

Royston Town Council 2022-2023
Charity Accounts - Year Ended 31st March 2023

Cave Account			
<u>Receipts</u>		<u>Payments</u>	
B/F	32,611.04	B/F	0.00
March receipts		March 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	20,889.93	B/F	1,823.10
March receipts	0.11	March payments	8.35
	20,890.04		1,831.45
Receipts to date	20,890.04		
Less payments to date	1,831.45		
	19,058.59		
Represented by			
RTC - Leete Account	19,058.59		
Less un-cleared Chqs			
		£ 19,058.59	
Town Mayor's Community Trust Fund			
<u>Receipts</u>		<u>Payments</u>	
B/F	20,162.02	B/F	284.13
Receipts	960.11	Payments	3,125.85
	21,122.13		3,409.98
Receipts to date	21,122.13		
Less payments to date	3,409.98		
	17,712.15		
Represented by			
Mayor's Charity monies	1,309.56		
Community Fund	16,402.59		
Less un-cleared Chqs			
		£ 17,712.15	

Agenda item 5)a)ii)

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	12,258	9,836	26,482	11,220	11,541	10,631	15,311	156,191	144,541	108.06%
Museum	45,500	2	66	-	-	45,500	-	-	-	-	900	267	92,235	91,000	101.36%
Town Hall	3,569	2,991	3,232	3,233	3,260	3,229	3,486	3,843	3,936	3,330	2,967	12,249	49,325	62,038	79.51%
Priory Rooms	417	381	395	381	381	386	393	565	427	427	427	7,643	12,223	15,491	78.90%
Market Hill Rooms	1,116	2,030	1,668	1,543	2,027	1,640	1,502	1,653	1,694	1,561	874	7,995	25,303	23,728	106.64%
Other Expenses	2,038	2,160	30	27	4,726	28	889	196	95	2,534	246	-	12,969	16,286	79.63%
Royston Cave	1,625	2,207	1,641	1,740	1,748	1,568	1,575	1,456	1,387	2,036	1,402	2,313	20,698	21,117	98.01%
Allotments	551	629	395	893	381	386	644	565	427	427	427	1,068	6,793	6,761	100.47%
War Memorial	791	754	263	254	254	257	262	377	285	285	285	291	4,358	4,101	106.27%
30 Kneesworth Street	409	63	66	63	63	64	66	94	71	71	71	73	1,174	1,109	105.86%
Plantations	672	4,434	708	861	381	2,231	706	565	2,217	427	427	1,529	15,158	20,878	72.60%
Public Conveniences	139	127	304	127	127	1,329	131	188	142	742	742	146	4,244	3,939	107.74%
Markets and Parking	3,885	3,749	3,938	13,514	3,751	4,477	3,999	4,270	3,973	14,166	4,398	4,705	68,825	73,167	94.07%
TOTAL EXPENDITURE	75,643	29,566	24,339	32,121	29,923	73,353	23,489	40,254	25,874	37,547	23,797	53,590	469,496	484,156	96.97%
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	40	51	120	79	91	325	144	172	591	258	303	1,066	3,240	200	1620.00%
Town Hall	1,441	1,806	1,495	1,823	1,357	2,533	1,870	1,754	1,322	1,507	1,732	1,869	20,509	28,000	73.25%
Priory Centre	36	131	36	105	102	159	102	276	66	314	286	352	1,965	1,000	196.50%
Market Hill Rooms	1,251	1,390	909	942	467	1,126	1,186	1,213	555	976	1,003	1,380	12,398	10,000	123.98%
Cave	1,499	2,156	2,683	2,591	1,782	2,302	536	368	632	200	300	673	15,722	7,500	209.63%
Allotments	128	28	-	198	90	55	152	26	2,695	2,101	519	357	6,349	5,600	113.38%
30 Kneesworth Street	-	-	4,153	-	-	-	-	-	-	-	-	-	4,153	15,590	26.64%
Markets and Parking	5,828	4,895	2,996	8,067	5,419	2,241	8,412	6,226	4,794	5,036	5,978	7,491	67,383	60,000	112.31%
TOTAL INCOME	10,223	10,457	12,392	13,805	9,308	8,741	12,402	10,035	10,655	10,392	10,121	13,188	131,719	127,890	102.99%
PRECEPT	172,566					172,567							345,133	345,133	
CTRS grants	5,567					5,566							11,133	11,133	
Balance													£ 18,489	£ -	

