MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held on Thursday 15th April 2010 in Room 11, Town Hall Royston at 7.p.m.

PRESENT: Councillors: Berry (Chair) Mayne & Phillips
Museum Trustees: Peter Ketteringham, Mike Lawrence, Jenny Smith, Phil Smith,
Mr. L. Baker NHDC Representative
Friends: Shirley Thrussell
History Society Rep – Betty Skyrme

Officers: Carole Kaszak (Curator), Susan Thornton-Björk (Town Clerk)

415/10 APOLOGIES:
Apologies were received from Councillors Burt, Beardwell, Peter Franks (Trustee) & Ros Allwood (Museums Officer, NHDC)

416/10 MINUTES:
The minutes of the meeting held 11th February 2010 (/09 to /09) were approved for signing by the chairman.

417/10 CURATORS REPORT: (copy attached to the minute book):
The curator went through her report and highlighted on some of the items.
Exhibitions: Carole explained that the current exhibition Myths and Legends was a touring exhibition from the Hub and was covered in the school curriculum, the Hertfordshire Oddities and Curiosities were part of the Royston collection.
Training: Carole was due to attend another session on Reminiscence**.**
Donations: A Set of Glass Lantern Slides had been received and volunteers had now got the Magic Lantern working.
A grant has been received for the museum to purchase a Lap-Top computer and accessories as part of the Engaging Communities project; a further Grant is expected for the purchase of a Camcorder. Training will also be provided.
The Friends have supported the project by purchasing a carry case and external drive.
A freezer donated by the Conservator Grant Hub has now been installed in the cellar.
Purchases: The Silver Brooch found by a metal detectorist would soon be on display and Carole will organise a press release. She was hoping to make another purchase of a similar nature.

Carole was thanked for her report.

FINANCE:
Members noted the income and expenditure figures for the museum, for the year April 2009 to date, against the budget.

TAPESTRY: The designer who designed Hertford Museum has made an initial visit to Royston to see how the Tapestry can be incorporated into the museum when completed. Carole will also approach another two for costings.
Carole reported that the tapestry will be coming off the frame this week to go in the freezer due to carpet beetle. She will also need to check the jars of wool and showcases for any further signs and spray the edges of the carpet upstairs. Carole was asked if the museum needed to be closed, she did not feel this was needed.

Governance Training: Les Baker gave a brief update on the recent training session attended by the Trustees, Curator, Town Clerk, Cllr Smith and himself. It had not been possible to cover everything in the time allowed in relation to looking at ways the museum could be

managed and it had been suggested that another training session was needed, this would have to be paid for by the council. The Trustees were in the process of updating their Trust document, and it was suggested that the agreement between RTC and the Trustees be reviewed as it was over 25 years old. There are still lots of questions to be answer into the ways of Governance of the Museum; this was the first step of a process in mapping out the future of the museum. After further discussion, it was decided that this needed to be looked into at a later date as the present council was now up for election. It was agreed that new councillors should be invited to the museum for an induction session.

FINANCE:
Members noted the income and expenditure figures for the museum, for the year April 2009 to date, against the budget.

There being no other business the chairman closed the meeting at 7.58 pm saying that she had enjoyed her year as Chairman of the Committee and hoped if she was re-elected she would still be on the Committee in the new council year. She also thanked Mike Lawrence for being quizmaster at the Friends of the Museum Quiz Night.

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 26 April 2010 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor R. Kennedy (Town Mayor in the Chair)
Councillors Berry, Burt, Davidson, Doel, Harrison, Inwood, Mayne, Palmer, Phillips, Prime & Smith.
Town Clerk, Assistant to Town Clerk, Committee Administrator, Mr. L. Baker & Mr. Steve Catley & 2 Members of the CFR Group in attendance.

The Reverend Canon Les Harman led the meeting in prayer

PRESENTATION BY MR STEVE CATLEY, LOCALITY RESPONDER MANAGER FOR VOLUNTEER COMMUNITY FIRST RESPONDERS, CFR GROUP BASED IN ROYSTON.

