payments</u>	
B/F	18,655.81	B/F	862.36
July Receipts	0.53	July Payments	9.75
	18,656.34		872.11
Receipts to date	18,656.34		
Less payments to date	872.11		
	17,784.23		
Represented by			
Mayor's Charity monies	-		
Community Fund	17,784.23		
Less un-cleared Chqs			
		£ 17,784.23	

Royston Town Council 2023-2024
Bank Reconciliation August 2023

<u>Receipts</u>		<u>Payments</u>	
B/F	996,346.54	B/F	228,464.49
August income	12,427.15	August payments	27,285.80
	1,008,773.69		255,750.29
Receipts to date	1,008,773.69		
Less payments to date	255,750.29		
	753,023.40		
Represented by			
RTC Current Account -		43,104.70	
Less un-cleared Chqs		43,104.70	
Business Premium account		9,737.93	
War Memorial account		180.77	
Treasurers BPA (War Memorial)		5,206.00	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		529,072.00	
Public Sector Deposit Fund		100,000.00	
Takings Account (unbanked cash)		753,023.40	
Petty Cash for floats	01/08/2023	31/08/2023	
Office	105.31	105.31	
Cave	100.00	100.00	
Totals	£ 205.31	£ 205.31	

Royston Town Council 2023-2024

Charity Accounts - August 2023

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	20,553.08	B/F	33.75
August receipts	136.04	August payments	8.35
	20,689.12		42.10
Receipts to date	20,689.12		
Less payments to date	42.10		
	20,647.02		
Represented by			
RTC - Leete Account	20,647.02		
Less un-cleared Chqs			
		£ 20,647.02	

Town Mayor's Community Trust Fund

<u>Receipts</u>		<u>Payments</u>	
B/F	18,656.34	B/F	872.11
August Receipts	0.00	August Payments	8.00
	18,656.34		880.11
Receipts to date	18,656.34		
Less payments to date	880.11		
	17,776.23		
Represented by			
Mayor's Charity monies	-		
Community Fund	17,776.23		
Less un-cleared Chqs			
		£ 17,776.23	

Agenda Item 5ii – Income and Expenditure July and August 2023

ROYSTON TOWN COUNCIL															
Summary of Royston Town Council Income & Expenditure for 2023-2024 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	12,437	12,595	14,278	10,764	11,479	-	-	-	-	-	-	-	61,553	151,339	97.61%
Museum	-	50,369	-	-	-	-	-	-	-	-	-	-	50,369	100,000	120.89%
Town Hall	3,617	2,906	2,498	3,347	2,884	-	-	-	-	-	-	-	15,252	68,162	53.70%
Priory Rooms	415	478	415	415	415	-	-	-	-	-	-	-	2,138	26,446	19.40%
Market Hill Rooms	1,461	1,837	1,554	1,973	1,729	-	-	-	-	-	-	-	8,554	37,995	54.03%
Other Expenses	2,089	87	2,940	3,335	72	-	-	-	-	-	-	-	8,523	23,083	88.62%
Royston Cave	1,828	2,150	1,674	2,465	1,826	-	-	-	-	-	-	-	9,943	22,568	105.74%
Allotments	562	478	415	415	415	-	-	-	-	-	-	-	2,285	7,205	76.11%
War Memorial	829	319	777	277	277	-	-	-	-	-	-	-	2,479	4,405	135.06%
30 Kneesworth Street	444	80	69	69	69	-	-	-	-	-	-	-	731	1,194	146.93%
Plantations	689	530	415	415	415	-	-	-	-	-	-	-	2,464	21,329	27.73%
Public Conveniences	138	159	138	1,338	138	-	-	-	-	-	-	-	1,911	4,089	112.16%
Markets and Parking	7,016	5,067	5,388	15,043	4,900	-	-	-	-	-	-	-	37,414	85,339	105.22%
TOTAL EXPENDITURE	31,525	77,055	30,561	39,856	24,619	-	-	-	-	-	-	-	203,616	553,154	88.34%
INCOME	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Year to Date	Agreed Budget	
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March			
Interest	338	321	1,775	375	414								3,223	2,500	309.41%
Town Hall	1,736	1,685	954	1,326	685	-	-	-	-	-	-	-	6,386	22,000	69.67%
Priory Centre	106	85	69	215	307	-	-	-	-	-	-	-	782	1,000	187.68%
Market Hill Rooms	1,791	1,174	962	970	468	-	-	-	-	-	-	-	5,365	12,000	107.30%
Cave	2,949	3,713	3,799	2,767	2,375	-	-	-	-	-	-	-	15,603	14,000	267.48%
Allotments	193	57	-	245	35	-	-	-	-	-	-	-	530	5,900	21.56%
30 Kneesworth Street	-	-	-	-	-	-	-	-	-	-	-	-	-	17,599	0.00%
Markets and Parking	6,826	7,667	5,645	5,136	6,069	-	-	-	-	-	-	-	31,343	60,000	125.37%
TOTAL INCOME	13,939	14,702	13,204	11,034	10,353	-	-	-	-	-	-	-	63,232	134,999	112.41%
PRECEPT	193,432												193,432	386,863	
CTRS grants	5,646												5,646	11,292	
Balance													£ 58,694	-£ 20,000	

