

MINUTES of the **ROYSTON TOWN COUNCIL** meeting held on Monday 25th June 2018 in Room 11, Town Hall, Royston at 7.30pm.

PRESENT: Councillor Leggett (Town Mayor) in the Chair
Councillors Bourke-Waite, Brown, Coll, Davison, Harrison, Hughes, Inwood, Perry, FJ Smith, P Smith, Stanier, Squire-Smith and Swallow.

In attendance: Town Clerk
County Councillors Hill and Jarvis, District Councillors Green and Hunter

The Reverend John Fidler led the meeting in Prayer.

80/19 PUBLIC PARTICIPATION:

There was none.

81/19 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Phillips.

82/19 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

83/19 TOWN MAYOR'S ANNOUNCEMENTS:

The Mayor reported that he had attended several events recently, including a fun evening at the Girl Guides AGM on 31st May, where he presented an award. On 4th June he opened an outdoor play area at Therfield First School and on 9th June he attended a parade at Bassingbourn Barracks where he watched the cadets on parade. He also attended a Scouts event on 14th June, which awarded leaders for their long service and on June 24th he attended the 'Royston in Blue' charity fun run for the Teenage Cancer Trust on Royston Heath, which over the years has raised over £78,000 for this worthy cause.

Forthcoming events include a Tees Law function at Sheene Mill, The Buntingford Mayor's civic reception, Tannery Drift First School Summer Fete and Roysia Middle School's end of year assembly.

84/19 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on Monday 14th May 2018 (minutes 01/19 to 25/19).

85/19 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** that the following minutes be adopted into the workings of the council:

- (a) The meetings of the Planning Committee held on:
- 14th May 2018 (minutes 48/19 to 51/19).
 - 21st May 2018 (minutes 59/19 to 64/19).

86/19 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** to receive minutes of Committee meetings, which have not already been adopted as a correct record, into the workings of the Council:

- (a) The meetings of the Finance Committee held on:
 - 14th May 2018 (minutes 26/19 to 42/19)
 - 21st May 2018 (minutes 52/19 to 58/19)
- (b) The meeting of the General Purposes and Highways Committee held on:
 - 14th May 2018 (minutes 43/19 to 47/19)
- (c) The meeting of the Planning Committee held on:
 - 4th June 2018 (minutes 65/19 to 69/19)

87/19 INTERNAL AUDIT REPORT:

Members **RESOLVED** to approve the report from the Internal Auditor for the year-end audit carried out on 25th May 2018. It was noted by members that there were no issues to report and the internal auditor's conclusion was "In our opinion, books and records are being kept in order. Appropriate risk assessment procedures and internal controls are in place and these are being adhered to by the Council". Councillor Davison thanked the Town Clerk and her staff for all of their hard work.

88/19 ANNUAL RETURN 2017-2018:

- i. Members **RESOLVED** to approve the Year End Accounts and Supporting Statement for signing by the Chairman.
- ii. Members **RESOLVED** to agree and approve the AGAR Annual Governance Statement (Section 1) of the Annual Return for signing by the Chairman.
- iii. Members **RESOLVED** to agree the AGAR Accounting Statements 2017/2018 (Section 2) of the Annual Return and approve them for signing by the Chairman.

89/19 GENERAL DATA PROTECTION REGULATION:

Members **RESOLVED** to acknowledge the measures already taken towards GDPR compliance and agreed the recommended next steps within the Town Clerk's report (copy attached to minutes).

90/19 CCTV POLICY:

Members **RESOLVED** to adopt the CCTV policy into the workings of the Council, subject to an amendment to points 2d and 2i, where the timescale will be three calendar months.

91/19 FOUR YEAR PLAN WORKING PARTY:

Members **RESOLVED** to appoint the following councillors to the Four Year Plan Working Party: Councillors Davison, Harrison, Hughes, Inwood, Perry, Phillips and Stanier.

The terms of reference were **AGREED** as: To formulate a four year plan for Royston Town Council and to report back to Full Council for discussion and approval.

92/19 ANNUAL REPORT 2018/2019:

Members **APPROVED** the Annual Report 2018/2019 for publication.

93/19 OUTSIDE ORGANISATIONS:

i) Members **APPROVED** the appointment of Councillors Iain Leggett, as Mayor, and Robert Inwood to the Royston and District Twinning Association committee as the Town Council representatives.

ii) Members **APPROVED** the appointment of Councillor Robert Inwood to the Coombes Community Centre Association as the Town Council representative.

94/19 CLERK'S REPORT:

The Clerk advised Members that Councillor Harrison had been appointed to the HAPTC executive committee and would report back to Full Council at future meetings under the item 'Councillors' reports as representatives on outside organisations'.

Members were advised that the Mayor's civic reception would be held on Friday 12th October 2018.

95/19 COUNCILLORS' REPORTS ON COUNCIL ACTIVITIES AND AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

None were received.

Date of the next meeting 3rd September 2018.

There being no further business the Chairman closed the meeting at 8.03pm.

Signed: _____
Chairman

Date _____