

Royston Town Council Finance Committee meeting Monday 25th July 2022

Agenda Item 5i – Bank Reconciliation

Royston Town Council 2022-2023			
Bank Reconciliation June 2022			
Receipts		Payments	
B/F	923,074.96	B/F	146,170.42
June income	14,945.14	June payments	35,133.57
	938,020.10		181,303.99
Receipts to date	938,020.10		
Less payments to date	181,303.99		
	756,716.11		
Represented by			
RTC Current Account -		65,785.09	
Less un-cleared Chqs		- 14,122.32	
		51,662.77	
Business Premium account		9,697.22	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		529,619.12	
Public Sector Deposit Fund		100,000.00	
Takings Account		15.00	
		756,716.11	
War Memorial Account			
Receipts		Payments	
B/F	4,886.00	B/F	0.00
June receipts	0.01	June payments	-
	4,886.01		-
Receipts to date	4,886.01		
Less payments to date	0.00		
	4,886.01		
	In Treasurers BPA	In Current	Total
RTC War Memorial	4,706.00	180.01	4,886.01
			4,886.01
		Unpresented cheques	0.00
			4,886.01
Petty Cash for noting	01/06/2022	30/06/2022	
Office	100.06	100.06	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	£ 205.06	£ 205.06	
Prepared by Finance Assistant		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

Royston Town Council 2022-2023

Charity Accounts - June 2022

Cave Account			Payments	
<u>Receipts</u>			<u>Payments</u>	
B/F	32,611.04		B/F	0.00
June receipts			June 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			Payments	
<u>Receipts</u>			<u>Payments</u>	
B/F	18,978.13		B/F	17.35
June receipts	359.94		June payments	8.35
	19,338.07			25.70
Receipts to date	19,338.07			
Less payments to date	25.70			
	19,312.37			
Represented by				
RTC - Leete Account	19,312.37			
Less un-cleared Chqs				
			£ 19,312.37	
Town Mayor's Community Trust Fund			Payments	
<u>Receipts</u>			<u>Payments</u>	
B/F	19,094.19		B/F	180.30
Receipts	330.75		Payments	8.65
	19,424.94			188.95
Receipts to date	19,424.94			
Less payments to date	188.95			
	19,235.99			
Represented by				
Mayor's Charity monies	330.55			
Community Fund	19,065.25			
Less un-cleared Chqs	159.81			
			£ 19,235.99	
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	-	-	-	-	-	-	-	-	-	36,603	144,541	101.29%
Museum	45,500	2	66	-	-	-	-	-	-	-	-	-	45,568	91,000	200.30%
Town Hall	3,569	2,991	3,232	-	-	-	-	-	-	-	-	-	9,792	62,038	63.14%
Priory Rooms	417	381	395	-	-	-	-	-	-	-	-	-	1,193	15,491	30.80%
Market Hill Rooms	1,116	2,030	1,668	-	-	-	-	-	-	-	-	-	4,814	23,728	81.15%
Other Expenses	2,038	2,160	30	-	-	-	-	-	-	-	-	-	4,228	16,286	103.84%
Royston Cave	1,625	2,207	1,641	-	-	-	-	-	-	-	-	-	5,473	21,117	103.67%
Allotments	551	629	395	-	-	-	-	-	-	-	-	-	1,575	6,761	93.18%
War Memorial	791	754	263	-	-	-	-	-	-	-	-	-	1,808	4,101	176.35%
30 Kneesworth Street	409	63	66	-	-	-	-	-	-	-	-	-	538	1,109	194.05%
Plantations	672	4,434	708	-	-	-	-	-	-	-	-	-	5,814	20,878	111.39%
Public Conveniences	139	127	304	-	-	-	-	-	-	-	-	-	570	3,939	57.88%
Markets and Parking	3,885	3,749	3,938	-	-	-	-	-	-	-	-	-	11,572	73,167	63.26%
TOTAL EXPENDITURE	75,643	29,566	24,339	-	-	-	-	-	-	-	-	-	129,548	484,156	107.03%
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										211	200	422.00%
Town Hall	1,441	1,806	1,495	-	-	-	-	-	-	-	-	-	4,742	28,000	67.74%
Priory Centre	36	131	36	-	-	-	-	-	-	-	-	-	203	1,000	81.20%
Market Hill Rooms	1,251	1,390	909	-	-	-	-	-	-	-	-	-	3,550	10,000	142.00%
Cave	1,499	2,156	2,683	-	-	-	-	-	-	-	-	-	6,338	7,500	338.03%
Allotments	128	28	-	-	-	-	-	-	-	-	-	-	156	5,600	11.14%
30 Kneesworth Street	-	-	4,153	-	-	-	-	-	-	-	-	-	4,153	15,590	106.56%
Markets and Parking	5,828	4,895	2,996	-	-	-	-	-	-	-	-	-	13,719	60,000	91.46%
TOTAL INCOME	10,223	10,457	12,392	-	-	-	-	-	-	-	-	-	33,072	127,890	103.44%
PRECEPT	172,566												172,566	345,133	
CTRS grants	5,567												5,567	11,133	
Balance													£ 81,657	£ -	

Agenda Item 7 - Remembrance Day Service and Parade 13th November 2022

Royston Town Council works with Chris Murphy from the British Legion each year to organise the Remembrance Day Service and parade. The Remembrance Day Service is a civic event.

In previous years, the police have organised the road closures for the parade from Queens Road to the War Memorial where the service and wreath laying takes place. Hertfordshire County Council (HCC) need to know what arrangements are in place for them to sanction the road closures this year.

Last year there were potential issues as all police were committed to being available for duty at COP 24 which meant we were not sure until the last minute whether or not they could attend. They did attend and the event was very successful with a large turnout.

This year we have been told by Sgt John Vine that his superiors have said they can no longer cover road closures for Remembrance Day parades/services although they would be able to offer advice to any traffic management company we employed should we wish to do this.

If the full parade is to happen this year, the council will need to contract with a private traffic management company to ensure that sufficient controls are in place for HCC to agree to the road closures.

Option 1: Full parade from Queens Road to Melbourn Street and then service and wreath laying at the War Memorial (as in previous years outside of COVID restrictions).

Private traffic management required. We have only been able to obtain one quote for the road closures so far due to time pressures (information enclosed) –
Rolling Road Closures inc. 200 x Barrier Install, Maintain (11 Operatives), Remove - £2,900 ex VAT

Chris Murphy is discussing with the company the need for 200 barriers as we have never needed this before but we suspect that they may have to adhere to different rules than the police.

The council has a budget of £1,000 for Remembrance arrangements. Total costs in 2021 were £521.

Option 2:

A service takes place at the War Memorial without a parade as in 2020 (due to COVID restrictions). This would still require Melbourn Street to be closed for the duration of the service. Traffic management costs are likely to be lower than quoted above but this is yet to be investigated.

Option 3:

A service takes place in Priory Memorial Gardens with only the wreath layers going down to the Memorial. An event licence would be required from NHDC.

Option 4:

A service takes place in the church with wreaths being laid there and transported to the War Memorial afterwards. This is just a possibility which has not yet been investigated. Recent attendances at the event would suggest that not everyone that usually attends would be able to be accommodated in the church.

- a) Members are to discuss and agree the format of this year's Remembrance Sunday Service.
- b) Members are to agree any additional budget to be allocated for this event.