

Royston Town Council Finance Committee meeting

Monday 28th November 2022

Agenda Item 5i) Bank Reconciliation

Royston Town Council 2022-2023			
Bank Reconciliation October 2022			
<u>Receipts</u>		<u>Payments</u>	
B/F	1,176,270.27	B/F	346,082.52
October income	19,504.03	October payments	26,099.02
	1,195,774.30		372,181.54
Receipts to date	1,195,774.30		
Less payments to date	372,181.54		
	823,592.76		
Represented by			
RTC Current Account -		81,142.86	
Less un-cleared Chqs		- 12,806.81	
		68,336.05	
Business Premium account		9,700.21	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		579,572.00	
Public Sector Deposit Fund		100,000.00	
Takings Account		262.50	
		823,592.76	
<u>War Memorial Account</u>			
<u>Receipts</u>		<u>Payments</u>	
B/F	4,886.07	B/F	0.00
October receipts	-	October 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	01/10/2022	31/10/2022	
Office	120.06	103.74	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	£ 225.06	£ 208.74	
Prepared by Finance Assistant		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

Royston Town Council 2022-2023

Charity Accounts - October 2022

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	20,034.64	B/F	1,776.45
October receipts	149.63	October payments	8.70
	20,184.27		1,785.15
Receipts to date	20,184.27		
Less payments to date	1,785.15		
	18,399.12		
Represented by			
RTC - Leete Account	18,599.12		
Less un-cleared Chqs	200.00		
		£ 18,399.12	
Town Mayor's Community Trust Fund			
<u>Receipts</u>		<u>Payments</u>	
B/F	19,425.83	B/F	215.90
Receipts	45.56	Payments	29.00
	19,471.39		244.90
Receipts to date	19,471.39		
Less payments to date	244.90		
	19,226.49		
Represented by			
Mayor's Charity monies	376.11		
Community Fund	18,850.38		
Less un-cleared Chqs			
		£ 19,226.49	
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	-	-	-	-	-	81,006	144,541	95.27%
Museum	45,500	2	66	-	-	45,500	-	-	-	-	-	-	91,068	91,000	170.13%
Town Hall	3,569	2,991	3,232	3,233	3,260	3,229	3,486	-	-	-	-	-	23,000	62,038	63.03%
Priory Rooms	417	381	395	381	381	386	393	-	-	-	-	-	2,734	15,491	30.00%
Market Hill Rooms	1,116	2,030	1,668	1,543	2,027	1,640	1,502	-	-	-	-	-	11,526	23,728	82.58%
Other Expenses	2,038	2,160	30	27	4,726	28	889	-	-	-	-	-	9,898	16,286	103.32%
Royston Cave	1,625	2,207	1,641	1,740	1,748	1,568	1,575	-	-	-	-	-	12,104	21,117	97.44%
Allotments	551	629	395	893	381	386	644	-	-	-	-	-	3,879	6,761	97.53%
War Memorial	791	754	263	254	254	257	262	-	-	-	-	-	2,835	4,101	117.52%
30 Kneesworth Street	409	63	66	63	63	64	66	-	-	-	-	-	794	1,109	121.71%
Plantations	672	4,434	708	861	381	2,231	706	-	-	-	-	-	9,993	20,878	81.37%
Public Conveniences	139	127	304	127	127	1,329	131	-	-	-	-	-	2,284	3,939	98.57%
Markets and Parking	3,885	3,749	3,938	13,514	3,751	4,477	3,999	-	-	-	-	-	37,313	73,167	86.69%
TOTAL EXPENDITURE	75,643	29,566	24,339	32,121	29,923	73,353	23,489	-	-	-	-	-	288,434	484,156	101.28%
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						850	200	722.50%
Town Hall	1,441	1,806	1,495	1,823	1,357	2,533	1,870	-	-	-	-	-	12,325	28,000	74.83%
Priory Centre	36	131	36	105	102	159	102	-	-	-	-	-	671	1,000	114.07%
Market Hill Rooms	1,251	1,390	909	942	467	1,126	1,186	-	-	-	-	-	7,271	10,000	123.61%
Cave	1,499	2,156	2,683	2,591	1,782	2,302	536	-	-	-	-	-	13,549	7,500	307.11%
Allotments	128	28	-	198	90	55	152	-	-	-	-	-	651	5,600	19.76%
30 Kneesworth Street	-	-	4,153	-	-	3,813	-	-	-	-	-	-	7,966	15,590	86.86%
Markets and Parking	5,828	4,895	2,996	8,067	5,419	2,241	8,412	-	-	-	-	-	37,858	60,000	107.26%
TOTAL INCOME	10,223	10,457	12,392	13,805	9,308	12,554	12,402	-	-	-	-	-	81,141	127,890	107.86%
PRECEPT	172,566					172,567							345,133	345,133	
CTRS grants	5,567					5,566							11,133	11,133	
Balance													£ 148,973	£ -	

