

**MINUTES** of the **ROYSTON TOWN COUNCIL** meeting held on Monday 25<sup>th</sup> March 2019 in Room 11, Town Hall, Royston at 7.30pm.

**PRESENT:** Councillor Leggett (Town Mayor) in the Chair  
Councillors Brown, Coll, Davison, Harrison, Hughes, Inwood, Perry, Phillips, FJ Smith, P Smith, Stanier and Swallow

**In attendance:** Town Clerk  
Assistant Town Clerk

The Chairman reminded members that the meeting was being recorded. It was noted that Councillor Brown was also recording the meeting.

The Reverend Theresa Musiwacho led the meeting in Prayer.

**377/19 PUBLIC PARTICIPATION:**

There was none.

**378/19 APOLOGIES FOR ABSENCE:**

Apologies were received from Councillors Bourke-Waite and Squire-Smith.

**379/19 DECLARATIONS OF INTEREST AND DISPENSATIONS:**

There were none.

**380/19 TOWN MAYOR'S ANNOUNCEMENTS:**

The Mayor reported that he had attended several events since the last Full Council Meeting. He attended the opening of the new Aldi Supermarket, where he cut the ribbon and did a countdown for the shoppers. He spent an afternoon with the Trefoil Girl Guides, and enjoyed tea and cakes. He went to the opening of the new stand at Royston Town Football Club, the club is growing and doing better than ever before. On 16<sup>th</sup> March, along with some other councillors, he spent the afternoon at Royston Fire Station. On Friday 22<sup>nd</sup> March he attended the 'Youth Makes Music' event, sponsored by the Rotary Club which was a first class event held in Saffron Walden. On 24<sup>th</sup> March he visited the Catholic Church for the morning mass, followed by lunch. He informed members that the service was very thoughtful and he received a very warm welcome.

Upcoming events – there is a cultural evening in Hitchin on 6<sup>th</sup> April, The Royston Easter Trail on 20<sup>th</sup> April and on 27<sup>th</sup> & 28<sup>th</sup> April there is an open afternoon for 'Limitless Academy' which is opening in Royston on Melbourn Street.

**381/19 MINUTES:**

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on 21<sup>st</sup> January 2019 (minutes 311/19 to 327/19).

The minutes were signed by the Chairman.

**382/19 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 meeting of the Planning Committee held on:
  - 7<sup>th</sup> January 2019 (minutes 294/19 to 299/19).
  - 4<sup>th</sup> February 2019 (minutes 335/19 to 341/19).
- (b) The meeting of the GP and Highways Committee held on:
  - 14<sup>th</sup> January 2019 (minutes 300/19 to 310/19).
- (c) The meeting of the Finance Committee held on:
  - 21<sup>st</sup> January 2019 (minutes 328/19 to 334/19).

**383/19 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT ALREADY BEEN APPROVED AS A CORRECT RECORD:**

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

- (a) The meeting of the Finance Committee held on:
  - 25<sup>th</sup> February 2019 (minutes 342/19 to 350/19)
- (b) The meeting of the Planning Committee held on:
  - 4<sup>th</sup> March 2019 (minutes 351/19 to 358/19)

**384/19 MEMBERS REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT CONTROLS:**

- (a) Members **RESOLVED** to approve the Members Review of the Effectiveness of Internal Audit Procedures and Controls report (copy with minutes).
- (b) Members **RESOLVED** to agree the level of Fidelity Guarantee insurance at £500,000 for the year 2019-2020.  
Members **RESOLVED** to accept the committee's recommendation that a new 3 year insurance agreement should be entered into with Zurich.
- (c) Members **RESOLVED** to approve the Royston Town Council Annual Review of the Effectiveness of the system of Internal Control report and the Review of Effectiveness of Internal Audit (copies attached to minutes).
- (d) Members **RESOLVED** to approve the Risk Management document and accept it into the workings of the Council (copy attached to minutes).

**385/19 HEALTH AND SAFETY POLICY:**

Members **RESOLVED** to approve the Health and Safety Policy and adopt it into the workings of the Council.

**386/19 ENVIRONMENTAL POLICY:**

Members **RESOLVED** to set up a working party to draw up an environmental policy. Councillors Brown, Inwood and Stanier were appointed as members of the working party.

**387/19 ROYSTON TOWN COUNCIL INVESTMENT STRATEGY 2019-2020:**

Members asked if the Council should be taking professional financial advice but due to the low risk investment strategy and costs that were involved, this was not currently thought necessary. Councillor Hughes offered his financial services knowledge if it was ever required.

Members **RESOLVED** to approve the investment strategy 2019-2020 and adopt it into the workings of the Council.

**388/19 MARKING THE DEATH OF A SENIOR NATIONAL FIGURE:**

Members **RESOLVED** to approve the procedure for marking the death of a senior national figure and adopt it into the workings of the Council.

**389/19 ROYSTON TOWN GUIDE 2019-2020:**

Members discussed possible images to use on the front cover of Royston Town Guide 2019-2020. Members **AGREED** that an image of a section of the Tapestry should be used and, if possible, reference made to those that have worked on the Tapestry.

**390/19 CLERK'S REPORT:**

Members received a report from the Town Clerk.

The May Fayre is being held on Monday 6<sup>th</sup> May 2019, all Members are welcome to come along and enjoy the day with their families. The Clerk thanked those Members that have volunteered to help on the day.

There is a family Easter trail and Easter themed Market on Saturday 20<sup>th</sup> April. Members were encouraged to attend and show their support for the market.

**391/19 COUNCILLOR'S REPORTS ON TOWN COUNCIL ACTIVITIES AND AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

There were none.

Date of the next meeting 13<sup>th</sup> May 2019.

There being no further business the Chairman closed the meeting at 8.28pm.

Signed: \_\_\_\_\_  
Chairman

Date \_\_\_\_\_