

Finance Committee meeting – Monday 27th February 2023

Agenda Item 5i – Bank reconciliation

Royston Town Council 2022-2023			
Bank Reconciliation January 2023			
Receipts		Payments	
B/F	1,232,708.23	B/F	447,145.29
January income	11,254.98	January payments	55,265.34
	1,243,963.21		502,410.63
Receipts to date	1,243,963.21		
Less payments to date	502,410.63		
	741,552.58		
Represented by			
RTC Current Account -		45,543.13	
Less un-cleared Chqs		- 8,990.17	
		36,552.96	
Business Premium account		9,705.62	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		529,572.00	
Public Sector Deposit Fund		100,000.00	
Takings Account		-	
		741,552.58	
War Memorial Account			
Receipts		Payments	
B/F	4,886.17	B/F	0.00
January receipts	4,886.17	January payments	-
	4,886.17		-
Receipts to date	4,886.17		
Less payments to date	0.00		
	4,886.17		
	In Treasurers BPA	In Current	Total
RTC War Memorial	4,706.00	180.17	4,886.17
			4,886.17
		Unpresented cheques	0.00
			4,886.17
Petty Cash for noting	01/01/2023	31/01/2023	
Office	103.74	102.80	
Markets	5.00	-	
Cave	100.00	100.00	
Totals	£ 208.74	£ 202.80	
Prepared by Finance Assistant		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

Royston Town Council 2022-2023

Charity Accounts - January 2023

Cave Account

<u>Receipts</u>		<u>Payments</u>	
B/F	32,611.04	B/F	0.00
January receipts		January 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	20,598.25	B/F	1,805.40
January receipts	149.63	January payments	8.70
	20,747.88		1,814.10
Receipts to date	20,747.88		
Less payments to date	1,814.10		
	18,933.78		
Represented by			
RTC - Leete Account	18,933.78		
Less un-cleared Chqs			
		£ 18,933.78	

Town Mayor's Community Trust Fund

<u>Receipts</u>		<u>Payments</u>	
B/F	20,120.36	B/F	262.61
Receipts	1.66	Payments	13.52
	20,122.02		276.13
Receipts to date	20,122.02		
Less payments to date	276.13		
	19,845.89		
Represented by			
Mayor's Charity monies	1,024.56		
Community Fund	18,821.33		
Less un-cleared Chqs			
		£ 19,845.89	

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	9,836	26,482	11,220	11,541	-	-	130,249	144,541	108.13%
Museum	45,500	2	66	-	-	45,500	-	-	-	-	-	-	91,068	91,000	120.09%
Town Hall	3,569	2,991	3,232	3,233	3,260	3,229	3,486	3,843	3,936	3,330	-	-	34,109	62,038	65.98%
Priory Rooms	417	381	395	381	381	386	393	565	427	427	-	-	4,153	15,491	32.17%
Market Hill Rooms	1,116	2,030	1,668	1,543	2,027	1,640	1,502	1,653	1,694	1,561	-	-	16,434	23,728	83.11%
Other Expenses	2,038	2,160	30	27	4,726	28	889	196	95	2,534	-	-	12,723	16,286	93.75%
Royston Cave	1,625	2,207	1,641	1,740	1,748	1,568	1,575	1,456	1,387	2,036	-	-	16,983	21,117	96.51%
Allotments	551	629	395	893	381	386	644	565	427	427	-	-	5,298	6,761	94.03%
War Memorial	791	754	263	254	254	257	262	377	285	285	-	-	3,782	4,101	110.67%
30 Kneesworth Street	409	63	66	63	63	64	66	94	71	71	-	-	1,030	1,109	111.45%
Plantations	672	4,434	708	861	381	2,231	706	565	2,217	427	-	-	13,202	20,878	75.88%
Public Conveniences	139	127	304	127	127	1,329	131	188	142	742	-	-	3,356	3,939	102.24%
Markets and Parking	3,885	3,749	3,938	13,514	3,751	4,477	3,999	4,270	3,973	14,166	-	-	59,722	73,167	97.95%
TOTAL EXPENDITURE	75,643	29,566	24,339	32,121	29,923	73,353	23,489	40,254	25,874	37,547	-	-	392,109	484,156	97.19%
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	-	-	1,871	200	1122.60%
Town Hall	1,441	1,806	1,495	1,823	1,357	2,533	1,870	1,754	1,322	1,507	-	-	16,908	28,000	72.46%
Priory Centre	36	131	36	105	102	159	102	276	66	314	-	-	1,327	1,000	159.24%
Market Hill Rooms	1,251	1,390	909	942	467	1,126	1,186	1,213	555	976	-	-	10,015	10,000	120.18%
Cave	1,499	2,156	2,683	2,591	1,782	2,302	536	368	632	200	-	-	14,749	7,500	235.98%
Allotments	128	28	-	198	90	55	152	26	2,695	2,101	-	-	5,473	5,600	117.28%
30 Kneesworth Street	-	-	4,153	-	-	-	-	-	-	-	-	-	4,153	15,590	31.97%
Markets and Parking	5,828	4,895	2,996	8,067	5,419	2,241	8,412	6,226	4,794	5,036	-	-	53,914	60,000	107.83%
TOTAL INCOME	10,223	10,457	12,392	13,805	9,308	8,741	12,402	10,035	10,655	10,392	-	-	108,410	127,890	101.72%
PRECEPT	172,566					172,567							345,133	345,133	
CTRS grants	5,567					5,566							11,133	11,133	
Balance													£ 72,567	£ -	

