



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

12<sup>th</sup> October 2020

To all Members of Royston Town Council

Dear Councillor,

The next meeting of Royston Town Council will be held at **7.30pm on Monday 19<sup>th</sup> October 2020**, and you are summoned to attend. **This will be a virtual meeting.**

The meeting is held in public, by video link using Zoom, in accordance with regulations issued under Section 78 of the Coronavirus Act 2020. To attend by video link, click here -

<https://zoom.us/j/93320514500?pwd=RnZlenMwZTIHU2cwR3FiMmRCVmlOZz09> Passcode: Bottle or open Zoom and type in the Meeting ID: 933 2051 4500 and Passcode: Bottle

To attend by phone, dial 0203 481 5240 or 0208 080 6591 and follow the prompts.  
Meeting ID 933 2051 4500 Passcode 996554.

The agenda is set out below. Please let me know if you are unable to attend.

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.roystontowncouncil.gov.uk](http://www.roystontowncouncil.gov.uk).

Yours sincerely

*Caroline Mills*

Town Clerk

## AGENDA

### PUBLIC PARTICIPATION

Time will be set aside for members of the public to address the Council on items on the agenda. A maximum of 15 minutes is allocated to public participation and any individual member of the public shall have three minutes to deliver their statement.

Members of the public should contact the Town Clerk, in advance of the meeting, if they wish to speak. When they connect to the meeting, they will be held in a waiting room until the start of the meeting and muted until invited to speak by the Chair.

- 1. To receive apologies for absence.**

**2. Declarations of interest and dispensations:**

**2.1 To receive declarations of interest from councillors on items on the agenda:**

Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary interest or Other Pecuniary interest and they are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item and will be placed in the waiting room.

Members declaring an Other Pecuniary interest, which requires they leave the room under Paragraph 12 of the Code of Conduct, can speak on the item, if members of the public are allowed to speak, but must leave the room before the debate and vote and will be placed in the waiting room.

It is up to a member to determine whether to make a Declaration. However, if you should require any assistance, please consult the Town Clerk prior to the meeting.

**2.2 Town Clerk to receive written requests for dispensations for disclosable pecuniary interests and non-disclosable pecuniary interest or a non-pecuniary interest (if any).**

**2.3 To grant any requests for dispensation as appropriate.**

**3. Town Mayor's Announcements:**

The Mayor to report on events he has attended to represent the Town.

**4. Minutes:**

To approve as a correct record the minutes of the meeting of the Council held on:

- 7<sup>th</sup> September 2020 (minutes 30/21 to 48/21, copy enclosed).

**5. Minutes of Committees:**

To receive minutes of Committee meetings, which have already been adopted as a correct record, into the workings of the Council. Please note that these minutes are received for information purposes only as the relevant Committees are those which approve the minutes for accuracy.

a) The meeting of the Planning Committee held on:

- 14<sup>th</sup> September 2020 (minutes 49/21 to 55/21, copy already circulated)

**6. Minutes of Committees:**

To receive minutes of Committee meetings, which have not already been adopted as a correct record, into the workings of the Council. Please note that these minutes are received for information purposes only as the relevant Committees are those which approve the minutes for accuracy.

a) The meeting of the Planning Committee held on:

- 5<sup>th</sup> October 2020 (minutes 56/21 to 62/21, copy enclosed)

**7. Bank Reconciliation and Income and Expenditure:**

a) Members to receive and note the bank reconciliation for August 2020 (copy enclosed).

b) Members to receive and note the bank reconciliation for September 2020 (copy enclosed).

c) Members to receive and note the August and September 2020 Income and Expenditure report compared against budgets for 2020-2021 (copy enclosed).

- 8. Accounts for Payment:**  
To resolve to approve the September 2020 accounts for payment and the transfers between the Town Council accounts (copy enclosed).
- 9. Revised budget 2020-2021:**  
Members are to note the revised budget for 2020-2021 (copy enclosed).
- 10. Town Councillor's Resignation:**  
To inform members of the resignation of Councillor Vera Swallow and to advise members of the next steps to be taken regarding holding an election.
- 11. Budget Working Party 2021-2022:**  
To set up a working party to discuss and prepare the budget for the year 2021-2022. These meetings will take place virtually during the daytime starting early November 2020. Members last year were Councillors Davison, Harrison, Hughes and F J Smith.
- 12. Melbourn Area Youth Development:**  
Members to consider the proposals that:-
  - a) Royston Town Council joins the MAYD Joint Committee
  - b) Royston Town Council contributes financially to the cost of this service in proportion to the attendances by young people from Royston (information enclosed).
- 13. Council Meetings:**  
Members to consider the proposal for the council to return to face to face meetings for full council and committees of the council from 1<sup>st</sup> January 2020, however for the remainder of the current civic year the option of a hybrid meeting could be offered, allowing Councillors and members of the public to access the meeting via zoom if they choose (information enclosed).
- 14. 'Our Heath' Project:**  
Members are to resolve to support the 'Our Heath' project as a collaborating organisation (information enclosed).
- 15. Diversity Forum:**
  - a) Members are to resolve to agree the terms of reference for the Diversity Forum Working Party (copy enclosed).
  - b) Members are to resolve that Royston Town Council use its social media channels and website, as well as any other channels available to it, to promote the Diversity Forum and aid in recruitment of representative townsfolk.
- 16. Markets Working Party:**  
To appoint one member to the markets working party.
- 17. Capability Procedure:**  
Members to review and resolve to accept the Capability Procedure into the workings of the council (copy enclosed).
- 18. Twinning Funding Proposal:**  
Members are to consider the proposal to support the Royston & District Twinning Association Civic receptions for visitors from the twin towns, by budgeting £300 annually towards the cost (information enclosed).

- 19. Replacement of Social Distancing Measures in Royston:**  
Members are to note Herts County Council's plans to install semi-permanent highways measures in Royston High Street and Upper King Street to promote social distancing. These will replace the barriers and will consist of 15 planters. The planned deployment date is November 2020 (information enclosed).
- 20. Protocol and Guidance on Meetings with Developers:**  
Members are to review and resolve to adopt the Protocol and Guidance on meetings with Developers into the workings of the council (copy enclosed).
- 21. Councillors' reports on Town Council activities and as representatives on outside organisations:**  
Members to give oral reports on the outside organisations on which they represent Royston Town Council and any Town Council activities. (Please notify the Town Clerk, by 4pm on the last working day prior to the meeting, if you intend to give a report).
- 22. Clerk's Report:**  
To receive a report from the Town Clerk (items for noting only).

Date of next meeting: Full Council - 30<sup>th</sup> November 2020.