Agenda Item 7 – Allotments Advisory sub-committee

Terms of reference for the Allotments advisory sub-committee -

- a) The Committee shall consist of the following:-
Four Members of Royston Town Council and an RTC officer. A representative from RAGA and a representative from other plot holders will be invited to attend.
- b) Meetings will be held quarterly in the evenings via Zoom to allow all members to participate.
- c) The aim of the sub-committee is to oversee and advise the Council on all matters relating to the Allotments.
- d) The parent committee is the Royston Town Council Finance committee.
- e) A minimum of three Members, an RTC officer and a representative for plot holders will constitute a quorum for meetings.
- f) Non-councillors do not have voting rights.
- g) Membership of the Committee is established at the Annual Meeting of the Town Council. Non-members can be invited to join the committee.
- h) 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. The Chair must be a Royston town councillor
- i) 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.
- j) 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.
- k) Specifically, this committee has the delegated authority to:
 - Deal with the day to day matters regarding allotments.
 - Approve work on site within the agreed annual expenditure budget for the allotments.
 - Advise the Council on matters that arise which may require investigation or funding from the earmarked reserves.
 - Review draft policies, procedures and agreements relating to the allotments including (but not limited to): tenancy, plot sharing, the waiting list, procedure on death of a tenant, rules and regulations. All documents will need to be submitted to Full Council or the Finance Committee for approval.
 - Formulate a recommendation to the budget working party in October annually, on the level of increase of rent for the next financial year. Future expenditure and current levels of reserves should be considered, and justification must be provided.

Agenda Item 8 - RTC Community Consultation 2023/24

The Town Council has not undertaken a consultation with Royston residents and businesses for about 12 years. The Communications Working Party have been looking at carrying out such a survey commencing in December 2023 with results announced at the 2024 Annual Meeting.

Initially, the Working Party were looking into undertaking this survey themselves but there were certain logistics that were problematic and would entail a lot of manpower. Specialist knowledge would be required to present a professional approach, which would be as wide reaching as possible, to ensure many responses from all sectors of the community.

After further consideration it was agreed that we look for an agency that could undertake this on behalf of the council.

After research we came across Breakthrough Communications who are partnered by both the Local Government Association and the National Association of Local Councils. To design, manage and support a Community Survey campaign on behalf of the Council, the investment required by the council is £2,495. However, as RTC are subscribed to the Council Hive Pro Service there is a discount of 20% reducing the cost to £1,996.

Additionally, the Working Party would like to distribute a hard copy of the survey, potentially in the December edition of The Listing magazine on a 3rd page of the Town Crier Newsletter or an A4 insert in that issue, or via a different method subject to advice from Breakthrough Communications.

Accordingly, we are asking the Finance Committee to allow us a budget of £3,000 to be able to facilitate this survey and fully engage with the Royston Community.

There is an earmarked reserve for newsletters and surveys which currently has a balance of £1,808. This sum would be used towards the project and the balance of £1,192 would be taken from general reserves.

Members are to RESOLVE to agree a budget of £3,000 for the Communications Working Party to carry out a community consultation.

The Communications Working Party