



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

11th March 2024

To all Members of Royston Town Council

Dear Councillor,

The next meeting of Royston Town Council will be held in the Heritage Hall, Town Hall, Royston, at **7.30pm on Monday 18th March 2024**, and you are summoned to attend.

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. This meeting may be recorded or livestreamed on YouTube.

Yours sincerely

Caroline Mills
Town Clerk

Jonathan Scott from the Evangelical Church will lead the meeting in prayer.

Climate and Biodiversity Emergency:

Chair to remind Members to be mindful of the climate and biodiversity emergency declared by Royston Town Council when making decisions on behalf of the council.

PUBLIC PARTICIPATION

Time will be set aside for members of the public to address the Council on items on the agenda or any matters regarding diversity issues. 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.

AGENDA

- 1. Apologies:**
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 they are required to notify the Chair of any declarations of interest in respect of any business set out in the agenda 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. Members declaring other declarable interests, which requires they leave the room under 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.
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 interests.
 - 2.3** To grant any requests for dispensation as appropriate.

Town Hall, Melbourn Street, Royston, Herts., SG8 7DA

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3. Town Mayor's Announcements:

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

4. Minutes:

To approve as a correct record the minutes of the meeting of the Council held on 15th January 2024 (minutes 261/24 to 284/24, 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.

- The meetings of the Planning Committee held on 8th January 2024 (minutes 255/24 to 260/24) and 5th February 2024 (minutes 285/24 to 291/24) (copies 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 General Purpose and Highways Committee held on:
 - 19th February 2024 (minutes 292/24 to 300/24, copy enclosed)
- b) The meeting of Finance Committee the held on:
 - 26th February 2024 (minutes 301/24 to 311/24, copy enclosed)
- c) The meeting of the Planning Committee held on:
 - 4th March 2024 (minutes 312/24 to 318/24, copy enclosed)

7. Minutes of Sub-Committees and Working Party Meetings:

- a) Members to receive the notes of the Communications Working Party meeting held on 20th February 2024 into the workings of the council (copy enclosed)
- b) Members to receive the notes of the Youth Council Working Party meeting held on 5th March 2024 into the workings of the council (copy enclosed)

8. Community Grants Scheme Applications:

Members to receive and consider the application by Royston Swimming Club for a grant of £100 from the Community Grants Scheme (information enclosed).

9. Members Review of the Effectiveness of Internal Audit Controls:

- a) To resolve to approve the Councillors' Annual Review of the Effectiveness of the system of internal control report (copy enclosed).
- b) To resolve to approve the Royston Town Council Annual Review of the Effectiveness of the System of Internal Control report (copy enclosed).
- c) To resolve to accept the recommendation of the working party to agree the level of Fidelity Guarantee insurance of £1 million for the year 2024-2025.
- d) To review and approve the Risk Management 2024 document (copy enclosed).

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- 10. CCTV Policy:**
Members to review and adopt the CCTV Policy into the workings of the Council (copy enclosed).
- 11. Environmental Policy:**
Members to review and adopt the Environmental Policy into the workings of the Council (copy enclosed).
- 12. Minutes of Royston & District Twinning Association:**
To receive the minutes of the Royston & District Twinning Association meetings held on 10th January 2024 and 7th February 2024 into the workings of the Council (copies enclosed).
- 13. Royston Town Council 50th Anniversary event:**
Members are asked to agree:
 - a) to hold an event to celebrate the Town Council's 50th Anniversary in the Heritage Hall at Royston Town Hall on Saturday 8th June 2024
 - b) to set a budget of £200 for the cost of the event (information enclosed).
- 14. Royston Town Council Official Photograph:**
Members are asked to approve the photograph and framing for the sum of £265.00 (information enclosed).
- 15. Hertfordshire County Council Traffic Sensitive Streets review:**
Members to formulate a response, if agreed, to the HCC consultation on Traffic Sensitive Streets which closes on Wednesday 27th March 2024 (information enclosed).
- 16. Residents' Survey - release of results:**
Members are asked to approve the publication of the results of the Residents' Survey via an additional page in the June edition of the Town Crier at a cost of £375 (information enclosed).
- 17. Royston Museum Trust's Report:**
Members to receive an update from the Museum Manager on Royston Museum.
- 18. Community Grants Scheme:**
Members are to discuss the proposal that Royston Town Council allocates an additional £5000 to the Grants Fund in the civic year 2024/25, to be taken from General Reserves (information enclosed).
- 19. 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).
- 20. Clerk's Report**
To receive a report from the Town Clerk (items for noting only).
Date of next meeting: Annual Full Council Meeting - 20th May 2024.

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