Notes for Year End Income and Expenditure figures 2022-2023

	Expenditure	Income
Admin/Cost of Democracy	<p>Admin staffing – All staff on NJC contracts were awarded a pay rise of £1,925 per annum which was larger than expected and that had been budgeted for. This has caused excesses over budget in all Admin staffing areas.</p> <p>Compliance contract/NHC repairs and maintenance – This figure is higher than budgeted, £3,691 compared to £2,500. This figure includes utility costs for the offices which rose substantially over the year and were much higher than when budgeting took place in December 2021.</p> <p>Insurance costs were higher than expected due to the removal of the Museum from the council’s ownership which meant that the figure allocated to the museum in the budget had to be allocated to other areas of operation.</p> <p>Elections – the full elections budget was used and a further £8,618 was debited from the elections earmarked reserve. This was due to there being full elections and a by-election in the same year.</p> <p>IT expenditure was in excess of budget due to the new equipment purchased for councillors.</p>	N/a
Museum	<p>The Museum transferred to the Museum Trust CIO. There were additional costs on top of the SLA agreement as notice had to be given on the compliance contract and there were final utility bills to pay.</p>	
Town Hall	<p>Reduced caretaker costs as hirings had also reduced. External decoration – this started in March 2023 but was delayed due to bad weather. The £3,000 budget will need to be earmarked to spend in 2023/2024.</p> <p>Fuel/power/water charges were substantially higher than budgeted as factors that have caused the rises were not known when the budget was being prepared. Cinema reserve fund has not been used this year. It will be earmarked and carried forward.</p>	Income was lower than budgeted as hiring did not return to pre COVID levels as expected.
Priory rooms/Annex	<p>Caretaking and cleaning costs were lower than expected due to changes in staff and fewer hours being worked than originally budgeted.</p> <p>The compliance contract costs were lower than expected as little maintenance was required during the year.</p>	Priory Rooms income was higher than expected as there were a few new hirers during the year.
Market Hill Rooms	<p>Maintenance costs were higher than expected due to ongoing boiler problems.</p> <p>Fuel/power/water charges were substantially higher than budgeted as factors that have caused the rises were not known when the budget was being prepared.</p>	Market Hill Rooms income was higher than expected as there were a few new hirers during the year.

Other Expenses	Civic expenses were much lower than anticipated as there was no civic reception held during the year which normally accounts for the majority of civic expenditure. Remembrance Day costs were almost £2,000 over budget due to changes in the way in which parades need to be managed. A third party traffic management company had to be used. Youth Council budget not used (£2,000) suggest earmarking and carry forward.	
Royston Cave	Guides salaries were higher than expected due to the increased openings and increase in private tours for the year. Very little Cave maintenance was required in the year as much had been done the previous 2 years when the country was in lockdown and the Cave couldn't open. Costs were therefore very low compared to budgets.	Cave income was over double the budgeted figure. When budgeting was carried out, the country was suffering from high levels of COVID and at the time there was uncertainty over whether the Cave would be able to open and so the budget was very cautious.
Allotments		Higher turn-over of new tenants than expected creating an increase in administration charge income and income in excess of budget.
30 Kneesworth Street		The third party lease expired on the property in August 2022 and therefore no rent has been received since then and will not be received until the new lease is in place. The rent will then be backdated and so more will be received in 2023-2024.
Plantations	There was less expenditure on maintenance than expected partly due to less inclement weather. Inspections have been decreased in line with standard requirements which also saved money on expenditure.	
Market Place	Expenditure on market general expenses was lower than expected because the budget figure included the costs of a market assistant for the whole year but the market assistant only started work at the start of 2023 and this means there was a saving from previous months.	Increase in parking income as things returned to normal after COVID-19. Increase in market rental income as the market is now busier with more regular traders.
Interest		Interest income was much higher than expected as interest rates soared throughout the period.

Earmarked Funds in general reserves

	<u>Total earmarked Funds in reserves at beginning of 2022-2023</u>	<u>Add or Minus 2022/2023 additions or expenditure</u>	<u>Year End 22/23</u>	<u>2023/2024</u>
Election costs	£19,847	-8,618	£11,229	£11,229
Town Hall Maintenance (2013-2022)	£31,739	6,000	£37,739	£37,739
Allotments	£12,730	-615.10	£12,114.90	£12,114.90
Market Place cash machine collection	£2,250	0	£2,250	£2,250
Kneesworth Street repairs/decoration	£1,382	0	£1,382	£1,382
Newsletter/surveys	£1,840	-32	£1,808	£1,808
GDPR	£1,287	-£745	£542	£542
Markets contract	£39,906	0	£39,906	£39,906
Cave maintenance and expenses	£1,500	0	£1,500	£1,500
External notice boards	£1,000	-£1,000	0	0
Youth Council	£2,000	+£2,000	£4,000	£4,000
Town Council properties refurbishment	£3,000	0	£3,000	£3,000
May Fayre account	£5,927.45	-£1,385.80	£4,541.65	£4,541.65
Redecoration of Town hall				£3,000
Total	<u>£124,408.45</u>		<u>£120,012.55</u>	<u>£123,012.55</u>