Agenda Item 9 – Business Continuity for Royston Market

Background: On Saturday 17th December the Xmas Market had to be cancelled. Snowfall and subsequent sub-zero temperatures had left the car parks where the market is held in a very dangerous condition as large areas of sheet ice were present. This posed a potential risk to both traders and shoppers if the market had gone ahead.

The market cancellation led one trader to take to social media appealing to any local business to allow a 'pop up' type arrangement so that they could sell their produce. The Masonic Lodge permitted them to set up for the day and this proved very successful for them.

A number of other traders have since voiced their opinion that this would be something that they would like to have the opportunity to do should cancellations be necessary in the future.

This matter was discussed at the Markets Advisory Sub-Committee meeting on the 19th January 2023 and there was a general consensus among those who attended that where council premises were available to be used and where a risk assessment had deemed such an approach to be viable, this was something that the council could implement as part of its business continuity arrangements.

Market Hill Rooms: The proximity of Market Hill Rooms to the market makes it a suitable option as a premises that permits some trading to be maintained. During recent poor weather conditions, paths leading to these premises were relatively clear of ice and therefore safer to negotiate than the car park, which in contrast was very slippery.

Any risk assessment carried out, should this proposal be agreed, would need to be clear about the types of produce/commodity that could utilise this arrangement and this would ultimately need to be at the Market Manager's discretion. There are some obvious exclusions such as no cooking, and no heavy items would be allowed inside the premises which could potentially damage the floors. There would be no gazebos in use and traders would only be permitted to work from tables. There would be Market Management present on site throughout the duration of the trading period. Any waste from the markets will be disposed of in the bins situated on the Market Place.

The council would still charge traders for use of this facility. A standard pitch on a Wednesday is £15 and on a Saturday £20 so this may still be seen as a reasonable rent to charge.

The Royston Market Facebook page which is used to outline the reasons for a market cancellation would be used to inform shoppers of the move to this venue along with details of which traders would be allowed to partake in a trading day. Those traders working would inevitably use their own social media accounts to advise their customers of the revised market location.

The proposal would benefit traders and customers who use the market every week. The proposed operation is unlikely to be used very often throughout the year but does provide a suitable option which allows business to be maintained.

Proposal – Members are to agree that Market Hill Rooms can be used as an alternative venue for the market should weather conditions mean that the market has to be cancelled on the Market Place. This is subject to the venue not already being booked for an alternative event. Members are to agree that standard pitch fees should be charged to traders on these occasions.