

Royston Town Council Finance Committee meeting – 22nd November 2021

Agenda item 5i – Bank reconciliation

Royston Town Council 2021-2022			
Bank Reconciliation October 2021			
Receipts		Payments	
B/F	1,086,122.24	B/F	200,328.71
October income	23,678.91	October payments	43,889.28
	1,109,801.15		244,217.99
Receipts to date	1,109,801.15		
Less Payments to date	244,217.99		
	865,583.16		
Represented by			
RTC Current Account -		84,604.56	
Less un-cleared Chqs		- 24,661.41	
		59,943.15	
Business Premium account		9,696.01	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		630,072.00	
Public Sector Deposit Fund		100,000.00	
Takings Account		150.00	
		865,583.16	
War Memorial Account			
Receipts		Payments	
B/F	4,386.00	B/F	0.00
October Receipts	4,386.00	October Payments	-
	4,386.00		-
Receipts to date	4,386.00		
Less Payments to date	0.00		
	4,386.00		
	In Treasurers BPA	In Current	Total
RTC War Memorial	4,206.00	180.00	4,386.00
			4,386.00
		Unpresented cheques	0.00
			4,386.00
Petty Cash for noting	01/10/2021	31/10/2021	
Office	100.06	100.06	
Museum	90.09	90.09	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	£ 295.15	£ 295.15	
Prepared by Finance Assistant		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

Royston Town Council 2021-2022

Charity Accounts - October 2021

Cave Account

<u>Receipts</u>		<u>Payments</u>	
B/F	34,895.47	B/F	2,284.43
October Receipts	-	October Payments	
	<u>34,895.47</u>		<u>2,284.43</u>
Receipts to date	34,895.47		
Less Payments to date	2,284.43		
	<u>32,611.04</u>		
Represented by			
RTC - Cave Account	32,611.04		
Less un-cleared Chqs	-		
		£ <u>32,611.04</u>	

Leete Account

<u>Receipts</u>		<u>Payments</u>	
B/F	19,810.66	B/F	1,671.80
October Receipts	149.63	October Payments	8.70
	<u>19,960.29</u>		<u>1,680.50</u>
Receipts to date	19,960.29		
Less Payments to date	1,680.50		
	<u>18,279.79</u>		
Represented by			
RTC - Leete Account	18,279.79		
Less un-cleared Chqs	-		
		£ <u>18,279.79</u>	

Town Mayor's Community Trust Fund

<u>Receipts</u>		<u>Payments</u>	
B/F	22,289.79	B/F	2,129.49
October Receipts	80.00	October Payments	8.00
	<u>22,369.79</u>		<u>2,137.49</u>
Receipts to date	22,369.79		
Less Payments to date	2,137.49		
	<u>20,232.30</u>		
Represented by			
Mayor's Charity monies	156.76		
Community Fund	20,575.54		
Less un-cleared Chqs	500.00		
		£ <u>20,232.30</u>	

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 2021-2022 to-date against allocated budget																			
EXPENDITURE	Quarter 1					Quarter 2					Quarter 3			Quarter 4			Agreed Budget	YTD Budget variance	
	April	May	June	Estimated Quarterly Budget	QTD Variance	July	Aug	Sept	Estimated Quarterly Budget	QTD Variance	Oct	Nov	Dec	Jan	Feb	March			Year to Date
Admin/Democracy	8,732	6,850	7,230	35,153	65%	6,835	6,660	9,311	29,971	76%	9,011	-	-	-	-	-	54,629	129,571	72%
Museum	4,115	2,686	8,951	22,851	69%	7,089	8,493	5,209	22,991	90%	9,828	-	-	-	-	-	46,371	91,666	87%
Town Hall	3,005	2,348	3,324	15,461	56%	2,972	2,953	3,567	11,899	80%	2,816	-	-	-	-	-	20,985	59,613	60%
Priory Rooms	314	254	254	1,142	72%	254	254	332	944	89%	316	-	-	-	-	-	1,978	14,508	23%
Market Hill Rooms	892	1,206	1,631	2,672	140%	1,240	1,865	869	3,169	125%	1,369	-	-	-	-	-	9,072	20,294	77%
Other Expenses	2,045	-	1,372	3,426	100%	-	-	604	4,371	14%	152	-	-	-	-	-	4,173	15,543	46%
Royston Cave	1,254	624	1,100	5,910	50%	1,259	2,122	1,863	5,385	97%	747	-	-	-	-	-	8,969	20,032	77%
Allotments	349	348	1,234	870	222%	169	169	458	1,262	63%	328	-	-	-	-	-	3,055	4,465	117%
War Memorial	615	85	85	1,605	49%	85	85	611	262	298%	105	-	-	-	-	-	1,671	2,423	118%
30 Kneesworth Street	382	42	42	549	85%	42	42	55	156	89%	53	-	-	-	-	-	658	1,036	109%
Plantations	464	482	482	2,410	59%	1,092	482	534	2,029	104%	524	-	-	-	-	-	4,060	19,080	36%
Public Conveniences	157	127	127	637	65%	127	127	166	932	45%	158	-	-	-	-	-	989	2,913	58%
Markets and Parking	3,725	3,762	3,495	12,024	91%	13,834	3,394	3,539	23,702	88%	3,460	-	-	-	-	-	35,209	70,734	85%
TOTAL EXPENDITURE	26,049	18,814	29,327	104,711	71%	35,000	26,646	27,118	107,069	83%	28,867	-	-	-	-	-	191,820	451,878	73%
INCOME	Quarter 1					Quarter 2					Quarter 3			Quarter 4			Agreed Budget		
	April	May	June	Estimated Quarterly Budget	QTD Variance	July	Aug	Sept	Estimated Quarterly Budget	QTD Variance	Oct	Nov	Dec	Jan	Feb	March	Year to Date		
Interest	4	3	16	77	30%	3	2	17	75	29%	2						47	300	27%
Town Hall	-	1,453	1,998	4,055	85%	1,820	2,005	1,945	3,190	181%	2,069	-	-	-	-	-	11,290	15,000	129%
Priory Centre	-	-	-	85	0%	28	33	136	90	217%	84	-	-	-	-	-	281	500	96%
Market Hill Rooms	-	335	390	2,292	32%	714	425	701	1,784	103%	1,251	-	-	-	-	-	3,815	7,500	87%
Cave	-	-	30	3,904	1%	-	-	682	5,576	12%	200	-	-	-	-	-	912	10,000	16%
Allotments	166	25	54	306	80%	166	55	85	316	97%	193	-	-	-	-	-	745	5,600	23%
30 Kneesworth Street	-	-	-	4,121	0%	4,143	-	3,813	-	-	-	-	-	-	-	-	7,956	15,580	88%
Museum	-	7	-	96	7%	-	7	-	516	1%	-	-	-	-	-	-	14	750	3%
Markets and Parking	3,856	5,531	5,563	14,592	102%	6,201	2,493	9,610	13,058	140%	6,044	-	-	-	-	-	39,297	54,000	125%
TOTAL INCOME	4,026	7,354	8,051	29,528	66%	13,073	5,020	16,989			9,843	-	-	-	-	-	64,356	109,230	101%
PRECEPT	165,734					165,735											331,469	331,469	
CTRS grants	5,590					5,589											11,179	11,179	
Balance																	£ 215,184	£ -	

