

MINUTES of the meeting of the **GENERAL PURPOSE & HIGHWAYS COMMITTEE** held in the Heritage Hall, Town Hall, Royston at 8.15 pm on Monday, 13th May 2019.

PRESENT: Councillor Inwood (Town Mayor) in the Chair
Councillors Bourke-Waite, Brown, Coll, Hughes, Phillips, and Swallow

In attendance: Town Clerk
Assistant Town Clerk
Town Councillors Davison, Leggett, F Smith, Squire-Smith and Stanier
District Councillor Green
County Councillors Hill and Jarvis
8 members of the public

41/20 APPOINTMENT OF CHAIRMAN:

It was **RESOLVED** that Councillor Harrison be appointed Chairman for the ensuing year.

It was **RESOLVED** that Councillor Inwood would take the Chair for the meeting in the absence of Councillor Harrison.

42/20 APPOINTMENT OF VICE CHAIRMAN:

It was **RESOLVED** that Councillor Swallow be appointed Vice-Chairman for the ensuing year.

43/20 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Harrison, Perry and P Smith

44/20 DELEGATION OF POWERS AND DUTIES:

Members noted the powers and duties delegated to the General Purpose & Highways committee in the Full Council Meeting.

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.

45/20 COMMITTEE TERMS OF REFERENCE:

Members noted the terms of reference as approved in the Full Council meeting.

- a) The committee shall consist of the following:-
Ten Members of Royston Town Council, one of whom will become Chairman and another Vice-Chairman of the committee.
- b) A minimum of five Members will constitute a quorum for meetings.
- c) The considerations, powers and duties in regard to footpaths, street lighting, open spaces, highways and transport matters be delegated to the General Purposes & Highways Committee.

- d) The Committee is delegated to make representation to the North Hertfordshire District Council, Hertfordshire County Council and such other bodies as they consider necessary.
- e) To provide representatives for relevant NHDC, HCC and other meetings and committees for seminars, briefing and training sessions appropriate to the Committee's Terms of Reference.
- f) The Committee shall appoint Sub-Committees and Working Parties as appropriate.
- g) Councillors' membership of the Committee and appointment of the Chairman and Vice-Chairman is established at the Annual Meeting of the Town Council.
- h) In the event that the Chair or Vice-Chair retires mid-term the Committee shall elect a Chair or Vice-Chair from within their numbers.
- i) Meetings will be called quarterly in order to conduct current business as determined in the Terms of Reference and as instructed by the Council.
- j) Members of the public and press will be allowed to attend meetings under the Public Bodies (Admission to Meetings) Act 1960. Press and public will be asked to leave the meeting if items of a confidential nature are to be discussed.
- k) Accuracy of the Minutes from the meetings will be confirmed by the GP and Highways Committee. The minutes will be submitted to Full Council to be accepted into the workings of the Council.

46/20 NATURALLY ROYSTON WORKING PARTY:

It was **RESOLVED** that Councillors Phillips and Swallow be appointed to the Naturally Royston Working Party, with one vacancy.

It was **RESOLVED** to approve the terms of reference for the Naturally Royston Working Party.

- a) The working party shall consist of three Members of Royston Town Council to be confirmed at the annual meeting of the GP and Highways committee.
- b) Non-Members can be invited to join and be co-opted onto the working party, including members of the electorate and officers from NHDC.
- c) The aim of the working party is to investigate and make recommendations to the Town Council/GP & Highways Committee on improvements to the Town's environments and to help raise the profile of the Town.
- d) The Working Party cannot make any decisions on behalf of the Town Council but may prepare reports or make recommendations for consideration by the Town Council/GP & Highways Committee. Prior to submission to the Town Council/GP & Highways Committee, the Clerk will review to ensure recommendations adhere to best practice, good governance and statutory guidelines
- e) The parent committee is the General Purpose and Highways committee.
- f) A minimum of three people will constitute a quorum for meetings, at least one of which must be a Town Councillor.
- g) At the first meeting of the Committee, members of the Committee shall elect a Chair for the term. The Chair will be a Member of Royston Town Council. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- h) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As a 'Working Party', public notice of meetings or public admission to meetings is not required. Also full minutes of meetings are not required; however notes from

meetings will be submitted to the General Purpose and Highways Committee to be accepted into the workings of the Council.

- i) The Working Party may only use the resources as delegated by Full Council/Finance/GP and Highways Committee, and has no mandate to make decisions on behalf of the Council save as are delegated necessary to act in that capacity.

47/20 SUSTAINABLE TRAVEL TOWN WORKING PARTY:

It was **RESOLVED** that Councillors Harrison, Inwood, Swallow and Perry be appointed to the Sustainable Travel Town Working Party.

It was **RESOLVED** to approve the terms of reference for the Sustainable Travel Town Working Party.

- a) The working party shall consist of four Members of Royston Town Council.
- b) The aim of the working party is to formulate a bid to become a sustainable travel town.
- c) The Working Party cannot make any decisions on behalf of the Town Council but may prepare reports or make recommendations for consideration by the Town Council.
- d) The parent committee is the General Purpose and Highways committee.
- e) A minimum of three Members will constitute a quorum for meetings.
- f) Non-members can be invited to join the committee. County Councillors and the Chairman of the NHDC Royston Area Committee will be members of the working party.
- g) At the first meeting of the Committee, members of the Committee shall elect a Chair for the term. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- h) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As a 'Working Party', public notice of meetings or public admission to meetings is not required. Also full minutes of meetings are not required; however notes from meetings will be submitted to the General Purpose and Highways Committee to be accepted into the workings of the Council.
- i) The Working Party may only use the resources as delegated by Full Council/Finance/General Purpose and Highways Committee, and has no mandate to make decisions on behalf of the Council save as are delegated necessary to act in that capacity.

Date of next meeting: 15th July 2019.

There being no further business the Chairman closed the meeting at 8.21 pm.

Signed: _____
Chairman

Date _____