Agenda item 7: Replacement of RTC Noticeboards.

Background: There are 5 noticeboards in total: 2 wall mounted at Market Hill Rooms, 1 wall mounted on the Town Hall and 3 post mounted at Icknield Walk, the Twigden Estate and Coombelands. The noticeboards in situ were installed in 2008 and are damaged, unfit for purpose and generally worn out and are becoming a health and safety hazard due to the wood rotting (photos attached). Officers have received complaints from members of the public about the condition of the notice boards.

Company	Description	Cost
Option 1	Made of aluminium composite. Various colours available. Backing: recycled rubber material. Landscape boards: 18 x A4 posters Portrait board: 12 x A4 posters Includes sign writing. Fitted to existing posts in one site, new posts in two sites. 1 year guarantee. <i>Note - although cheap, boards don't have any borders which would protect from weather and may mean notices more liable to be blown off or be rain damaged.</i>	£2719 excl VAT £1350 excl VAT for installation Total: £4069 Total: including delivery but without installation £3009
Option 2	Man-made timber produced from recycled plastics (see attached photos) Backing: self-healing light grey rubber pinboard – sold separately so could be replaced if needed. Landscape boards: 10 x A4 posters Portrait board: 8 x A4 posters Includes vinyl lettering. <i>Note – these look very hardwearing, the material has a dull but smooth finish. Combination of black and grey would work well against colour of buildings and they are environmentally friendly.</i> 5 Year guarantee	Total: £4,926.64 excl VAT including delivery. Installation not included.
Option 3	Handcrafted in Norfolk from locally sourced English Oak, FSC certified (see attached brochure) Header board – either hand carved lettering (£4.75 per letter) or high quality black vinyl (no extra). Stepped post mounting system with a black painted, stove enamelled, heavy duty, metal box section socket. Backing material – cork/rubber composite which is weather resistant but easy on the thumb. <i>Note - Bespoke, high quality and environmentally friendly.</i> Landscape boards: 14 x A4 posters Portrait board: 12 x A4 posters No specific guarantee but they stand by the handcrafted quality of their products.	Total: £6,493 excl VAT including delivery. Installation not included.
Installation - Option 1: £875.00 excl VAT Option 2: £1,215.00 excl VAT		

Officer Recommendation:

Notice boards - Option 2: Although slightly smaller in capacity than Option 3, they should be sufficient, durable and will be easier to maintain. They have more protection and are more aesthetically pleasing than option 1.

Installation - Option 1: More cost effective.

Proposal: Members are to resolve to agree the purchase and installation of 5 outdoor noticeboards at a total cost of £5,801.64 as recommended for various locations in Royston.

There is £1,000 in an earmarked reserve and the remainder will come from general reserves.