Royston Town Council Finance Committee meeting Monday 22nd November 2021

Agenda item 7 - Allotments

As many of you will know, Royston Town Council provides allotments in an approximately 4 acre site off Coombes Hole. Even so, there is a significant waiting list for plots.

For many years the Council has looked for an additional allotment site, a major difficulty being that land close to Royston has building potential and an unaffordable price.

Hence, Royston Town Council was very pleased when a member of the public suggested a plot off the Barkway Road adjacent to Lovers Walk might be a suitable site for more allotments. As a consequence, we set about understanding the feasibility and costs of setting up the site.

A number of elements were considered/costed, including:

- The cost of providing vehicle access off the Barkway Road to S278 highways standards and some hardstanding parking would be around £50,000.
- Water would be a minimum requirement for the site. The quotation from Affinity Water to provide a water supply to the edge of the site was £128,816.40.
- There would be other significant costs such as fencing, piping for distribution of water inside the site and, of course, the cost of the land.
- In addition, the out of town location of the site would mean that most allotment holders would have to travel by car.

Based on the above, we regret that the costs involved in turning the site to allotments makes it not a viable solution.

Cllrs Bylett and Davison

Members are to resolve to accept the recommendation from Cllrs Bylett and Davison that no further action is taken on this project.

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Agenda item 8 - Replacement Lecterns for Green Walk and Stile Plantations.

Green Walk and Stile Plantations are small woodland areas owned and managed by Royston Town Council. In 2011, the council, through Royston In Bloom (later Naturally Royston) was given a Big Lottery Fund grant to carry out enhancement work at the Plantations which included the installation of 6 information lecterns. The boards give details of plants and wildlife found in the areas as well as a map (copy of current artwork attached). These lecterns are now very worn and some are damaged in ways which could pose a risk to the health and safety of visitors. The attached map shows the current placement of the lecterns.

The last lecterns and artwork were sourced from Fitzpatrick Woolmer. Quotations have now been obtained from three suppliers to provide new lecterns.

There is also the possibility to update the artwork if required but this obviously has an additional cost.

Greenbarnes Ltd do not provide artwork and so have recommended Black Dog designs who have provided a quote for new artwork. Sign of the Times would work with us on design and format but were not willing to give a quote without a design consultation. Fitzpatrick Woolmer have quoted to update their current artwork.

The old lecterns will be removed and the new ones will be fitted by the council's Plantations maintenance contractor at a cost of £80 per lectern.

The costs of the project can currently be covered within the annual Plantations budget with expenditure for the year standing at £2,488 against a budget of £16,000. However, it must be borne in mind that emergency tree works may be required at any time which could then result in an overspend in which case, any balance would come from general reserves.

Company	Description	Cost
Sign of the Times Option 1	6 x A2 landscape Man Made Timber lecterns - viewing area 594 x 420mm, unglazed interpretation panel, lectern base and 100mm square Man Made Timber posts Includes cost for encapsulated graphic panel for unglazed man made timber frame from ready to use artwork - provision to be confirmed. Digital print encapsulated in glass-reinforced plastic with 10 year guarantee when used externally under normal light & weather conditions. Artwork to be provided by RTC (existing artwork).	6 x £948.79 = £5,692.74 including delivery (£150) ex VAT
Sign of the Times Option 2	6 x A2 landscape Man Made Timber lecterns - viewing area 594 x 420mm, unglazed interpretation panel, lectern base and 100mm square Man Made Timber posts Includes cost for graphic panel for unglazed man made timber frame from ready to use artwork - provision to be confirmed. Digital print applied to a 3mm aluminium substrate. Artwork to be provided by RTC (existing artwork).	6 x £796.87 = £4,781.22 including delivery (£150) ex VAT