Royston Town Council 2023-2024

Charity Accounts - April 2023

<u>Cave Account</u>			
	<u>Receipts</u>		<u>Payments</u>
B/F	32,611.04	B/F	0.00
April receipts		April 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	
<u>Leete Account</u>			
	<u>Receipts</u>		<u>Payments</u>
B/F	19,058.59	B/F	0.00
April receipts	149.63	April payments	8.70
	19,208.22		8.70
Receipts to date	19,208.22		
Less payments to date	8.70		
	19,199.52		
Represented by			
RTC - Leete Account	19,199.52		
Less un-cleared Chqs			
		£ 19,199.52	
<u>Town Mayor's Community Trust Fund</u>			
	<u>Receipts</u>		<u>Payments</u>
B/F	17,712.15	B/F	0.00
April Receipts	184.83	April Payments	9.75
	17,896.98		9.75
Receipts to date	17,896.98		
Less payments to date	9.75		
	17,887.23		
Represented by			
Mayor's Charity monies	1,649.06		
Community Fund	16,238.17		
Less un-cleared Chqs			
		£ 17,887.23	

Royston Town Council 2023-2024

Bank Reconciliation May 2023

<u>Receipts</u>		<u>Payments</u>	
B/F	917,268.87	B/F	44,547.45
May income	30,308.73	May payments	96,777.35
	947,577.60		141,324.80
Receipts to date	947,577.60		
Less payments to date	141,324.80		
	806,252.80		
Represented by			
RTC Current Account -		46,144.74	
Less un-cleared Chqs			
		46,144.74	
Business Premium account		9,717.67	
War Memorial account		180.39	
Treasurers BPA (War Memorial		4,706.00	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		579,572.00	
Public Sector Deposit Fund		100,000.00	
Takings Account (unbanked cash)		210.00	
		806,252.80	
Petty Cash for floats			
	01/05/2023	31/05/2023	
Office	119.21	124.26	
Cave	100.00	100.00	
Totals	£ 219.21	£ 224.26	

Royston Town Council 2023-2024

Charity Accounts - May 2023

Cave Account			
<u>Receipts</u>		<u>Payments</u>	
B/F	32,611.04	B/F	0.00
May receipts		May 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	19,208.22	B/F	8.70
May receipts	135.93	May payments	8.00
	19,344.15		16.70
Receipts to date	19,344.15		
Less payments to date	16.70		
	19,327.45		
Represented by			
RTC - Leete Account	19,327.45		
Less un-cleared Chqs			
		£ 19,327.45	
Town Mayor's Community Trust Fund			
<u>Receipts</u>		<u>Payments</u>	
B/F	17,896.98	B/F	9.75
May Receipts	158.33	May Payments	842.95
	18,055.31		852.70
Receipts to date	18,055.31		
Less payments to date	852.70		
	17,202.61		
Represented by			
Mayor's Charity monies	-		
Community Fund	17,202.61		
Less un-cleared Chqs			
		£ 17,202.61	

Agenda item 5)b)ii)

