

Royston Town Council – Finance Committee – Monday 27th November 2023

Agenda Item 5i – Bank reconciliation

Royston Town Council 2023-2024			
Bank Reconciliation October 2023			
Receipts		Payments	
B/F	1,222,010.05	B/F	351,270.31
October income	39,905.41	October payments	44,596.87
	1,261,915.46		395,867.18
Receipts to date	1,261,915.46		
Less payments to date	395,867.18		
	866,048.28		
Represented by			
RTC Current Account -		31,103.01	
Less un-cleared Chqs		31,103.01	
Business Premium account		9,764.02	
War Memorial account		181.25	
Treasurers BPA (War Memorial		5,206.00	
Treasurers BPA (Stamford Yard)		50,127.00	
Treasurers BPA		669,667.00	
Public Sector Deposit Fund		100,000.00	
Takings Account (unbanked cash)		866,048.28	
Petty Cash for floats	01/10/2023	31/10/2023	
Office	101.85	101.85	
Cave	100.00	100.00	
Totals	£ 201.85	£ 201.85	

Royston Town Council 2023-2024

Charity Accounts - October 2023

Cave Account

<u>Receipts</u>		<u>Payments</u>	
B/F	32,611.04	B/F	0.00
October receipts		October 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	20,689.33	B/F	50.80
October receipts	149.63	October payments	1,408.70
	20,838.96		1,459.50
Receipts to date	20,838.96		
Less payments to date	1,459.50		
	19,379.46		
Represented by			
RTC - Leete Account	19,379.46		
Less un-cleared Chqs			
		£ 19,379.46	

Town Mayor's Community Trust Fund

<u>Receipts</u>		<u>Payments</u>	
B/F	18,656.34	B/F	888.11
October Receipts	130.00	October Payments	8.00
	18,786.34		896.11
Receipts to date	18,786.34		
Less payments to date	896.11		
	17,890.23		
Represented by			
Mayor's Charity monies	130.00		
Community Fund	17,760.23		
Less un-cleared Chqs			
		£ 17,890.23	

Agenda Item 5ii – Income and expenditure

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	15,570	11,957	-	-	-	-	-	89,080	151,339	100.06%
Museum	-	50,369	-	-	-	50,368	-	-	-	-	-	-	100,737	100,000	171.25%
Town Hall	3,617	2,906	2,498	3,347	2,884	2,690	4,007	-	-	-	-	-	21,949	68,162	54.74%
Priory Rooms	415	478	415	415	415	415	415	-	-	-	-	-	2,968	26,446	19.08%
Market Hill Rooms	1,461	1,837	1,554	1,973	1,729	2,369	1,295	-	-	-	-	-	12,218	37,995	54.67%
Other Expenses	2,089	87	2,940	3,335	72	900	1,821	-	-	-	-	-	11,244	23,083	82.81%
Royston Cave	1,828	2,150	1,674	2,465	1,826	1,775	1,734	-	-	-	-	-	13,452	22,568	101.33%
Allotments	562	478	415	415	415	521	977	-	-	-	-	-	3,783	7,205	89.26%
War Memorial	829	319	777	277	277	277	277	-	-	-	-	-	3,033	4,405	117.05%
30 Kneesworth Street	444	80	69	69	69	69	69	-	-	-	-	-	869	1,194	123.73%
Plantations	689	530	415	415	415	415	665	-	-	-	-	-	3,544	21,329	28.25%
Public Conveniences	138	159	138	1,338	138	138	138	-	-	-	-	-	2,187	4,089	90.92%
Markets and Parking	7,016	5,067	5,388	15,043	4,900	4,995	5,480	-	-	-	-	-	47,889	85,339	95.40%
TOTAL EXPENDITURE	31,525	77,055	30,561	39,856	24,619	80,502	28,835	-	-	-	-	-	312,953	553,154	96.18%
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	2,097	409						5,729	2,500	389.57%
Town Hall	1,736	1,685	954	1,326	685	2,013	1,936	-	-	-	-	-	10,335	22,000	79.86%
Priory Centre	106	85	69	215	307	646	606	-	-	-	-	-	2,034	1,000	345.78%
Market Hill Rooms	1,791	1,174	962	970	468	965	1,162	-	-	-	-	-	7,492	12,000	106.14%
Cave	2,949	3,713	3,799	2,767	2,375	3,366	1,467	-	-	-	-	-	20,436	14,000	248.15%
Allotments	193	57	-	245	35	-	136	-	-	-	-	-	666	5,900	19.19%
30 Kneesworth Street	-	-	-	-	-	-	24,854	-	-	-	-	-	24,854	17,599	240.08%
Markets and Parking	6,826	7,667	5,645	5,136	6,069	5,370	5,727	-	-	-	-	-	42,440	60,000	120.25%
TOTAL INCOME	13,939	14,702	13,204	11,034	10,353	14,457	36,297	-	-	-	-	-	113,986	134,999	143.54%
PRECEPT	193,432						193,431						386,863	386,863	
CTRS grants	5,646						5,646						11,292	11,292	
Balance													£ 199,188	-£ 20,000	