Greenbarnes Ltd Option 1	6 x A2 landscape Man Made Timber Interpretation boards (encapsulated GRP panel) on lectern base and 100mm square Man Made Timber posts. Artwork to be provided by RTC (existing artwork).	6 x £866.60 = £5,119.58 including delivery (£80) ex VAT
	Black Dog Designs – estimate does not include illustrations/maps. Included in this price would be PDF proofs (from your copyedited text and high resolution images, copyright cleared); reasonable corrections and, on approval, print ready PDF. New artwork - Example boards attached.	£225 ex VAT per board Plus illustrations/maps.
Greenbarnes Ltd Option 2	6 x A2 landscape Man Made Timber Interpretation boards (printed aluminium display panel) on lectern base and 100mm square Man Made Timber posts. Artwork to be provided by RTC (existing artwork). New artwork as above.	6 x £712.60 = £4,275.62 including delivery (£80) ex VAT
Fitzpatrick Woolmer	6 x A2 Recycled Plastic Lecterns, cedar effect, twin leg lectern, anti-graffiti coating on 3mm aluminium . The lecterns are 100% recyclable and made from 100% recycled UK waste. They are maintenance free, rot proof, insect proof and non-biodegradable. Includes original artwork with logos removed. Manufacturing time: 8 to 10 weeks.	6 x £631.92 x 6 = £3,791.50 including delivery (£150) ex VAT
	New Artwork : A2 Interpretation Panel Design Two Hard Copy Proof Stages	£413 ex VAT £17.50 each ex Vat
Fitting costs = £80 each = £480 ex VAT		

The officer's recommendation is to proceed with the quote from Fitzpatrick Woolmer. The current lecterns have lasted 10 years and the new quote offers good value for money. Their quote for redoing the artwork is also reasonable and cheaper than the original cost of artwork. The recyclability fits in with our environmental policy and the wood effect is appropriate for the plantation environment.

Members are to resolve to purchase 6 lecterns from the recommended supplier Fitzpatrick Woolmer

Members are to resolve whether to utilise the existing artwork or have the artwork updated and agree any changes to be made.

Fitzpatrick Woolmer - <https://www.fwdp.co.uk/>

Greenbarnes Ltd - <https://www.greenbarnes.co.uk/>

Signs of the Times - <https://www.signsofthetimes.co.uk/>

[Black Dog Design - www.black-dog-design.co.uk](http://www.black-dog-design.co.uk)

Plantations

Green Walk and Stile Plantation



STAG BEETLE

GREAT SPOTTED WOODPECKER



The plantations provide a woodland walk all the year round - and the opportunity to see nature in its ever-changing appearance.

Tree and shrub species include beech, ash, elm, elder, hawthorn, yew, sycamore as well as hazel and holly.

For bird-spotting there is the chance to see the great spotted woodpecker, jay, great and blue tits and summer visitors such as the blackcap and chiffchaff along with the more common robin, wren and blackbird.

Muntjac deer have been seen on both plantations, while insect life includes in the leaf litter and dead wood the likes of stag beetles.

In recent years the plantations have seen the introduction of the planting of ash, walnut and beech trees; an increase in the number of bird boxes and bat boxes and on Green Walk the inclusion of benches.

Enhancement work on both Green Walk and Stile Plantation was made possible due to a grant in 2011 from the Big Lottery Fund to Royston Town Council.

Originally, both plantations were donated to the Royston Urban District Council by John Thurnall in 1926 and 1933. The town council became responsible for them in 1974.



