



ROYSTON TOWN COUNCIL



Statement of Intent as to Community Engagement

1. Aims and Objectives

Royston Town Council is committed to high standards of engagement with its community. Our council is part of a tier of local government which belongs to, is part of and is directly accountable to its local community. Councillors play an important role as they are elected to make decisions on matters affecting our town. We aim to make a measurable difference to the quality of life of the community we serve and to be responsive to the needs of our community. This statement sets out how we ensure the community is kept informed and can contribute, to the activities and decision-making of this council for the benefit of this town.

2. What is Our Community?

We believe our community is everyone within the boundaries of our town and includes all ages, any organisations, groups and individuals and the business community within it. We also recognise that residents pay for the activities of the town council and that visitors to our community form an important part of the vibrancy of community life. We understand that there are certain bodies that are crucial to local quality of life and we will strive to achieve excellent working relationships with these bodies which include local organisations, the Police, neighbouring councils and other tiers of local government.

3. Provision of Information to the Community

The council ensures that its main documents which reflect its decisions are published and readily available for the public to view. These documents include the agendas, minutes and annual reports of the council which are:

- Published on the council's website www.roystontowncouncil.gov.uk
- Posted on the notice board by the Town Hall
- Available to view, by request and prior arrangement

Agendas and minutes are also forwarded to the local newspaper. Further information is published in the Town Council's quarterly newsletter.

The council's Freedom of Information Publication Scheme is available to view on the council's website www.roystontowncouncil.gov.uk

4. Opportunities for involvement and representations to the Council

Our agenda for committees and full council meetings contain an invitation to the public and press to attend. Agenda's give you an indication of the business to be transacted so that you can decide whether you want to attend or make your views known by some other means prior to the meeting. Meetings are the forum for

business and decision-making and it is important that this business can be conducted with ample time for due consideration of issues before councillors. However, at committee and council meetings there is also an opportunity for the public to make representations in person prior to decisions being made. We welcome representations but inevitably have to apply a time limit and if you are concerned that there might be insufficient time to make your points known, you might wish to make representations in writing prior to the meeting. We give representatives from the Police and other tiers of local government an opportunity to make reports to full council meetings. This provides the public and councillors with more information and an opportunity to ask questions on matters of interest to them. The council will also call an annual meeting of the town on a day falling between 1 March and 1 June inclusive. This is your meeting and you will have an opportunity to hear from many community organisations and to ask them questions. It is also possible to raise matters of concern to the community.

5. Involvement in Partnerships

The council has representation on and attends many meetings of bodies which make decisions affecting the local community, these include

- Brian Leslie Racher Charity Trust
- Friends of Royston & District Museum
- Meridian Youth Centre Committee
- North Hertfordshire Partnership (LSP)
- Police Neighbourhood Panel
- Royston Citizens Advice Bureau
- Royston Community Transport
- Royston Coombes Community Association
- Royston Day Centre
- Royston & District Chamber of Commerce
- Royston & District Local History Society
- Royston & District Scouts Council
- Royston & District Sports Council
- Royston First Bid Co
- Royston Town Twinning Association
- Royston Youth Council
- Royston Youth Network
- Royston Volunteer Centre Management Committee
- Sustran Underpass Support Group
- Therfield Heath and Greens Conservation Joint Advisory Committee

6. Role of councillors

Councillors are the decision-makers of the council. The contact details for all councillors are available from the clerk; they are also published on the Town Council's web-site, the Town Hall's notice board and in the council's newsletter. Councillors welcome contact with members of the public and they will listen to the representations you make to them at council and committee meetings whether you attend in person, ask another person to raise matters for you or provide your comments in writing.

The contact details for the Clerk to the council are published on agendas, the Town Hall notice board, the web-site, and in the council's newsletter. The Clerk

is the Proper Officer of the council and is the appropriate contact in most cases for raising matters with or requesting information from the council.

Please feel free to contact the Clerk for more information on anything in this Statement.

7. Specific Areas for Community Involvement

In some circumstances, we also provide additional information sheets and/or provide additional public meetings in the event that exceptional issues arise which are of particular interest to the community. We envisage that these might include plans for significant planning development, exceptional spending plans and any emergency situations that arise.

Contact details for the council are:

Town Clerk
Town Hall, Melbourn St, Royston, Herts SG8 7DA
Tel: 01763 245484
Email: town.clerk@roystontowncouncil.gov.uk

Signed at the Full Council meeting on

Minute No

Town Mayor

Town Clerk

Town Hall, Melbourn Street, Royston, Herts., SG8 7DA
Tel/Answerphone: 01763 245484 Fax: 01763 248016
Email: town.clerk@roystontowncouncil.gov.uk