Finance Committee Meeting – Monday 27th November 2023

Agenda item 7: Loan of May Fayre cups to other community organisations for events

Background:

Earlier this year, the Events Working Party agreed the purchase of 1,000 pint and 1,000 half-pint reusable plastic cups for use at the May Fayre in order to make the event more sustainable by reducing single-use plastics. The unit cost of the cups reduces with the volume purchased and cost £1,420 excl. VAT. This was taken from the ring-fenced May Fayre budget. Nicky Paton kindly donated the artwork which reads 'Royston Events, Return or Reuse'. The cups were used successfully in cooperation with the bar staff at the event in a deposit and return scheme. Customers paid a £1 deposit for their cup on purchase of a drink and were able to recover the deposit on return of a cup in reusable condition.

As the cups were not sold, VAT was not chargeable, which made the process very simple. If the cups were to be sold, this would be a business activity and therefore subject to VAT. If there is a fee to hire the cups, the fee will be subject to VAT.

Members of the Events Working Party would like the cups to be made available to other Royston based community organisations for their events in order to reduce the impact of single-use plastic on the environment.

Office staff will manage the loan and return of cups with a booking scheme which will include an application form and agreement to terms and conditions (enclosed). A bond of £100 per 1,000 cups will be required and this will be redeemable if all cups are returned in clean, reusable condition. A deduction or charge of £1 will be made for each lost or damaged cup.

Proposal:

Members to agree:

- a) the implementation of the loan scheme for reusable cups
- b) the wording of the form and terms and conditions.

Councillor Luke Haugh



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills



Royston Events Reuse or Return Cups.

This application form must be completed and returned to Royston Town Council with the cash bond, two weeks prior to the planned event.

Royston Events cups are fully recyclable, dishwasher safe, shatter resistant and BPA free. UKCA/CE stamped with pint and ½ pint lines.

Size of cup	Number supplied	Organiser Signature	Officer Signature	Number returned	Organiser Signature	Officer Signature
PINT						
HALF-PINT						
DEPOSIT PAID						

Terms and Conditions:

- The cups will only be loaned to community, not-for-profit organisations based in Royston, for events taking place in Royston or on Therfield Heath.
- The Council reserves the right to refuse any application for the loan of the cups.
- The person signing the form will be responsible for the cups, their return and payment for any non-returned cups.
- Cups must be collected from the office on the last working day before the event by 3pm.
- The cups are for use on a deposit/return basis and are not being sold.
- Signage indicating this will be provided and must be displayed.
- At the event, a deposit of £1 per cup is payable by the borrower, repayable on return of the cup.
- Cups are to be returned to the office washed, dried and in stacks of 10 for easy counting.
- Cups must be returned in a timely manner in the week following the event.
- Cash Bond: up to and including 1000 cups = £100, over 1000 cups = £200, payable on collection.
- A charge of £1 will be made to the organiser per lost/damaged cup.

Please sign your agreement to the terms and conditions:

Signed: _____

Date: _____

Print name: _____

Organisation: _____

Contact email: _____

Phone: _____

BAR MANAGEMENT TIPS FOR THE CUP DEPOSIT SCHEME:

- Designate a person responsible for cup management.
- Check the cups in against your order to ensure the numbers going in and out tally up.
- Store cups in a **dry, secure** location.
- Brief staff to tell customers there's a charge/deposit and they need to bring their cup back to avoid an additional cost.
- Be clear that cups are being loaned, not sold.
- Put clear signage behind the bar so that the cup deposit scheme is obvious and easy to follow.
- Make it easier to count cups at the end by stacking them into the cup boxes in stacks of 10 as they're returned.
- Have a clear system behind the bar separating clean and empty cup boxes to avoid dirties contaminating the clean ones.
- Ensure your designated cup manager counts the clean and dirty cups at the end to check numbers against the number borrowed.