The Town Mayor welcomed Mr Catley to the meeting and invited him to make his presentation to the Town Council.
Mr Catley explained the background to this organisation that was started in 2004 and that they want to increase the awareness of the role of CFR's within the community. The volunteer responders are the first on the scene for life threatening medical emergencies and deliver a high standard of clinical care until the arrival of more qualified Ambulance staff. He explained about the training for clinical care and that the first few minutes of any call-out are important. There are at present 3 volunteer members in the Royston area and he would welcome more from the Royston area.
His colleague Stuart spoke to the meeting explaining about Heartstart training in the community, following which questions were put to the group and leaflets circulated.
Mr.Catley and his colleagues were thanked for their attendance and the Town Mayor wished the organisation success and they left the meeting.

418/10 APOLOGIES:

Apologies for absence were received from Councillors Beardwell and Grimes.

419/10 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported that he had visited the AGM of the St John Ambulance Service on the 19th March 2010 and the presentation to the Badger Group, the Rotary Club's music group, the Girl Guides Spring Fayre and the Easter Trail. In respect to the latter item thanks were due to all the shopkeepers and the Town Manager for the success of this event. He together with the Mayoress had attended the Scouts Centenary service held in the Parish Church led by Reverend Canon Harman followed by a reception in the Town Hall. There was a great deal happening in Royston and thanks were due to the leaders of these groups.
The quiz evening held to raise funds for his charities had raised £396.10 and the fund now stood at £5205 .25.
He apologised for not being able to attend a fund raising concert for the Methodist Church on the 22 May 2010 but urged his fellow councillors to support this event as it was a memorial service for Bill Prime a former Town Councillor.

420/10 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 22 February 2010 (minutes 360/10 to 369/10).

421/10 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

(a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 22 February 2010 (minutes 370/10 to 379/10) be approved and adopted as part of the true workings of this Council.

(b) It was **RESOLVED** that the minutes of the meetings of the Planning Committee held 8 March 2010 (minutes 380/10 to 382/10) be approved and adopted as part of the true workings of this Council.

422/10 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:

(a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on the 22 March 2010 (minutes 383/10 to 394/10) be approved and adopted as a true record.

(b) It was RESOLVED that the minutes of the meeting of the Planning Committee held on the 12 April 2010 (minutes 399/10 to 403/10) be approved and adopted as a true record, subject to the amendment that the word "possibly" be inserted as follows under minute 402/10 (a) Land at Ivy Farm, "the applicant would **possibly** go to Appeal".

(c) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highway Committee held 12 April 2010 (minutes 404/10 to 414/10) be approved and adopted as a true record.

423/10 MAYOR'S CHARITY:

The Town Mayor enlarged upon his report on this item. Members discussed this matter and it was felt that there should be more discussion at a meeting of the Finance Committee. It was **RESOLVED** that this item be discussed at the meeting of the Finance Committee scheduled to be held on the 28 June 2010.

424/10 HEALTH & SAFETY POLICY STATEMENT:

It was **RESOLVED** that the draft Health & Safety Policy Statement as previously circulated be approved and adopted.

425/10 CLERK'S REPORT:

The Town Clerk reported the following:-
A grant had been received from Hertford Museums Service for a laptop as part of the 'Engaging with the Community' project at the Museum; the Friends of the Museum had donated a carry case and external drive for this. A further grant from the Museum Service would purchase a camcorder and provide training for museum staff and volunteers to interview and film members of groups from the Community Centre, a DVD would then be made for use at the Royston Arts Festival this year.
The May Fayre was progressing well and any help from councillors on the day would be appreciated.
The Royston in Bloom Competition for 2010 has been launched.

The Town Twinning Association had not received any news from Villeneuva de la Canada in Spain regarding twinning until today where they are inviting 4 Members of Twinning Association to visit for a weekend during a festival on the 14-17 May 2010. Unfortunately only 2 members could attend and the invite was extended to any of the Councillors who were able to, to please contact the Town Clerk for further details
The Reception for the Grossalmerode visit is due to be held on the 17 October 2010.
The Town Clerk was thanked for her report.