JAY

MUNTJAC DEER



BEech



ELDER



HOLLY



YEW



SYCAMORE



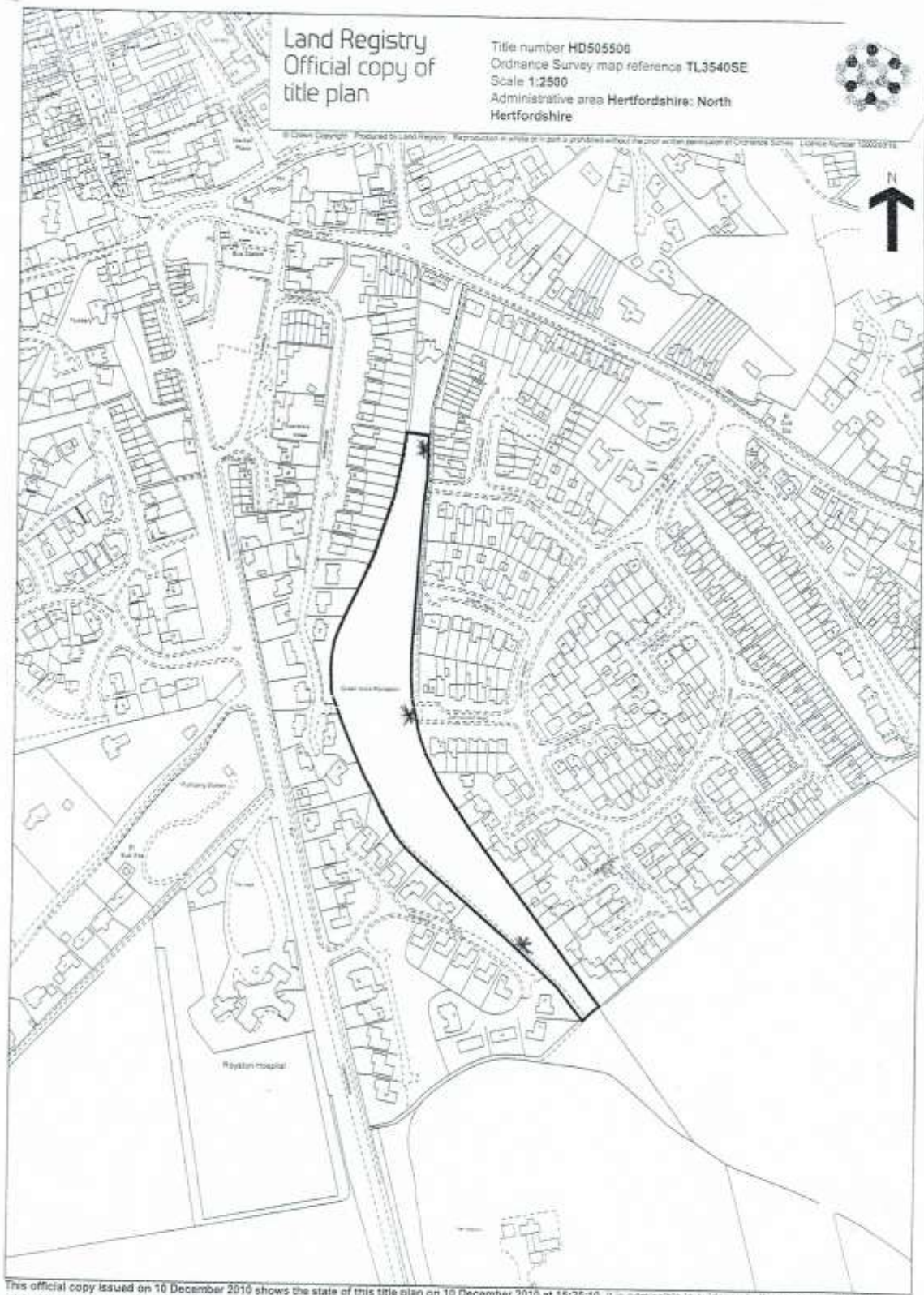
LOTTERY FUNDED

Land Registry
Official copy of
title plan

Title number HD505506
Ordnance Survey map reference TL35405E
Scale 1:2500
Administrative area Hertfordshire: North
Hertfordshire



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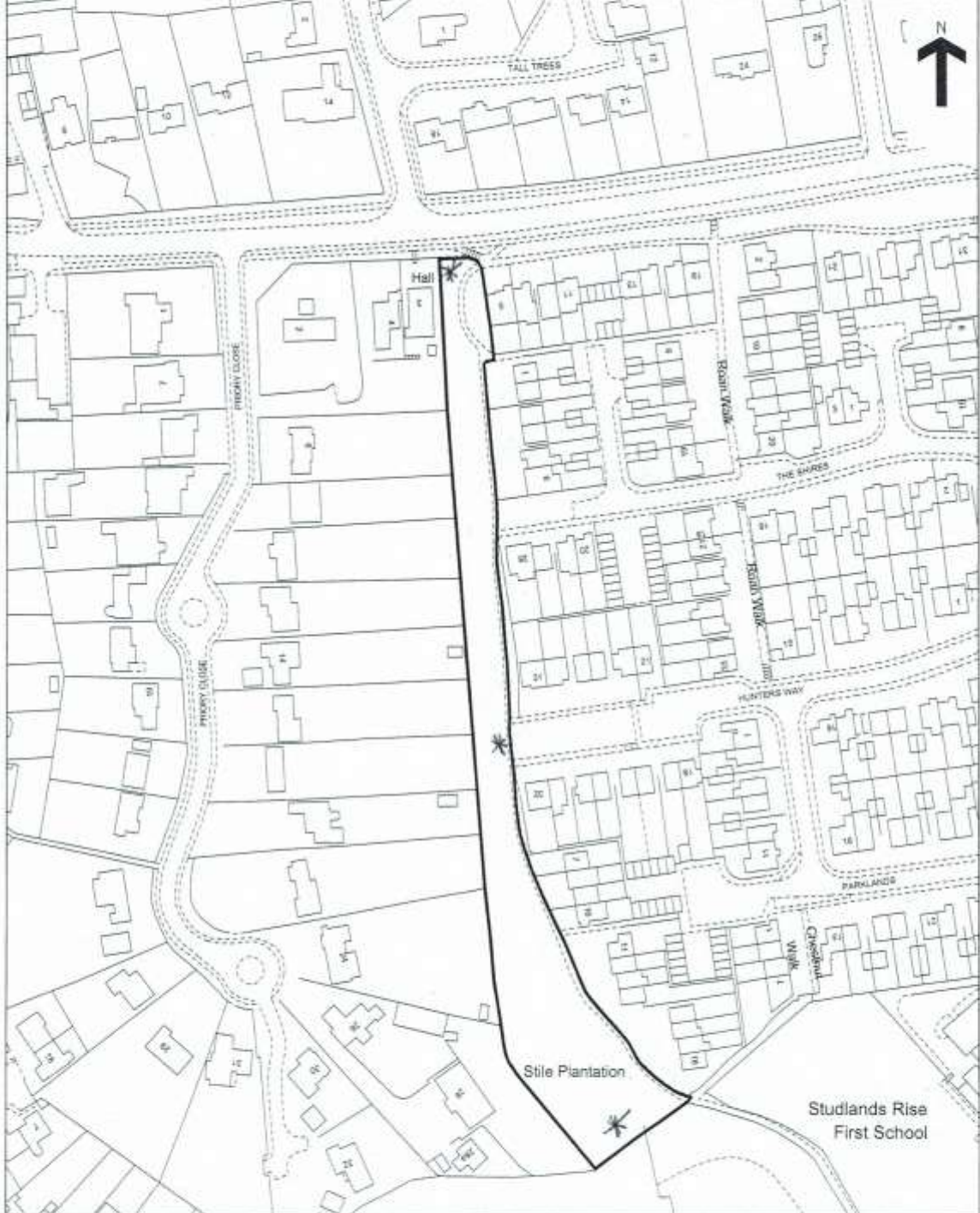
This official copy issued on 10 December 2010 shows the state of this title plan on 10 December 2010 at 15:25:10. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002).
This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. See Land Registry Public Guide 19 - Title Plans and Boundaries.
This title is dealt with by Land Registry, Leicester Office.