Agenda Item 8 – Hire charges for rooms and halls

Private Rates*	Hourly Rate			Commercial Rates**	Hourly Rate		
	Off Peak	Peak	Peak		Off Peak	Peak	Peak
General Public Registered Charities (where fund raising) Voluntary Organisations	09.00- 18.00	18.00- 23.00	2300 – 00.00	Companies and events held for profit	09.00- 18.00	18.00- 23.00	2300 – 00.00

Heritage (Lower) Hall: Capacity for fire regulations 180 people; seated 120 and for dancing 150

Mon-Thurs	£19.00	£28.50	£49.00	Mon-Thurs	£22.00	£37.50	£73.50
Friday	£19.00	N/A	N/A	Friday	£22.00	N/A	N/A
Saturdays	£28.50	N/A	N/A	Saturdays	£43.00	N/A	N/A
Sundays	£28.50	£37.50	£55.50	Sundays	£43.00	£49.00	£86.00

Hardwicke (Upper) Hall: Capacity for fire regulations 180 people; seated theatre-style 134 (including balcony seats).

Mon-Thurs	£19.00	£28.50	£49.00	Mon-Thurs	£22.00	£37.50	£73.50
Friday	£19.00	N/A	N/A	Friday	£22.00	N/A	N/A
Saturdays	£28.50	N/A	N/A	Saturdays	£43.00	N/A	N/A
Sundays	£28.50	£37.50	£55.50	Sundays	£43.00	£49.00	£86.00

Both Halls

Mon-Thurs	£29.50	£43.00	£69.50	Mon-Thurs	£37.50	£49.00	£103.00
Friday	£29.50	N/A	N/A	Friday	£37.50	N/A	N/A
Saturdays	£37.50	N/A	N/A	Saturdays	£55.50	N/A	N/A
Sundays	£37.50	£50.50	£73.50	Sundays	£55.50	N/A	N/A

Market Hill Rooms: Capacity 150 (Minimum hire 1 hour)

Mon-Fri	£15.00	£19.00	£29.50	Mon-Fri	£22.00	£26.00	£45.00
Saturday	£18.00	£22.00	£37.50	Saturday	£25.00	£30.50	£51.50
Sunday	£18.00	£22.00	£37.50	Sunday	£25.00	£30.50	£51.50

Room 11 or Committee Room - Capacity 40 & 30 respectively (Minimum hire 1 hour) 7 days a week

# RCA Members Mon -Fri	£10.00	£10.00	N/A	Mon-Fri	£18.00	£22.00	N/A
Non RCA Members Mon -Fri	£13.00	£13.00	N/A				
Saturdays & Sundays	£19.00	£19.00	N/A	Saturdays & Sundays	£22.00	£22.00	N/A

RCA Kitchen - available free of charge for use during hire of Room 11 or the Committee Room

