



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

12th February 2021

To all Members of Royston Town Council

Dear Councillor,

The next meeting of Royston Town Council will be held at **7.30pm on Monday 22nd February 2021**, 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/93965019608?pwd=Qkc5OFN6a0F4QWVlUW96VFJlTStRQT09>

Passcode: Telephone

or open Zoom and type in the Meeting ID: 939 6501 9608 and Passcode: Telephone

To attend by phone, dial 0203 481 5240 and follow the prompts. Meeting ID 939 6501 9608 and Passcode 623478711.

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.

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.

Town Hall, Melbourn Street, Royston, Herts., SG8 7DA
Tel/Answerphone: 01763 245484 Fax: 01763 248016
Email: town.clerk@roystontowncouncil.gov.uk

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 by notifying the Chairman of the nature of any interest 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 interest, which requires they leave the room under Paragraph 12 of the Code of Conduct, can speak on the item during public participation, 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.

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:

- 18th January 2021 (minutes 126/21 to 143/21, 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:

- 11th January 2021 (minutes 119/21 to 125/21, 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:

- 1st February 2021 (minutes 144/21 to 149/21, copy enclosed)

7. Minutes of Sub-Committees and working party meetings:

a) Members to receive the notes of the 4 Year Plan Working Party meeting held on Friday 13th March 2020 into the workings of the council (copy enclosed).

b) Members to receive the notes of the Royston Town Centre Working Party meeting held on Monday 18th January 2021 into the workings of the council (copy enclosed).

c) Members to receive the notes of the 4 Year Plan Working Party meeting held on Tuesday 26th January 2021 into the workings of the council (copy enclosed).

d) Members to receive the notes of the Sustainable Travel Town Working Party meeting held on Tuesday 26th January 2021 into the workings of the council (copy enclosed).

e) Members to receive the notes of the Markets Working Party meeting held on Tuesday 2nd February 2021 into the workings of the council (copy enclosed).

- 8. Bank Reconciliation and Income and Expenditure:**
- a) Members to receive and note the bank reconciliation for January 2021 (copy enclosed).
 - b) Members to receive and note the January 2021 Income and Expenditure report compared against budgets for 2020-2021 (copy enclosed).
- 9. Accounts for Payment:**
To resolve to approve the January 2021 accounts for payment and the transfers between the Town Council accounts (copy enclosed).
- 10. Interim Audit Report:**
Members to receive and resolve to accept the interim internal audit report 2020-2021 into the workings of the council (copy enclosed).
- 11. Members Review of Effectiveness of Internal Audit Controls:**
- a) To approve the Councillors' Annual Review of the Effectiveness of the system of internal control report (copy enclosed).
 - b) To approve the Royston Town Council Annual Review of the Effectiveness of the System of Internal Control report (copy enclosed).
 - c) To agree the level of Fidelity Guarantee insurance for the year 2021-2022.
 - d) To review and approve the Risk Management 2021 document (copy enclosed).
- 12. Hertfordshire Draft Waste Local Plan Consultation:**
Members to formulate a response to the Hertfordshire Draft Waste Local Plan Consultation if required. The consultation can be viewed online at <https://www.hertfordshire.gov.uk/about-the-council/consultations/waste-and-recycling/draft-waste-local-plan-2021.aspx> . The consultation closes on 19th March 2021.
- 13. To receive reports from County Councillors and the Chairman of the NHDC Royston Area Committee.**
- 14. Disciplinary Procedure:**
Members to review and adopt the Disciplinary Procedure into the workings of the Council (copy enclosed).
- 15. Grievance Procedure:**
Members to review and adopt the Grievance Procedure into the workings of the Council (copy enclosed).
- 16. Document Retention Policy:**
Members to review and adopt the Document Retention Policy into the workings of the Council (copy enclosed).
- 17. Vexatious Complaints Policy:**
Members to review and adopt the Vexatious Complaints Policy into the workings of the Council (copy enclosed).
- 18. Royston Town Council Privacy Notice:**
Members to review and adopt the Royston Town Council Privacy Notice into the workings of the Council (copy enclosed).

- 19. Tree Management Policy:**
Members to review and adopt the Tree Management Policy into the workings of the Council (copy enclosed).
- 20. Clerk's Report:**
To receive a report from the Town Clerk (items for noting only).
- 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. Staff Matters:**
Members are to receive an update from the Chair of the HR committee.

Date of the next Full Council meeting: Monday 29th March 2021.