Land Registry
Official copy of
title plan

Title number HD505505
Ordnance Survey map reference TL3640NW
Scale 1:1250 enlarged from 1:2500
Administrative area Hertfordshire: North
Hertfordshire



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This title is dealt with by Land Registry, Leicester Office.

Royston Town Council Finance Committee meeting – 22nd November 2021

Agenda item 9 - Cinema reserve fund request from Saffron Screen

Royston Town Council entered into an agreement with Saffron Screen to run Royston Picture Palace from December 2019. As part of the agreement, there is a cinema reserve fund to which the Town Council has paid in £4,500 per annum from 2013 and will continue to do so going forward. Under the terms of the agreement, Saffron Screen paid £500 into the fund in the first year and now pay £1,500 per annum. The balance of the earmarked fund currently stands at £27,040 with an allocation of £4,500 in the current year's budget.

The terms of the agreement state –

“If an expense needs to be incurred to repair any Cinema Equipment or other equipment, fixture, fitting or fabric of the building associated with the successful operation of RPP, that represents a significant outlay of capital (informally understood to be anything over £200), then any party to this Agreement may apply to the Joint Working Party to authorise the release of funds from the Cinema Reserve Fund to pay for that expense.”

Saffron Screen would like to purchase a Point of Sale system to enhance the operation of the Royston Picture Palace refreshments offering. Having a system in place, will have a number of benefits:

- All items being sold are logged on the system which increases accuracy
- Reduced amount of administration (the current manual logging of sales)
- Prices set on the system so that they will be automatically displayed
- Comprehensive reports available to view sales per screening
- Ability to embed with a stock control system
- More effective and professional for customers

Two quotes have been obtained for the equipment. The preferred quote is HP as it is a more powerful machine.

HP Setup		
HP Prodesk	£	709.00
AOS Monitor	£	216.55
Cash Draw	£	59.00
Cash Draw Mounting Brackets	£	39.00
USB Extension Cable	£	7.49
Receipt Printer	£	214.99
	£	1,246.03
Lenovo Setup		
Lenovo Thinkcentre	£	666.65
AOS Monitor	£	216.55
Cash Draw	£	59.00
Cash Draw Mounting Brackets	£	39.00
USB Extension Cable	£	7.49
Receipt Printer	£	214.99
Lenovo Mount	£	33.33
	£	1,237.01

As this would be a purchase of new capital equipment, and not repair or maintenance, it is not covered by the terms of the agreement signed by the Council in 2019.

Saffron Screen would like permission to purchase the new system from the cinema reserve fund. Since taking over the running of the cinema Saffron have increased the amount of showings and offer more diverse films. It is essential that they make their refreshment sales more professional and effective as no cinema can survive on ticket sales alone.

Members are asked to discuss the request and resolve to approve the expenditure from the cinema reserve fund to purchase a new point of sale system.

Caroline Mills – Town Clerk to Royston Town Council – November 2021

Finance Committee meeting Monday 22nd November 2021

Agenda Item 10 – Royston Museum

Bringing forward the recruitment of the Development Manager/Curator has brought forward the deadline for agreeing the SLA (as well as many other actions, policies and procedures).

There are a number of differences between the RTC's budgets for the museum and the Trust's budget:

- VAT – with virtually no VAT sales, the Trust cannot reclaim VAT
- Council Tax – the Trust is eligible for Council Tax Relief
- RTC's museum budget assigns portions of the overall RTC cost to the museum eg Public & Employers Liability etc insurance eg NHDC compliance and maintenance contract. The costs to the museum of standalone contracts may be very different.
- The museum, operating independently will not have the economies of scale enjoyed by RTC. Eg the contractor doing monthly compliance checks travels to Royston once to check all premises. If the museum uses a different contractor the "mobilisation costs" are not shared.
- The Trust has many "set up" costs – it has to take on all the new business responsibilities from scratch

The budget, excluding staff costs, has been calculated at level of funding to allow the Museum to function as today. Future development can come only from external funding.

As advised by the external consultant, Sam Hunt, staff costs have been increased to attract the right calibre of Development Manager/Curator, a part time assistant and include an allowance for Saturday duty Officers.

The current estimate for the annual budget is £90,983. However, many of the costs are estimates. Quotes are being sought for items including insurance. There will also be other costs not yet identified.

For that reason, it is recommended that the annual payment is set at £95,000 which allows for an approximate 10% uplift on the non-salary related costs. This sum to be paid in two equal instalments.

In addition to the annual funding, it is recommended that a one-off sum of £35,000 is included to provide an operational float. This is made up of £24,477 Museum owned earmarked funds and £10,000 that the Council previously earmarked for Museum development.

Members are requested to resolve to recommend the proposed Service Level Agreement to Full Council for approval.