Agenda Item 9 – 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	£18.00	£27.00	£46.50	Mon-Thurs	£21.00	£35.50	£70.00
Friday	£18.00	N/A	N/A	Friday	£21.00	N/A	N/A
Saturdays	£27.00	N/A	N/A	Saturdays	£41.00	N/A	N/A
Sundays	£27.00	£35.50	£53.00	Sundays	£41.00	£46.50	£82.00

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

Mon-Thurs	£18.00	£27.00	£46.50	Mon-Thurs	£21.00	£35.50	£70.00
Friday	£18.00	N/A	N/A	Friday	£21.00	N/A	N/A
Saturdays	£27.00	N/A	N/A	Saturdays	£41.00	N/A	N/A
Sundays	£27.00	£35.50	£53.00	Sundays	£41.00	£46.50	£82.00

Both Halls

Mon-Thurs	£28.00	£41.00	£66.00	Mon-Thurs	£35.50	£46.50	£98.00
Friday	£28.00	N/A	N/A	Friday	£35.50	N/A	N/A
Saturdays	£35.50	N/A	N/A	Saturdays	£53.00	N/A	N/A
Sundays	£35.50	£48.00	£70.00	Sundays	£53.00	N/A	N/A

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

Mon-Fri	£14.50	£18.00	£28.00	Mon-Fri	£21.00	£24.50	£42.00
Saturday	£17.00	£21.00	£35.50	Saturday	£23.50	£29.00	£49.00
Sunday	£17.00	£21.00	£35.50	Sunday	£23.50	£29.00	£49.00

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

# RCA Members Mon -Fri	£9.50	£9.50	N/A	Mon-Fri	£17.00	£21.00	N/A
Non RCA Members Mon -Fri	£12.50	£12.50	N/A				
Saturdays & Sundays	£18.00	£18.00	N/A	Saturdays & Sundays	£21.00	£21.00	N/A

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

Agenda Item 11 – Draft Budget

Royston Town Council - Draft Budget 2023-2024						
<u>Summary</u>	<u>2023-2024</u>	<u>2022-2023</u>	<u>2022-2023</u>	<u>2022-2023</u>	<u>2021-2022</u>	<u>2020-2021</u>
<u>EXPENDITURE</u>	<u>Budget</u>	<u>Revised forecast</u>	<u>Year to Date - 7 months to 31.10.22</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
Admin/Democracy	151,339	153,598	81,006	144,541	106,883	122,935
Museum	100,000	96,000	91,068	91,000	97,364	65,472
Town Hall	68,162	62,954	23,000	62,038	43,847	41,949
Priory Rooms	26,446	19,529	2,734	15,491	9,705	10,081
Market Hill Rooms	37,995	24,603	11,526	23,728	21,107	23,742
Plantations	21,329	21,160	9,993	20,878	17,352	16,624
Other Expenses	23,333	17,409	9,898	16,286	8,193	6,190
Royston Cave	22,568	21,905	12,104	21,117	18,610	13,753
Allotments	7,205	7,039	3,879	6,761	4,993	3,878
War Memorial	4,405	4,283	2,835	4,101	2,224	2,322
30 Kneesworth St	1,194	1,157	794	1,109	935	982
Public Conveniences	4,089	4,207	2,284	3,939	3,019	2,003
Markets and Parking	85,339	74,176	37,313	73,167	65,718	62,612
TOTAL EXPENDITURE	553,404	508,020	288,434	484,156	399,950	372,543
INCOME						
Interest	2,500	1,350	706	200	133	1,500
Museum	0	-	-	0	63	542
Town Hall	22,000	21,000	12,325	28,000	20,687	3,385
Priory Centre	1,000	1,000	671	1,000	815	0
Market Hill Rooms	12,000	11,000	7,271	10,000	9,248	509
Allotments	5,900	5,600	651	5,600	5,938	5,876
30 Kneesworth St	17,599	15,590	7,966	15,590	15,580	15,565
Royston Cave	14,000	15,000	13,549	7,500	4,260	268
Markets and Parking	60,000	59,000	37,858	60,000	65,354	47,745
TOTAL INCOME	134,999	129,540	80,997	127,890	122,078	75,390
NET EXPENDITURE	418,405	378,480	207,437	356,266	277,872	297,153
Precept	407,272	345,133	345,133	345,133	331,469	317,910
CTRS Grant	11,133	11,133	11,133	11,133	11,179	11,321
Net difference	0	-22,214	148,829	0	64,776	32,078