426/10 MEETING DATES:

Members received and noted the meeting dates for May-June 2010. The diary for the new Council year would be available at the Annual Meeting on 14 June 2010.

427/10 REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Berry had attended the Scouts Centenary Event the previous day in the Parish Church and then the reception in the Town Hall. The new flag to commemorate the 100 years was impressive. The event had been much enjoyed by everybody and thanks and congratulations go to all those involved.

428/10 DATE OF NEXT MEETING:

The date of the next meeting was scheduled for 24 May 2010.

The Town Mayor closed the meeting at 8 p.m.

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.02 p.m. on Monday, 26.April 2010.

PRESENT: Councillor R Smith (in the Chair)
Councillors Berry, Burt, Davidson, Doel, Harrison, Inwood & Kennedy.
Town Clerk, Assistant Town Clerk, Committee Administrator, Town Councillors Mayne & Palmer & Mr. L. Baker.

429/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beardwell and Grimes.

430/10 MINUTES:

The minutes of the meeting of the Finance Committee held on 22 March 2010 (minutes 383/10 to 394/10) were approved and signed by the Chairman.

431/10 MINUTES OF SUB-COMMITTEE & WORKING-PARTY MEETINGS:

(a) The minutes of the meeting of the Town Premises & Human Resources Sub-Committee held 22 March 2010 (minutes 395/10 to 398/10) were received into the workings of the Council.
(b) The minutes of the meeting of the Museum Sub-Advisory Committee meeting held 18 February 2010 (minutes 353/10 to 359/10) were received into the workings of the Council.
(c) The notes of the meeting of the May Fayre Working Party meeting held 16th March 2010 were received into the workings of the Council.

432/10 ACCOUNTS FOR PAYMENT:

It was **Resolved** to approve the accounts for April 2010 in the sum of £54,368.03 for payment.

433/10 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the following:-

i) Bank Reconciliation for March 2010.
ii) Income & Expenditure for March 2010. It was noted that the agency figures for 2009-2010 were not yet to hand so these balances did not represent the year end figures.

434/10 NEWSLETTER – JUNE 2010:

Members agreed the draft copy of June Newsletter for publication subject to the following three amendments and that a further draft will be emailed to all members for comment after the May Fayre article had been added.

i) delete the words "after 28 May or" under the item on Royston Town Councillors;
ii) Add the words "the then Town Mayor" under the photograph of Angela Louch receiving a bouquet from Rod Kennedy.
iii) Change Mr to Councillor

435/10 COMMUNITY CHEST AWARDS 2010:

Members noted and approved the change of use for the money granted to The Frank Letts Blind Fellowship of Royston following the explanation by the Town Clerk that there had been a change of type of excursion to that previously agreed.

The Chairman then closed the meeting at 8.25 p.m.

MINUTES of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 26 April 2010 at 8.28 p.m.

PRESENT: Councillor Berry (in the Chair).
Councillors Davidson, Doel, Harrison, Palmer & Smith.
Town Councillors Kennedy & Mayne, Town Clerk, Assistant to the Town Clerk & Committee Administrator in attendance.

436/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Grimes.

437/10 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 22 March 2010 (minutes 395/10 to 398/10) were approved for signature.

438/10 TOWN HALL:

Members viewed the proposed alteration to the Town Hall floor plans received that day as all members of the Cinema Working Party were present. It was agreed to refer some amendments to Mr Easton to be discussed at the next meeting of the Working Party.

439/10 ALLOTMENTS:

Members noted the issues raised at the meeting with Royston Allotment Gardens Association and that RAGA are planning to raise funds towards a replacement club house.

440/10 EXCLUSION OF THE PUBLIC & PRESS:

It was **Resolved** that in view of the confidential nature of the business about to be transacted, it is proposed that, in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.