Cllr John Davison

DATE OF THIS AGREEMENT: 1st April 2022

Royston Town Council (the Council)

Royston Museum Trust CIO Charity number 1196386 (the Trust)

1. Service Level Agreement (SLA)

The Royston Museum will be operated by the Trust under a SLA between the Council and the Trust.

The SLA sets out the obligations and responsibilities of the Council and the Trust and the performance standards that are required for the Trust's management and operation of Royston Museum.

2. The Royston and District Local History Society's agreement to loan the Collection

The SLA is conditional on the Royston and District Local History Society's (the History Society) agreement to the loan of the collection to the Trust as set out in the Loan Agreement.

3. Term of the SLA

The SLA will commence on 1 April 2022 for a period of five years and will expire on 31 March 2027, or earlier if terminated by either party. A joint review will be undertaken in October 2026 and, subject to agreement by both parties, the SLA can be extended for a similar term or beyond.

This SLA can be terminated by:

Either party, giving at least 3 years notice in writing, or

Immediately by the Trust, if the Council fails to remit to the Trust the agreed sums due under paragraph 9 provided that the Trust has given 30 days' notice and the Council has failed to remedy this breach.

4. Cessation of the SLA

In the event of the cessation of the SLA, the Council will determine whether assets of the Trust revert to the Council.

The ownership of the collection is specified in the agreement between the History Society and the Trust.

5. Assignment

This SLA is personal to both parties and neither party may transfer or assign directly or indirectly to any person whatsoever the whole or any portion of this SLA.

6. Management Review

The Trust and the Council will meet quarterly.

Meetings will include an annual review of the Business Plan performance and achievement against service targets.

7. Arbitration

In the event of a dispute between the Trust and the Council in respect of this agreement, the matter will be taken up by the Clerk and the Chairman of the Board of Trustees.

If the matter remains in dispute, independent arbitration will be sought from another local authority within Hertfordshire, to be agreed upon by both parties.

8. Prerequisite Functions, Procedures and Policies

Prior to the vesting of the museum the Trust will have the following in place:

25 year lease on Museum building in the name of the Trust

Preliminary 3 year Business Plan and Year 1 Action Plan

Policies and Procedures defined in Appendix 2

ICT systems

Banking

Payroll

Accounting

Insurance

9. Trust Income

It is assumed that Royston Town Council will divest the museum to the Trust on 1 April 2022.

One off capital sum from the Council

The Council will pay the Trust a one off payment of £35,000 on 1 April, on receipt of invoice.

Annual funding from the Council

The Council will pay the Trust £95,000 per year in two instalments. The first £47,500 on 1st April in year 1 (on 15th April in subsequent years), and the second £47,500 on 15th September, on receipt of invoice.

The 1st year budget shown in Appendix 1.

Inflationary increases based on CPI (Consumer Price Index) will be applied annually.

External funding

The Trust will proactively seek and secure external funding for Royston Museum. This will include capital and revenue funds that the Trust might achieve for the museum via grants and, in particular, from the National Lottery Heritage Fund and Arts Council England.

Other income

Fees and charges for admission and other activities including workshops, events, hirings and reproductions will be determined by the Trust subject to agreement by the Council. All such income including sales from the Royston Museum shop will be available to the Trust.

10. Collections

Collections ownership

The ownership of the collection is specified in the agreement between the History Society and the Trust.

Care of collections – requirements

The Trust will be responsible for the safe storage and security of the collection for the duration of the SLA.

The Trust will ensure that the museum collection is cared for and protected to accredited standard as it relates to building, security, storage, training, cleaning, preservation, environmental monitoring and control, exhibitions and loans, conservation and disaster planning.

The Trust will also ensure that the written policies and plans covering collections development, collections care, conservation and collections documentation are reviewed in accordance with the accreditation standards of the ACE.

The Trust will continue to meet SPECTRUM cataloguing standards and will also work towards a full collections review.

Acquisitions, disposals and loans

The professional judgement of the Trusts' staff, as per the Museum Association's professional guidelines, will be used in determining future acquisitions, disposals and loans.

11. Information and Communications Technology

The Trust will be responsible for all the Museum's ICT including broadband, systems for employees, servers for museum applications, appropriate backup, internet security, the museum website and social media channels. All systems are to be compatible with those in the Council.

12. Health, Safety and Security

Health and safety management

In operation of the service, the Trust will comply with all current Health and Safety legislation and regulations, and as appropriate, create and maintain full and comprehensive risk assessments relevant to the facility. Risk assessments will be carried out and recorded prior to commencement of any new activity, or event held at the museum.

The Trust is responsible for maintaining the museum interior in a safe and good condition, including displays, heating system, lighting, equipment and decoration, ensuring servicing of equipment and installations is regularly undertaken and replacements made where necessary.

A complete First Aid Kit will be kept on site at all times and checked on a monthly basis (and after each occasion that it has been used) and a qualified First Aider (First Aid at Work) will always be on duty. Additional qualified staff will be provided for events and activities as required by the risk assessment.

All accidents and incidents on the premises will be comprehensively recorded as soon as practicable after the event. These records shall include details of all relevant actions taken. Completed records will be forwarded to the Clerk, as soon as possible.

The Trust will produce a safeguarding policy and ensure that all staff are trained appropriately in safeguarding. Any staff or volunteers working with children, young people or vulnerable adults will have an enhanced DBS check.

The Trust will maintain and review annually, the Emergency Plan and Disaster Recovery document.

The Trust will carry out day to day compliance tasks as required and advise the Council as soon as reasonably possible of any building issues.