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	-	-	-	-	-	-	-	-	-	-	25,032	151,339	99.24%
Museum	-	50,369	-	-	-	-	-	-	-	-	-	-	50,369	100,000	302.21%
Town Hall	3,617	2,906	-	-	-	-	-	-	-	-	-	-	6,523	68,162	57.42%
Priory Rooms	415	478	-	-	-	-	-	-	-	-	-	-	893	26,446	20.26%
Market Hill Rooms	1,461	1,837	-	-	-	-	-	-	-	-	-	-	3,298	37,995	52.08%
Other Expenses	2,089	87	-	-	-	-	-	-	-	-	-	-	2,176	23,083	56.56%
Royston Cave	1,828	2,150	-	-	-	-	-	-	-	-	-	-	3,978	22,568	105.76%
Allotments	562	478	-	-	-	-	-	-	-	-	-	-	1,040	7,205	86.61%
War Memorial	829	319	-	-	-	-	-	-	-	-	-	-	1,148	4,405	156.37%
30 Kneesworth Street	444	80	-	-	-	-	-	-	-	-	-	-	524	1,194	263.32%
Plantations	689	530	-	-	-	-	-	-	-	-	-	-	1,219	21,329	34.29%
Public Conveniences	138	159	-	-	-	-	-	-	-	-	-	-	297	4,089	43.58%
Markets and Parking	7,016	5,067	-	-	-	-	-	-	-	-	-	-	12,083	85,339	84.95%
TOTAL EXPENDITURE	31,525	77,055	-	-	-	-	-	-	-	-	-	-	108,580	553,154	117.78%
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											659	2,500	158.16%
Town Hall	1,736	1,685	-	-	-	-	-	-	-	-	-	-	3,421	22,000	93.30%
Priory Centre	106	85	-	-	-	-	-	-	-	-	-	-	191	1,000	114.60%
Market Hill Rooms	1,791	1,174	-	-	-	-	-	-	-	-	-	-	2,965	12,000	148.25%
Cave	2,949	3,713	-	-	-	-	-	-	-	-	-	-	6,662	14,000	285.51%
Allotments	193	57	-	-	-	-	-	-	-	-	-	-	250	5,900	25.42%
30 Kneesworth Street	-	-	-	-	-	-	-	-	-	-	-	-	-	17,599	0.00%
Markets and Parking	6,826	7,667	-	-	-	-	-	-	-	-	-	-	14,493	60,000	144.93%
TOTAL INCOME	13,939	14,702	-	-	-	-	-	-	-	-	-	-	28,641	134,999	127.29%
PRECEPT	193,432												193,432	386,863	
CTRS grants	5,646												5,646	11,292	
Balance													£ 119,139	-£ 20,000	

Agenda Item 7 - Seniors Memory Lane Event

The event will be a tea and biscuits event for seniors of the town, with a display of historical photos and a talk provided by Fonz Chamberlain.

We expect around 80 people to attend.

Food/provisions costs:

- Teabags, 160 - £4.00
- Coffee, 300g - £6.00
- Milk, 10 pints - £4.35
- Sugar, 1kg - £1.09
- Sweetener, 300 - £1.35
- Biscuits, selection - £8.00 (estimate)
- Paper plates, 150 - £3.75
- Paper Napkins, £4.50
- Paper Table Covers, £1.75 * 10
- Scones - £10.00

Royston Radio cost - £130.00

Town hall hire, £18.00 per hour * 6 = £108.00

Members are to resolve to approve expenditure of up to £325 from the Senior Committee budget to host a Seniors Memory Lane event.

Cllr Luke Haugh

12th June 2023

Agenda Item 9 - Royston Cave fees

Cave fees are reviewed annually as part of the budget setting process and were last reviewed and agreed in November 2022.

The Cave Manager would like to offer a discounted rate for charities and local community groups.

He has also introduced outreach talks and whilst these have initially been done on an informal basis, they are now advertised on the website and so the council needs to agree a formal pricing structure for these.

Discounts for charity and community group private tours

The Cave Manager is proposing that Royston Cave offers a discounted price for private tours to registered charities and community groups within Royston.

The current price for a private tour is £120. His recommended price for registered charities and Royston-based community groups is £80.

This will increase access to the cave and further promote it, especially among Royston's groups and their wider networks.

Royston Cave outreach talk pricing structure

Royston Cave offers outreach talks to community groups, organisations and schools. Since they were informally launched in 2022, 6 talks have been given to a combined audience of 215, with more booked for the coming months.

The talks are now being officially advertised via the Royston Cave and Royston Museum websites. Therefore, a formal pricing structure needs to be agreed.

Based on similar organisations, the Cave Manager's recommendation would be:

- £50 for talks within Royston
- £60 for talks within a 10-mile radius of Royston plus £2 per mile thereafter

The money from the talks is income for the council. The Cave Manager has attended a couple of talks outside of Royston, one of which expenses were paid for by the Museum Trust and another the Cave Manager did not claim expenses.

As the talks are provided by the Cave Manager, on the Council's behalf, I would therefore suggest that any money beyond the base-level £50 fee is given to Royston Museum Trust as remuneration for travel expenses, which the Trust will then be liable to pay to their employee.

Members are to resolve to agree the discounted price for private tours for registered charities and community groups within Royston.

Members are to resolve to agree the outreach talk pricing structure.

Agenda Item 10 - Town Crier newsletter 2023/24

The Council set a budget of £2,500 for newsletters/surveys, including the Town Crier newsletter, for 2023/2024, which was based on the price prevailing at that time. However, The Listing have since advised that it has been necessary to increase the price to mitigate extra costs caused by an increase in production costs and delivery to a marked increase in number of households.

A breakdown of the costings is detailed below.