441/10 STAFF MATTERS:

The Town Clerk reported that as requested at the meeting of the Finance Committee on the 22nd March 2010 she had investigated the possibility of awarding increases to staff even though no cost of living increases were due to be paid this year. She explained that this would not be possible as it would affect the salary scales for future years.
The Chairman reported discussions she had had with the Town Clerk in respect of the excessive amount of overtime hours accumulated by the Town Clerk (85) and her Assistant (38) as it has been difficult for them to take the time off in lieu to offset them. The Town Clerk reported that it had been difficult to take time off due to training the Assistant Town Clerk who had now completed her 2 year Local Policy Course and been notified unofficially that she had passed; she was awaiting confirmation which should come in June. It was hoped that this would help ease the situation re taking time off in lieu considerably from now. The Town Clerk informed members that on confirmation of her Assistant's results she would be entitled to move up to the next pay scale. Congratulations were given to the Assistant. It was further noted that after her results were received consideration would need to be given to her becoming Deputy Town Clerk.
Following further discussion it was proposed by Councillor Berry, seconded by Councillor Harrison and **Resolved** that the amount of overtime hours accumulated to date be paid at the appropriate rate and, that a review of overtime hours should take place in six months time and that this should be recommended to the next meeting of the Finance Committee.

There being no further business the Chairman closed the meeting at 9 p.m.

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 10 May 2010 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Berry (in the Chair)
Councillors Davidson, Doel, Kennedy, Mayne, Palmer, Phillips and Smith..
County & District Councillor Hill, Town Clerk and Committee Administrator in attendance.

442/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Grimes and Prime.

443/10 MINUTES:

The minutes of the meeting held on Monday, 12 April 2010 (minutes 339/10 to 403/10) were approved and signed as a correct record, subject to the amendment, previously noted at the Council meeting held on 26 April 2010, that the word "possibly" be inserted in minute 402/10 Planning Applications (a) 09/02241/1 Land at Ivy Farm, Baldock Road, as follows:-
Councillor Kennedy said that this land would be developed in due course and it was difficult to object to it on planning grounds, if this application with less housing (110) dwellings) was not accepted then the applicant would ***possibly*** *go to Appeal with the original application for 135 dwellings which could be allowed.*

444/10 PLANNING APPLICATIONS:

(a) The Committee agreed to support the following applications:-

10/00719/1HH	52 Mill Road
10/00681/1HH	33 Honey Way
10/00568/1HH	52 Heathfield
10/00665/1LB	7 Baldock Street
10/00601/1	Land at 62 Green Drift
10/00831/1LB	The Old Court House, Fish Hill
10/00830/1	The Old Court House, Fish Hill

There being no further business the Chairman closed the meeting at 7.29 p.m. thanking Members for their support during the year and Councillor Kennedy thanked Members for their support during his 12 years as a Councillor. The Chairman and all members thanked him for his help and experience in planning matters over the years.

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 24 May 2010 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor M. Harrison (Deputy Town Mayor in the Chair)
Councillors Berry, Burt, Davidson, Doel, Inwood, Mayne, Palmer, Phillips & Smith.
Town Clerk, Assistant to Town Clerk, Committee Administrator & County & District Councillor Hill in attendance.

The Reverend Canon Les Harman led the meeting in prayer

445/10 APOLOGIES:

Apologies for absence were received from Councillors Beardwell, Kennedy and Grimes.

446/10 MINUTES:

It was proposed by Councillor Smith, seconded by Councillor Berry and **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 26 April 2010 (minutes 418/10 to 428/10).

447/10 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:

(a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on the 26 April 2010 (minutes 429/10 to 435/10) be approved and adopted as a true record.

(b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on the 10 May 2010 (minutes 442/10 to 444/10) be approved and adopted as a true record.

448/10 CLERK'S REPORT:

The Town Clerk reported that the Hertfordshire Association of Local Councils AGM would be held on Wednesday, 16 June 2010.
The NHDC Annual Parish and Towns Conference would be held on the 28 June 2010 at 6.30 p.m. and as this would coincide with the meeting of the Town Council's Finance Committee she suggested that the Town Council change their meeting to the 21st June 2010.