Key holding and call outs

The Trust will undertake key holder responsibilities. The arrangements for this will be provided to the Council at the commencement of the SLA and as and when any changes occur.

Intruder alarm system

The Trust will take over responsibility for the intruder alarm system provided by County Security Services and nominate personnel to be called out.

13. Accreditation, Performance and Quality Requirements

The Trust will ensure that museum accreditation is maintained throughout the term of the SLA. This will require the development, production and maintenance of the Business Plan by the Trust. Accreditation costs will be met through the budget held by the Trust under this agreement.

The Trust will also support the Council in its pursuit of other corporate quality awards and initiatives.

The Trust will seek to develop new ideas to improve visitor satisfaction on an ongoing basis, ensuring a quality experience for visitors and users of the service.

14. Museum Operation

The Trust will determine Opening Hours, Activity Programming, and Target Groups subject to the agreement of the Council.

The Trust will include this information in the Business Plan together with the data collection required to measure performance.

Visitor care and communications

The Trust will deliver a clear and demonstrable visitor care policy and ensure that all employees and volunteers are made aware of the policy and receive appropriate training in its implementation.

Staff will apply the visitor comments and feedback system within the museum, to encourage feedback and include verbal and written comments. The system will allow for comments to be made by letter, comment card or comment book, e-mail and verbally. All visitor complaints and comments will be responded to within 10 days of receipt.

The museum will also maintain a research enquiries service. Research enquiries will be dealt with within 14 days of receipt – which will be detailed to the enquirer through email or telephone upon receipt.

The Trust's board and staff will not do anything to bring Royston Museum, the Trust or the Council into disrepute.

Marketing and promotion

The Trust will be responsible for all marketing and promotional activity and will ensure that this activity is carried out in liaison with the Council.

The Trust will ensure that the Council is recognised on all marketing material and signage, and the wording will be agreed by the Council.

The Trust will provide additional event, marketing and publicity information to the Council for use in a range of other publications, at meetings etc as and when required.

Equipment in the museum

At the start of the SLA, the Council will transfer (gift) all equipment in the museum that is owned by the Council to the Trust.

The Trust will take over the photocopier contract.

The Trust will provide additional equipment and materials as may be necessary for the provision of the service.

Any equipment and materials provided by the Trust shall comply with the relevant British Standards and be limited to the use it was designed for.

15. Support and Assistance to the Council

The Trust will support and assist the Council services and processes linked to the operation of Royston Museum. This may include, but not be limited to, audits, health and safety matters, preparation of reports, business planning, projects, and attendance at training sessions where necessary.

16. The Friends of Royston and District Museum (the Friends)

The Trust will continue to maintain the good relationship built with the Friends who are a registered charity incorporated to support and help develop Royston Museum. This will include working closely with the Friends to support joint and mutual working arrangements, partnerships and external funding opportunities.

The Trust will ensure that a nominated employee attends all of the Friends committee meetings, and will brief the Friends committee on all aspects on the management of Royston Museum, and enable the Friends committee to feedback, provide input and suggestions and raise any concerns.

17. Major Incident Reporting

The Trust will ensure that the Council is made aware of any major incidents that occur as soon as practicably possible. Major incidents include accidents or incidents such as fatalities, severe injury, assault on staff, theft of property, major damage or vandalism to plant, fire, flood, closure of the building or any other issue likely to be of interest or concern to the Council and users.

This is to ensure that:

- the Council is fully briefed on the incident;
- any critical action or provision identified as a result of the incident can be progressed by the appropriate party;
- the likelihood of a repeat incident is minimised;
- the Council is able to respond competently to enquires; and,
- the public is reassured.

The Trust will report all major incidents to the Council by telephone or in person, followed by a full report by e-mail within 24 hours of the incident and will maintain a log of all major incidents and the relevant response to them.

18. Disclosure of and Requests for Information under The Data Protection Act 1998 and Freedom of Information Act 2000

The Council shall:

Co-operate with the Trust and supply to it all necessary information and documentation required in connection with any request received by the Trust under the Data Protection Act 1998 and/or Freedom of Information Act 2000.

Supply all such information and documentation at no cost to the Trust and within seven working days of receipt of any request.

The Trust will conform with all requirements of the General Data Protections Register. (GDPR)

Notices

Any notice or other document to be served under this SLA may be delivered or sent by prepaid first class recorded delivery or registered post to the party to be served, at the address of that party identified at the head of this SLA or at any other address as either party may have notified to the other and shall be deemed to have been received by the addressee within 72 hours of posting. Any notice or document served on the Council should be addressed to the Clerk.

In proving service of a notice or document it shall be sufficient to prove that delivery was made or that the envelope containing the notice or document was properly addressed and posted as a prepaid first class recorded delivery or registered letter.

IN WITNESS of which this agreement has been signed on behalf of the parties hereto the day and year first before written.

Royston Museum Trust CIO

Royston Town Council

Name.....

Name.....

Signed.....

Signed.....

Date.....

Date.....

The Trust is responsible for all museum costs, including but not limited to:

Employees Recruitment and employment of new hires of Museum staff with all the statutory obligations including payroll, Tax, National Insurance and Pensions.

Building lease Rental and landlord's insurance.

Building repairs

Accounting Implementation of an accounting system.

ICT

Utilities

Cleaning

Business rates The Trust will apply for business rates relief.

Insurance including Public and Employers' liability insurance, collection insurance.