The cost for 2022/23 was £405 per page, less 25% discount = £303.75 x 2 pages, 4 times a year
Total for the year: £2430

The Listing's initial increase proposal for 2023/24 was £480 per page, less 20% = £384 per page, x 2 pages, 4 times a year
Total for the year: £3072

Following representations by the Town Clerk, The Listing came back with a revised proposal - £480 per page, less 25% = £360 per page, x 2 pages, 4 times a year
Total for the year: £2880

The Town Crier is an important part of our engagement with the residents of Royston and is currently the Council's only information channel delivered regularly to every home and business in Royston.

It should also be pointed out that for Royston Town Council to be considered for a NALC Local Council Award, one of the requirements is to issue a Newsletter four times a year to every household. This is currently being met by means of the Town Crier pages in The Listing magazine.

This matter has already been discussed by the Communications Sub-Committee who propose that the current budget for this publication be increased from the current level of £2,500 to accommodate the increase in price to £2,880 as proposed by the publishers.

Proposal – Members resolve to agree to increase the budget for the Town Crier newsletter from £2,500 to £2,900 for the Civic year 2023/2024.

Cllr Lisa Adams
12th June 2023

Agenda item: 11 - Allotment tenancy agreements

Background:

Recently, following the death of a plot holder, RAGA requested that a friend who had been helping the tenant on their plot, be allowed to continue using the plot until the end of the year. After seeking legal advice from NSALG, officers declined the request. The widow of the tenant was consulted and agreed with this decision as she had no interest in the plot. Had she been interested in continuing to work the plot, she would have been given the tenancy.

In response, RAGA stated the following:

‘RAGA's principal duty is to our members, and this response from RTC now means that we must inform our members that if spouses/other allotment co-workers are not parties to their leases, they cannot assume that either the Council will consult with RAGA in accordance with clause 4, or that their spouse will be offered their plot due to the length of RTC's own waiting list. Accordingly, we will be recommending to members that they seek to amend their leases to include any relevant parties.’

Some requests have now been received to add siblings (who reside at different addresses) and spouses, retrospectively to tenancy agreements (following RAGA's suggestion in a newsletter to their members).

To date, tenancy agreements have only been given in joint names to spouses living at the same address at the time of application.

Clause (iv) of the tenancy agreement states that the tenant agrees ‘not to underlet assign or part with possession of the allotment garden or any part of it without the written consent of the Council’.

If plot holders are allowed to add people to their tenancy agreements retrospectively, officers are concerned that:

- a) this is a circumvention of the waiting list and could lead to plots being passed around families/friends for generations to come,
- b) this could lead to complications when collecting rent or addressing issues regarding plot maintenance (particularly if tenants are at separate addresses),
- c) if one party moves out of Royston, the council may not know/be informed.

Having received the request, advice was sought from the legal adviser at NSALG who advised the following:

Reading through the agreement, I agree with the Council's view that a joint tenancy should have been arranged from the outset of the tenant looking to acquire the plot. Given that there is nothing specific in the agreement currently about joint tenancies, I think this plays into the Council's views and any requests from tenants at this stage could be rejected.

I would also have the same concerns as yourself regarding a plot effectively being “inherited” and kept in one family or friendship group for an exceptionally long period of time. To avoid this, I have suggested to other members in the past to include a clause in the termination section that specifies that 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.

Members are asked to review this situation and agree how to proceed.

Options:

- 1) Allow a spouse to be added at the initial application stage only, with proof of identity and address, and make applicants aware that this is only a possibility at this time. In the event of the death of a tenant, the widow/er could request the plot should they wish to continue working it.
- 2) Allow a spouse to be added to the tenancy agreement at any time retrospectively (subject to the proofs as above). This is deemed unnecessary due to the potential to pass the plot to a spouse upon death.
- 3) Allow family members at the same address to be added to the tenancy agreement at the initial application stage only (subject to the proofs as above).
- 4) Allow family members at the same address to be added to the tenancy agreement retrospectively at any time (subject to the proofs as above).
- 5) Allow family members/friends at separate addresses in Royston to be added to the tenancy agreement at the initial application stage only (subject to the proofs as above).
- 6) Allow family members/friends at separate addresses in Royston to be added to the tenancy agreement retrospectively at any time (subject to the proofs as above).

Recommendation:

Officers recommend option 1 and the addition of the clause recommended by the legal adviser.

Members are to:

- a) resolve to allow a spouse to be added at the initial application stage only, with proof of identity and address, and make applicants aware that this is only a possibility at this time.
- b) resolve to add the following clause recommended by the legal adviser:
 4. (iv) 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.