449/10 REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Burt reported that he had attended a meeting at Police Headquarters about the launch in North Herts of "Speed Watch", which involved volunteers using a Speed Indicator sign to help reduce speeding in problem areas. The meeting had been well attended by several parish councils including Barley and Barkway. He felt that it was important that Councillors know about this initiative and that North Hertfordshire is the first to be invited to join in setting this up, and he asked that an item be placed on the agenda of the next meeting of the General Purposes & Highways Sub Committee.

The Deputy Town Mayor then wished all Members who were standing down from the Town Council well for the future and good luck to those standing for re-election. He also thanked all the Town Council staff for their support and hard work and then closed the meeting at 7.26 p.m.

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.30 p.m. on Monday, 24.May 2010.

PRESENT: Councillor Smith (in the Chair)
Councillors Berry, Burt, Davidson, Doel, Harrison & Inwood.
Town Clerk, Assistant Town Clerk & Committee Administrator in attendance.

450/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beardwell, Kennedy and Grimes.

451/10 MINUTES:

The minutes of the meeting of the Finance Committee held on 26 April 2010 (minutes 429/10 to 435/10) were approved and signed by the Chairman.

452/10 MINUTES OF SUB-COMMITTEE & WORKING-PARTY MEETINGS:

(a) The minutes of the meeting of the Town Premises & Human Resources Sub-Committee held 26 April 2010 (minutes 436/10 to 441/10) were received into the workings of the Council.

453/10 ACCOUNTS FOR PAYMENT:

It was **Resolved** to approve the accounts for May 2010 in the sum of £27,643.73 for payment.

454/10 ANNUAL RETURN 2009-2010:

i) Members received the report from the Internal Auditor following their inspection on the 18th May and were pleased to note that all was in order; thanks were given to the Town Clerk and her staff for bringing about the satisfactory conclusion to the Internal Audit. Councillor Burt suggested that a Press Report be issued to inform the public that the councils accounts are in order and the correct accounting procedures are adhered to which is thanks to the Town Clerk and her staff.

ii) Members received the Year End Accounts, and it was **Resolved** that the Year End Accounts, and Supporting Statement be approved and signed by the Chairman.

iii) Members agreed the Statement of Accounts of the Annual Return (Section 1) and it was **Resolved** that the Chairman sign these.

iv) Members **Resolved** that the Annual Governance Statement (Section 2) of the Annual Return for 2009-2010 be signed by the Chairman.

455/10 2009-2010 BUDGET:

Following clarification on certain items by the Town Clerk Members noted the Year-End out-turn figures against the budget set for 2009-2010. It was noted that the under spend on 30 Kneesworth St of £6500 was because the external works on the property had to be delayed to this financial year due to road and drainage works near by. Works have now commenced.

The Chairman then thanked the Town Clerk and her staff for all the hard work involved in producing the end of year accounts which will now be sent off to the external auditor.

456/10 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the Bank Reconciliation for April 2010.

457/10 EXCLUSION OF PRESS AND PUBLIC:

In view of the confidential nature of the business about to be transacted, it is proposed that, in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960).

458/10 STAFF MATTERS:

Councillor Berry outlined the background to the recommendation by the Premises/Human Resources Sub-Committee that overtime hours accrued for the year 2009-2010 by the Town Clerk and her Assistant be paid as it was very difficult to find the time to take the hours in lieu. It had also been recommended that a review take place in six months time to see if the situation had eased following the Town Clerk's Assistant completing her training. Following some input from Members and concerns that the Staff were having to do so much overtime it was proposed by Councillor Berry, seconded by Councillor Davidson and agreed that the recommendation be accepted and the overtime hours be paid to the Town Clerk and her Assistant, and a review take place in six months time.

The Chairman then thanked Members for their support during the present Council's term of office and wished them all well, and then closed the meeting at 8.05 p.m.