	Museum one-off costs '22-'23	Museum Budget '22-'23
	Includes VAT	Includes VAT
EXPENDITURE		
Museum staff		
Curator/Development manager 2022-23		41,318
Museum Assistant (21 hrs/week)		16,750
Saturday duty officer (volunteer?)		4,132
NI employment allowance (max £4k)		-4,000
Cleaner (Contract 4 hr/week @ £10?)		2,400
Payroll		1,008
Accounting support 3 months £500+VAT		600
Sage £12/month +VAT.		173
HR/Legal		1,000
IT (included in Other Expenditure)		0
Maintenance Plan		4,440
External decoration (scheduled for 2022)	2,000	
Security/Fire Regs compliance testing		900
Gas, Electric and Water		3,938
Rent		7,500
Rates		0
Premises insurance		1,525
Items for sale		300
Insurance (waiting quote - RTC is £5k)		3,000
Other expenditure		6,000
TOTAL	2,000	90,983
INCOME		-
Carried forward from 21-22 donation		1,085
2022-3 RTC annual donation		95,000
2022 RTC one off donation		35,000
Sales (inc Jack's War)		500
Exhibition commission & hanging fees		250
TOTAL		131,835
BALANCE	-2,000	38,852

The following policies and procedures are to be in place before divestment:

Governance

CIO constitution
Declarations of Interests
Declaration of Eligibility and Responsibility to be a Trustee
Code of Conduct
Standing Orders
Role description for Chair, Treasurer, Secretary and Board members
Scheme of Delegations
Process for urgent Decision Making

Employment

Staff handbook
Complaints
Grievance
Disciplinary
Training
Equal Opportunities

Organisation/Operation

Health and Safety
Data Protection
Finance Regulations
Safeguarding Children and Vulnerable People Policy
Complaints Policy
Volunteer Register plus volunteer agreement and code of conduct,

Collections

Collections Development Policy

Collections Care and Conservation Policy

Collections Documentation Policy

Royston Town Council - Draft Budget 2021-2022 6 months Oct 2020

MUSEUM

	<u>2021-2022</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2019-2020</u>	<u>2018-2019</u>
	<u>Budget</u>	<u>Year End</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
EXPENDITURE					
Museum staff	50,421	30,187	52,020	47,796	46,136
Admin staff - nb this is overhead apportionment only	13,420	10,691	11,115	11,288	11,941
NHDC Compliance & maintenance contract	2,000	1,923	1,700	1,590	846
Maintenance Plan	1,700	1,373	1,700	1,353	1,023
External decoration	-	0	0	0	1,463
Security/Fire Regs	750	654	650	567	654
Gas, Electric and Water	3,000	2,060	3,000	2,685	2,299
Rent (review was due Sept 13)	7,500	7,500	7,500	7,500	7,500
Rates	4,850	4,741	5,200	4,665	4,717
Premises insurance	1,525	1,467	1,500	1,438	1,437
Items for sale	300	0	300	100	8
Insurance	1,200	1,134	1,134	1,080	1,516
Other expenditure	5,000	3,742	5,000	3,779	3,926
Museum development	-	0	10,000	0	
TOTAL	91,666	65,472	100,819	83,841	83,466
INCOME					
Sales (inc Jack's War)	500	538	500	641	363
Exhibition commission & hanging fees	250	4	500	108	433
TOTAL	750	542	1,000	749	796
NET REVENUE	- 90,916	-64,930	-99,819	-83,092	-82,670

MUSEUM owned earmarked funds in general reserves

	<u>Total earmarked Funds in reserves 21/22</u>
Museum education budget	£8,245.62
Museum general grants	£577.54
Museum grant – Community cabinet	£283.51
HAMS Grant	£750.00
Young Curators (formerly Time Trackers)	£0.00
Jacks War Books	£2,854.00
Museum Donations account	£8,318.57
Museum Tapestry account	£3,447.80
	£24,477.04
<u>Other earmarked funds related to the museum</u>	
Museum development fund	£10,000

	Museum Costs Pre April '22	Museum one-off costs '22-'23	Museum Budget '22-'23	RTC Budget '21- '22 For comparison
	Includes VAT	Includes VAT	Includes VAT	Excludes VAT
EXPENDITURE				
Museum staff				50,421
Curator/Development manager Jan-Mar 2022	10,220			
Curator/Development manager 2022-23			41,318	
Museum Assistant (21 hrs/week)			16,750	
Saturday duty officer (volunteer?)			4,132	
NI employment allowance (max £4k)	-1,208		-4,000	
Cleaner (Contract 4 hr/week @ £10?)			2,400	
Payroll	36		1,008	
Accounting support 3 months £500+VAT	600	?	600	
Sage £12/month +VAT.	60		173	
HR/Legal	1,000		1,000	
IT (included in Other Expenditure)			-	
Maintenance Plan			4,440	3,700
External decoration (scheduled for 2022)		2,000		-
Security/Fire Regs compliance testing			900	750
Gas, Electric and Water			3,938	3,000
Rent			7,500	7,500
Rates			-	4,850
Premises insurance			1,525	1,525
Items for sale			300	300
Insurance (waiting quote - RTC is £5k)	3,000		3,000	1,200
Other expenditure	207		6,000	5,000
TOTAL	13,916	2,000	90,983	78,246
INCOME				
1st 2021 RTC donation to bring forward recruitment	15,000			
Carried forward from 21-22 donation			1,085	
2022-3 RTC annual donation			95,000	
2022 RTC one off donation			40,000	
Sales (inc Jack's War)			500	500
Exhibition commission & hanging fees			250	250
TOTAL	15,000		136,835	750
BALANCE	1,085	-2,000	43,852	-77,496