

MINUTES of the **ANNUAL GENERAL MEETING** of Royston Town Council held in the Heritage Hall, Town Hall, Royston on Monday, 14th May 2018 at 7.30pm.

PRESENT: Councillor Swallow (Town Mayor) in the Chair
Councillors Coll, Davison, Harrison, Inwood, Leggett, Phillips,
F J Smith, P Smith, Squire-Smith and Stanier.

In attendance: Town Clerk
Assistant Town Clerk
Administration Assistant
10 Members of the Public

The Reverend Heidi Huntley led the meeting in Prayer.

The Town Mayor welcomed everybody to the meeting, and thanked them for their support over her Mayoral year which she said had been an enormous privilege and also extremely enjoyable.

01/19 TO ELECT A TOWN MAYOR FOR THE ENSUING YEAR:

It was **RESOLVED** that Councillor Leggett be appointed Town Mayor for the year 2018/2019.

The current Mayor, Councillor Swallow, presented Councillor Leggett with the Chain of Office.

02/19 TO RECEIVE THE TOWN MAYOR'S ACCEPTANCE OF OFFICE:

The Town Mayor then read out and signed his Declaration of Acceptance of office and took over the Chairmanship of the meeting. The Town Mayor thanked the ex-Town Mayor for her hard work during her year as Town Mayor and stated that he was privileged to be the next Town Mayor and promised he would do his best for Royston. He spoke of his vision for the year to offer encouragement and support in the town, so that we can continue to go 'From Good Things to Better' as described in the town motto. His charity would be the Mayor's Community Trust Fund and his wife, Wendy Leggett, would be his Mayoress.

It was **RESOLVED:**

- a) That the Council places on record their sincere appreciation of the service rendered to the Town by Councillor Vera Swallow as Mayor of Royston from 2017-2018.
- b) That the Council is very mindful that Councillor Vera Swallow has during the period fulfilled the duties of Town Mayor and has worked to further the interests of the inhabitants of the Town.
- c) That the Common Seal of the Council be affixed to the above Resolution and that it be signed by the new Town Mayor and the Town Clerk, and then presented to Councillor Vera Swallow.

It was then **RESOLVED** that the Council places on record their sincere appreciation of the service rendered to the Town by Mr Colin Swallow, her Consort, in support of the Town Mayor from 2017 to 2018.

03/19 APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR:

It was **RESOLVED** that Councillor F J Smith be appointed Deputy Mayor.

04/19 MEMBERS OF ROYSTON TOWN COUNCIL:

The Town Clerk announced the election results from the elections held on 3rd May 2018. Those elected were:

Meridian Ward – Michael Harrison, Marguerite Phillips, Francis John Smith, Phil Smith and Vera Swallow.

Palace Ward – Amy Bourke-Waite, Ian Coll, Mark Hughes, Robert Inwood and Iain Leggett.

West Ward – Ruth Brown, John Davison and Emma Squire-Smith.

South Ward – Thomas Perry and Carol Stanier.

The Town Clerk confirmed that all elected Councillors have signed their declaration of acceptance of office which have been countersigned by the Town Clerk as Proper Officer of the Council.

05/19 APOLOGIES FOR ABSENCE:

Apologies were received from Councillors Bourke-Waite, Brown, Hughes and Perry.

06/19 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

07/19 MINUTES OF LAST COUNCIL MEETING:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on 30th April 2018 (minutes 413/18 to 425/18).

08/19 TO APPROVE AND ADOPT THE STANDING ORDERS:

It was **RESOLVED** that the Standing Orders be approved and adopted into the workings of the Council.

09/19 APPOINTMENT OF INTERNAL AUDITOR:

It was **RESOLVED** that Haines Watts are re-appointed as the Internal Auditors for 2018-2019.

10/19 DELEGATION OF POWERS AND DUTIES:

It was **RESOLVED**

- (a) That the powers and duties of the Council in regard to:-

Properties, insurance, civic functions, finance, accounts, markets, staffing entertainment, subscriptions and co-operation with voluntary bodies and charities (with the exception of the power to levy a precept or to improve capital expenditure or to authorise the raising of a loan) be delegated to the Finance

Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.

- (b) That the powers and duties of the Council in regard to matters under the Town and Country Planning Acts be delegated to the Planning Committee; and that the Committee shall appoint Sub-Committees and Working parties as appropriate. That the Chairman and Vice Chairman and the Town Clerk be delegated to give a response to planning applications if there is a time constraint on the response required.

- (c) That the considerations, powers and duties in regard to:-

(i) footpaths, street lighting and open spaces be delegated to the General Purposes & Highways Committee together with;

(ii) the considerations in regard to Highways and Transport matters; and that the General Purposes & Highway Committee be delegated to make representation to the North Hertfordshire District Council and such other bodies as they consider necessary, and that the Committee shall appoint Sub-Committees and Working parties as appropriate.