Agenda item 12 – Draft budget 2024-2025

Royston Town Council - Draft Budget 2024-2025 - 7 months to October 2023 (maintain current Town Hall situation)						
<u>Summary</u>	<u>2024-2025</u>	<u>2023-2024</u>	<u>2023-2024</u>	<u>2023-2024</u>	<u>2022-2023</u>	<u>2021-2022</u>
EXPENDITURE	Budget	Revised forecast	YTD -7 months to October 2023	Budget	Year End	Year End
Admin/Democracy	167,822	160,799	89,080	151,339	156,191	106,883
Museum	105,371	100,737	100,737	100,000	92,235	97,364
Town Hall	55,886	54,081	21,949	68,162	49,325	43,847
Priory Rooms	29,784	28,691	10,695	26,446	12,223	9,705
Market Hill Rooms	31,986	30,822	12,218	37,995	25,303	21,107
Plantations	21,985	17,587	3,544	21,329	15,158	17,352
Other Expenses	25,171	23,583	11,244	23,083	12,969	8,193
Royston Cave	23,697	22,813	13,452	22,568	20,698	18,610
Allotments	7,851	7,460	3,783	7,205	6,793	4,993
War Memorial	4,878	4,594	3,033	4,405	4,358	2,224
30 Kneesworth St	1,343	1,260	869	1,194	1,174	935
Public Conveniences	4,299	4,171	2,187	4,089	4,244	3,019
Markets and Parking	88,487	84,953	47,889	85,339	68,825	65,718
TOTAL EXPENDITURE	568,560	541,551	320,680	553,154	469,496	399,950
INCOME						
Interest	7,500	10,000	5,320	2,500	3,240	133
Museum	0	-	-	0	0	63
Town Hall	18,000	17,000	10,335	22,000	20,509	20,687
Priory Centre	2,000	2,500	2,034	1,000	1,965	815
Market Hill Rooms	13,000	12,000	7,492	12,000	12,398	9,248
Allotments	6,235	5,900	666	5,900	6,349	5,938
30 Kneesworth St	20,269	34,603	24,854	17,599	4,153	15,580
Royston Cave	20,000	21,000	20,436	14,000	15,722	4,260
Markets and Parking	67,000	67,000	42,440	60,000	67,383	65,354
TOTAL INCOME	154,004	170,003	113,577	134,999	131,719	122,078
NET EXPENDITURE	414,556	371,548	207,103	418,155	337,777	277,872
Precept	403,264	386,863	386,863	386,863	345,133	331,469
CTRS Grant	11,292	11,292	11,292	11,292	11,133	11,179
Net difference	0	26,607	191,052	-20,000	18,489	64,776
Unbudgeted payments/income surplus		-15,000	-3,883		-45,819	20,124
Net annual difference		11,607	187,169	-20,000	-27,330	84,900

Royston Town Council - Draft Budget 2024-2025 - 7 months to October 2023 - Town Hall leased to third party

<u>Summary</u>	<u>2024-2025</u>	<u>2023-2024</u>	<u>2023-2024</u>	<u>2023-2024</u>	<u>2022-2023</u>	<u>2021-2022</u>
<u>EXPENDITURE</u>	<u>Budget</u>	<u>Revised forecast</u>	<u>YTD - 7 months to October 2023</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
Admin/Democracy	173,519	160,799	89,080	151,339	156,191	106,883
Museum	105,371	100,737	100,737	100,000	92,235	97,364
Town Hall	12,908	54,081	21,949	68,162	49,325	43,847
Priory Rooms	33,584	28,691	10,695	26,446	12,223	9,705
Market Hill Rooms	33,885	30,822	12,218	37,995	25,303	21,107
Plantations	21,985	17,587	3,544	21,329	15,158	17,352
Other Expenses	25,171	23,583	11,244	23,083	12,969	8,193
Royston Cave	23,697	22,813	13,452	22,568	20,698	18,610
Allotments	7,851	7,460	3,783	7,205	6,793	4,993
War Memorial	4,878	4,594	3,033	4,405	4,358	2,224
30 Kneesworth St	1,343	1,260	869	1,194	1,174	935
Public Conveniences	4,299	4,171	2,187	4,089	4,244	3,019
Markets and Parking	88,487	84,953	47,889	85,339	68,825	65,718
TOTAL EXPENDITURE	536,978	541,551	320,680	553,154	469,496	399,950
<u>INCOME</u>						
Interest	7,500	10,000	5,320	2,500	3,240	133
Museum	0	-	-	0	0	63
Town Hall	4,500	17,000	10,335	22,000	20,509	20,687
Priory Centre	2,000	2,500	2,034	1,000	1,965	815
Market Hill Rooms	13,000	12,000	7,492	12,000	12,398	9,248
Allotments	6,235	5,900	666	5,900	6,349	5,938
30 Kneesworth St	20,269	34,603	24,854	17,599	4,153	15,580
Royston Cave	20,000	21,000	20,436	14,000	15,722	4,260
Markets and Parking	67,000	67,000	42,440	60,000	67,383	65,354
TOTAL INCOME	140,504	170,003	113,577	134,999	131,719	122,078
NET EXPENDITURE	396,474	371,548	207,103	418,155	337,777	277,872
Precept	385,182	386,863	386,863	386,863	345,133	331,469
CTRS Grant	11,292	11,292	11,292	11,292	11,133	11,179
Net difference	0	26,607	191,052	-20,000	18,489	64,776
Unbudgeted payments/income surplus		-15,000	-3,883		-45,819	20,124
Net annual difference		11,607	187,169	-20,000	-27,330	84,900