

Royston Town Council Finance Committee meeting – Monday 31st October 2022

Agenda Item 5i – Bank reconciliation

Royston Town Council 2022-2023			
Bank Reconciliation September 2022			
Receipts		Payments	
B/F	976,648.72	B/F	258,249.21
September income	199,621.55	September payments	87,833.31
	1,176,270.27		346,082.52
Receipts to date	1,176,270.27		
Less payments to date	346,082.52		
	830,187.75		
Represented by			
RTC Current Account -		46,120.13	
Less un-cleared Chqs		- 20,926.59	
		25,193.54	
Business Premium account		9,700.21	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		629,572.00	
Public Sector Deposit Fund		100,000.00	
Takings Account		-	
		830,187.75	
War Memorial Account			
Receipts		Payments	
B/F	4,886.01	B/F	0.00
September receipts	0.06	September payments	-
	4,886.07		-
Receipts to date	4,886.07		
Less payments to date	0.00		
	4,886.07		
	In Treasurers BPA	In Current	Total
RTC War Memorial	4,706.00	180.07	4,886.07
			4,886.07
		Unpresented cheques	0.00
			4,886.07
Petty Cash for noting	01/09/2022	30/09/2022	
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 - September 2022

Cave Account			
<u>Receipts</u>		<u>Payments</u>	
B/F	32,611.04	B/F	0.00
September receipts		September 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	20,034.43	B/F	42.75
September receipts	0.21	September payments	1,733.70
	20,034.64		1,776.45
Receipts to date	20,034.64		
Less payments to date	1,776.45		
	18,258.19		
Represented by			
RTC - Leete Account	19,608.19		
Less un-cleared Chqs	1,350.00		
		£ 18,258.19	
Town Mayor's Community Trust Fund			
<u>Receipts</u>		<u>Payments</u>	
B/F	19,425.63	B/F	207.25
Receipts	0.20	Payments	8.65
	19,425.83		215.90
Receipts to date	19,425.83		
Less payments to date	215.90		
	19,209.93		
Represented by			
Mayor's Charity monies	330.55		
Community Fund	18,879.38		
Less un-cleared Chqs			
		£ 19,209.93	
Prepared by Finance Assistant		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

Agenda Item 5ii – 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	12,258	-	-	-	-	-	-	71,170	144,541	98.48%
Museum	45,500	2	66	-	-	45,500	-	-	-	-	-	-	91,068	91,000	200.15%
Town Hall	3,569	2,991	3,232	3,233	3,260	3,229	-	-	-	-	-	-	19,514	62,038	62.91%
Priory Rooms	417	381	395	381	381	386	-	-	-	-	-	-	2,341	15,491	30.22%
Market Hill Rooms	1,116	2,030	1,668	1,543	2,027	1,640	-	-	-	-	-	-	10,024	23,728	84.49%
Other Expenses	2,038	2,160	30	27	4,726	28	-	-	-	-	-	-	9,009	16,286	110.63%
Royston Cave	1,625	2,207	1,641	1,740	1,748	1,568	-	-	-	-	-	-	10,529	21,117	99.72%
Allotments	551	629	395	893	381	386	-	-	-	-	-	-	3,235	6,761	95.70%
War Memorial	791	754	263	254	254	257	-	-	-	-	-	-	2,573	4,101	125.48%
30 Kneesworth Street	409	63	66	63	63	64	-	-	-	-	-	-	728	1,109	131.29%
Plantations	672	4,434	708	861	381	2,231	-	-	-	-	-	-	9,287	20,878	88.96%
Public Conveniences	139	127	304	127	127	1,329	-	-	-	-	-	-	2,153	3,939	109.32%
Markets and Parking	3,885	3,749	3,938	13,514	3,751	4,477	-	-	-	-	-	-	33,314	73,167	91.06%
TOTAL EXPENDITURE	75,643	29,566	24,339	32,121	29,923	73,353	-	-	-	-	-	-	264,945	484,156	109.45%
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							706	200	706.00%
Town Hall	1,441	1,806	1,495	1,823	1,357	2,533	-	-	-	-	-	-	10,455	28,000	74.68%
Priory Centre	36	131	36	105	102	159	-	-	-	-	-	-	569	1,000	113.80%
Market Hill Rooms	1,251	1,390	909	942	467	1,126	-	-	-	-	-	-	6,085	10,000	121.70%
Cave	1,499	2,156	2,683	2,591	1,782	2,302	-	-	-	-	-	-	13,013	7,500	347.01%
Allotments	128	28	-	198	90	55	-	-	-	-	-	-	499	5,600	17.82%
30 Kneesworth Street	-	-	4,153	-	-	3,813	-	-	-	-	-	-	7,966	15,590	102.19%
Markets and Parking	5,828	4,895	2,996	8,067	5,419	2,241	-	-	-	-	-	-	29,446	60,000	98.15%
TOTAL INCOME	10,223	10,457	12,392	13,805	9,308	12,554	-	-	-	-	-	-	68,739	127,890	107.50%
PRECEPT	172,566					172,567							345,133	345,133	
CTRS grants	5,567					5,566							11,133	11,133	
Balance													£ 160,060	£ -	

Agenda Item 7 – Senior Committee Working Party

Terms of reference for the Senior Committee Working Party:-

- a) The working party shall consist of a minimum of three members of Royston Town Council.
- b) The aim of the working party is to investigate, obtain permission for, make all preparations for and run events for the older population in Royston.
- 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 two Councillors and three non-councillors will constitute a quorum for meetings.
- f) Non-members will be invited to join the working party.
- g) At the first meeting of the working party, a Chair will be elected for the term. The Chair must be a member of Royston Town Council. In the event that the Chair retires mid-term, again a Chair will be elected 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) A budget will be allocated annually to the committee to cover all events arranged by the Working Party for the older generation. This will include Silver Sunday if the event continues. Working party members must request funding for specific events from the allocated budget from the Finance Committee. Proposals must be submitted to the Finance Committee for consideration and must include full costings and quotes as determined in the council's Financial Regulations.