

Royston Town Council Finance Committee meeting Monday 18th October 2021

Agenda item 5i – Bank reconciliation

Royston Town Council 2021-2022			
Bank Reconciliation September 2021			
<u>Receipts</u>		<u>Payments</u>	
B/F	893,941.54	B/F	170,612.16
September income	192,180.70	September payments	29,716.55
	1,086,122.24		200,328.71
Receipts to date	1,086,122.24		
Less Payments to date	200,328.71		
	885,793.53		
Represented by			
RTC Current Account -		34,452.65	
Less un-cleared Chqs		- 4,149.13	
		30,303.52	
Business Premium account		9,696.01	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		680,072.00	
Public Sector Deposit Fund		100,000.00	
Takings Account		-	
		885,793.53	
War Memorial Account			
<u>Receipts</u>		<u>Payments</u>	
B/F	3,886.00	B/F	0.00
September Receipts	500.00	September 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	01/09/2021	30/09/2021	
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	

Royston Town Council 2021-2022

Charity Accounts -September 2021

Cave Account			
<u>Receipts</u>		<u>Payments</u>	
B/F	34,895.47	B/F	0.00
September Receipts	-	September Payments	2,284.43
	34,895.47		2,284.43
Receipts to date	34,895.47		
Less Payments to date	2,284.43		
	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	19,810.45	B/F	32.10
September Receipts	0.21	September Payments	1,639.70
	19,810.66		1,671.80
Receipts to date	19,810.66		
Less Payments to date	1,671.80		
	18,138.86		
Represented by			
RTC - Leete Account	19,771.86		
Less un-cleared Chqs	1,633.00		
		£ 18,138.86	
Town Mayor's Community Trust Fund			
<u>Receipts</u>		<u>Payments</u>	
B/F	21,671.58	B/F	1,372.84
September Receipts	618.21	September Payments	756.65
	22,289.79		2,129.49
Receipts to date	22,289.79		
Less Payments to date	2,129.49		
	20,160.30		
Represented by			
Mayor's Charity monies	76.76		
Community Fund	20,833.54		
Less un-cleared Chqs	750.00		
		£ 20,160.30	

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			Year to Date	Agreed Budget	YTD Budget variance
	April	May	June	Estimated Quarterly Budget	QTD Variance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March			
Admin/Democracy	8,732	6,850	7,230	35,153	65%	6,835	6,660	9,311	-	-	-	-	-	-	45,618	129,571	70%
Museum	4,115	2,686	8,951	22,851	69%	7,089	8,493	5,209	-	-	-	-	-	-	36,543	91,666	80%
Town Hall	3,005	2,348	3,324	15,461	56%	2,972	2,953	3,567	-	-	-	-	-	-	18,169	59,613	61%
Priory Rooms	314	254	254	1,142	72%	254	254	332	-	-	-	-	-	-	1,662	14,508	23%
Market Hill Rooms	892	1,206	1,631	2,672	140%	1,240	1,865	869	-	-	-	-	-	-	7,703	20,294	76%
Other Expenses	2,045	-	1,372	3,426	100%	-	-	604	-	-	-	-	-	-	4,021	15,543	52%
Royston Cave	1,254	624	1,100	5,910	50%	1,259	2,122	1,863	-	-	-	-	-	-	8,222	20,032	82%
Allotments	349	348	1,234	870	222%	169	169	458	-	-	-	-	-	-	2,727	4,465	122%
War Memorial	615	85	85	1,605	49%	85	85	611	-	-	-	-	-	-	1,566	2,423	129%
30 Kneesworth Street	382	42	42	549	85%	42	42	55	-	-	-	-	-	-	605	1,036	117%
Plantations	464	482	482	2,410	59%	1,092	482	534	-	-	-	-	-	-	3,536	19,080	37%
Public Conveniences	157	127	127	637	65%	127	127	166	-	-	-	-	-	-	831	2,913	57%
Markets and Parking	3,725	3,762	3,495	12,024	91%	13,834	3,394	3,539	-	-	-	-	-	-	31,749	70,734	90%
TOTAL EXPENDITURE	26,049	18,814	29,327	104,711	71%	35,000	26,646	27,118	-	-	-	-	-	-	162,953	451,878	72%
INCOME	Quarter 1					Quarter 2			Quarter 3			Quarter 4			Year to Date	Agreed Budget	
	April	May	June	Estimated Quarterly Budget	QTD Variance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March			
Interest	4	3	16	77	30%	3	2	17							45	300	30%
Town Hall	-	1,453	1,998	4,055	85%	1,820	2,005	1,945	-	-	-	-	-	-	9,221	15,000	123%
Priory Centre	-	-	-	85	0%	28	33	136	-	-	-	-	-	-	197	500	79%
Market Hill Rooms	-	335	390	2,292	32%	714	425	701	-	-	-	-	-	-	2,564	7,500	68%
Cave	-	-	30	3,904	1%	-	-	682	-	-	-	-	-	-	712	10,000	14%
Allotments	166	25	54	306	80%	166	55	85	-	-	-	-	-	-	552	5,600	20%
30 Kneesworth Street	-	-	-	4,121	0%	4,143	-	3,813	-	-	-	-	-	-	7,956	15,580	102%
Museum	-	7	-	96	7%	-	7	-	-	-	-	-	-	-	14	750	4%
Markets and Parking	3,856	5,531	5,563	14,592	102%	6,201	2,493	9,610	-	-	-	-	-	-	33,253	54,000	123%
TOTAL INCOME	4,026	7,354	8,051	29,528	66%	13,073	5,020	16,989	-	-	-	-	-	-	54,513	109,230	100%
PRECEPT															331,469	331,469	
CTRS grants															11,179	11,179	
Balance															£ 234,208	£ -	