11/19 TO APPOINT STANDING COMMITTEES AND CHAIRMAN FOR THE ENSUING YEAR:

- a) It was **RESOLVED** that the following Councillors be appointed to the Finance Committee:-

Councillor Davison (Chairman)
Councillor Hughes (Vice-Chairman)
Councillor Bourke-Waite
Councillor Brown
Councillor Harrison
Councillor Leggett
Councillor FJ Smith
Councillor Squire-Smith
Councillor Stanier
Councillor Swallow

- b) It was **RESOLVED** that the following Councillors be appointed to the Planning Committee:-

Councillor Phillips (Chairman)

Councillor Davison (Vice-Chairman)
Councillor Coll
Councillor Inwood
Councillor Leggett
Councillor Perry
Councillor FJ Smith
Councillor P Smith
Councillor Squire-Smith
Councillor Stanier

- c) It was **RESOLVED** that the following Councillors be appointed to the General Purpose and Highways Committee:-

Councillor Harrison (Chairman)
Councillor Swallow (Vice-Chairman)
Councillor Bourke-Waite
Councillor Brown
Councillor Coll
Councillor Hughes
Councillor Inwood
Councillor Perry
Councillor Phillips
Councillor P Smith

12/19 CONTRACTS & AGREEMENTS WITH OTHER LOCAL AUTHORITIES:

The Town Clerk reported that there were currently two contracts with other local authorities:

- Agency agreement with North Herts District Council – Royston Town Council occupies offices in the Complex owned by NHDC and in return Royston Town Council manage the property on behalf of NHDC.
- Compliance contract for Town Hall, Market Hill Rooms and the Museum – Royston Town Council has a contract with NHDC to ensure that properties are maintained. The contract is currently out for re-tender and a new contract is expected to be implemented from August 2018.

It was **RESOLVED** that the Council continues with its current contracts with other Local Authorities of maintenance, utilities, and all other business areas as listed until such time the Council or Town Clerk wishes to change them.

13/19 TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES FOR THE ENSUING YEAR:

It was **RESOLVED** that the following members be appointed as representatives to outside bodies for the ensuing year:

Friends of Royston & District Museum	-	Councillor Smith
Royston Citizens Advice Bureau	-	Councillors Brown & Leggett
Royston Community Transport	-	Councillor Smith
Royston Coombes Community Association-		Vacancy
Royston Day Centre	-	Councillor Smith
Royston & District Chamber of Commerce	-	Vacancy

Royston & District Local History Society	-	Councillor Swallow
Royston & District Scouts Council	-	Councillor Stanier
Royston & District Sports Council	-	Councillor Squire-Smith
Royston & District Twinning Association	-	Councillor Brown
Therfield Heath and Greens Conversation Joint Advisory Committee	-	Councillor Brown
Creative Royston & Arts Festival Com	-	Vacancy
Royston & South Cambs. Homestart	-	Councillor Perry

14/19 ASSET REGISTER:

Members noted the Town Council's asset register.

15/19 SCHEDULE OF DEEDS & TRUST INSTRUMENTS:

Members noted the Schedule of Deeds and Trust Instruments held by Royston Town Council which are as follows:

- (i) Town Hall
- (ii) 30 Kneesworth Street
- (iii) Market Hill Rooms
- (iv) Green Street Allotments
- (v) Green Walk Plantation
- (vi) Stile Plantation
- (vii) War Memorial, Melbourn Street
- (viii) Royston Cave
- (ix) Royston & District Museum, Lower King Street (Leasehold)
- (vii) Market Place

Counterpart Lease

- (i) 30 Kneesworth Street

16/19 GENERAL POWER OF COMPETENCE;

It was **RESOLVED** that the Town Council, from 14th May 2018, until the next relevant Annual Meeting of the Council, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopt the General Power of Competence

17/19 COUNCIL'S COMPLAINTS PROCEDURE:

Members **RESOLVED** to adopt the Council's complaints procedure into the workings of the Town Council.

18/19 FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME:

It was **RESOLVED** that the Freedom of Information Policy and Publication scheme are adopted into the workings of the Town Council.

19/19 DATA PROTECTION POLICY:

It was **RESOLVED** to adopt the Data Protection Policy into the workings of the Town Council.

20/19 MEDIA RELATIONS POLICY:

It was **RESOLVED** to adopt the Council's Media Relations Policy into the workings of the Council.

21/19 GENERAL PRIVACY NOTICE:

It was **RESOLVED** to adopt the General Privacy Notice into the workings of the Town Council.

22/19 POLICY ON RESERVES AND BALANCES:

It was **RESOLVED** to adopt the policy on Reserves and Balances into the workings of the Town Council.

23/19 STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT:

It was **RESOLVED** to adopt the Statement of Intent as to Community Engagement into the workings of the Town Council.

24/19 NOMINATION FOR HAPTC EXECUTIVE COMMITTEE:

Councillor Harrison offered to stand for election for the HAPTC Executive Committee. It was **RESOLVED** to accept his nomination and his details would be forwarded to HAPTC for consideration in the election.

25/19 SCHEDULE OF MEETINGS UP TO THE NEXT ANNUAL COUNCIL MEETING:

It was **RESOLVED** that the Schedule of Meetings for 2018-2019 be adopted into the workings of the Town Council.

The Town Mayor then announced that the next meeting of the Town Council would be held on Monday 25th June 2018 and closed the meeting at 8.04 pm.

Signed: _____
Chairman

Date _____