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Agenda item 7

The Queen's Green Canopy: HCC Funding available to support planting

The Queen's Green Canopy (QGC) is a unique and exciting UK-wide tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022.

In Hertfordshire, everyone from individuals to scout and guide groups, villages, Town, Parish and Community Councils, schools, charities and corporations are being encouraged to get involved by planting trees, woodlands, hedges and avenues to create a legacy in honour of The Queen's leadership of the Nation, for the benefit of its residents and future generations.

Hertfordshire County Council's Sustainability Team are supporting Hertfordshire's Lord Lieutenant, Robert Voss, to deliver this project.

Funding of £350.00 is now available to all Town, Parish and Community Councils: contact queensgreencanopy@hertfordshire.gov.uk; outline your plans for the money, where and what you will be planting.

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Agenda item 10b - request to fund the appointment of a new Museum Curator/Development Manager for the Museum Trust from 1st January 2022 to 31st March 2022

This is a request to approve a donation of £15,000 to the Royston Museum Trust CIO to allow the early recruitment of a museum manager/curator prior to divestment of the museum targeted at 1st April 2022.

Early recruitment gives significant benefits:

- increased museum opening to public and to volunteers
- accelerated reaccreditation
- accelerated application for Lottery funding

However, in order to avoid TUPE issues, RTC TUPE liabilities and VAT complications:

1. The museum development manager/curator should be employed by the Trust and not by RTC.
2. Expenditure specific to the Trust attracting VAT should be paid by the Trust. (Day to day museum costs can continue to be paid by RTC without VAT complications up to the time of divestment targeted at 1 April 2022)

Bringing forward recruiting means the Trust needs to bring forward the setup of the many business functions and processes required before it becomes an employer. These include HR processes and policies, registering with HMRC as an employer, banking, accounting, registering for VAT, payroll, etc – a very long list.

Estimates of the immediate known costs are shown below.

As the project progresses, there will no doubt be other costs that need bringing forward.

	Excluding VAT	Non VAT	Notes
Recruitment Advertising	£1,000		Sam Hunt estimate
Payroll 1 Jan -31 Mar 21		£10,063	Max - includes NI and pension
Accounting	£2,000		Estimate for accounting system set up and consultancy
Xero software	£117		£26/month 25% discount
HR consultancy	£1,000		Estimate
Outsource payroll	£269		Quote includes Pensions and PAYE set up plus 3 months' payslips
	£4,386	£10,063	

Councillor John Davison

5th October 2021