



# ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

16<sup>th</sup> September 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 23<sup>rd</sup> September 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](http://www.roystontowncouncil.gov.uk). This meeting may be recorded and livestreamed on YouTube.

Yours sincerely

*Caroline Mills*

Town Clerk

Peter Chapman from the Trinity Life 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.

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

**Tel: 01763 245484 Email: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)**



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- 2.2** Town Clerk to receive written requests for dispensations for interests.
- 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:
- 17<sup>th</sup> June 2024 (minutes 58/25 to 77/25, 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 Finance Committee held on:
- 24<sup>th</sup> June 2024 (minutes 78/25 to 85/25, copy already circulated)
- b) The meetings of the Planning Committee held on:
- 1<sup>st</sup> July 2024 (minutes 86/25 to 92/25, copy already circulated)
  - 5<sup>th</sup> August 2024 (minutes 118/25 to 124/25) 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 General Purpose and Highways Committee held on:
- 15<sup>th</sup> July 2024 (minutes 93/25 to 107/25, copy enclosed)
- b) The meeting of the Finance Committee held on:
- 29<sup>th</sup> July 2024 (minutes 108/25 to 117/25, copy enclosed)
- c) The meeting of the Planning Committee held on:
- 2<sup>nd</sup> September 2024 (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 4<sup>th</sup> June 2024 (copy enclosed)
- 8. Royston Museum Trust's Report:**  
Members to receive an update on what the Museum has achieved over the last quarter (information enclosed).
- 9. Training and Development Policy for Staff and Councillors:**  
Members to review and adopt the Training and Development policy for staff and councillors into the workings of the Council (copy enclosed).



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**10. Banners Policy:**

Members to review and adopt the Banners Policy into the workings of the Council (copy enclosed).

**11. Grant Application:**

Members to receive and consider the application by the Royston Indian Society for a grant for £500 from the Community Grants Scheme (information enclosed).

**12. Official Portrait of King Charles III:**

Members to discuss and agree where to mount the official photograph of King Charles III.

**13. Community Governance:**

Members are to formulate a response to the Community Governance Review for Royston (information enclosed).

a) Wards

The Town Council previously recommended that there should be three wards in Royston rather than the six parish wards that have recently been agreed.

- Royston Heath Ward – to include the wards for Royston West, Royston Willowside and Royston Garden Lane - allocated 5 Town Councillors.
- Royston Palace Ward – to remain as is - allocated 4 Town Councillors
- Royston Meridian Ward – to include the wards for Royston Meridian and Royston South - allocated 6 Town Councillors.

b) Electoral Arrangements

North Herts Council recently made the decision to move to all-out elections rather than elections by thirds. The Town Council may benefit from bringing the election dates into alignment with the District to make things simpler for electors and reduce costs for the Town Council and, therefore, local people. If the electoral cycle of the Town Council is brought into alignment with that of North Herts, the changes would take place at the scheduled elections from May 2026 onwards. This would mean that town councillors elected in 2026 would have a shortened term of office (2 years) so their term of office expires in 2028.

**14. Town Crier:**

Members are to note the upcoming retirement of the current Town Crier and to formulate a plan to recruit a new Town Crier.

**15. To appoint a representative for Coombes Community Association:**

Members to resolve to appoint a representative for the Coombes Community Association.

**16. Climate and Biodiversity Action Working Party:**

Members to resolve to appoint one member to the Climate and Biodiversity Working Party.

**17. Notice of Conclusion of Audit 2023-2024:**

Members to approve and resolve to accept the audited annual return for 2023-2024 and the External Auditors Report and Certificate into the workings of the Council (documents enclosed).



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There are no matters to report requiring any attention and no issues arising giving cause for concern. The annual return and notice of conclusion of audit have been published on the Town Council's notice board and the website as legally required.

**18. 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).

**19. Clerk's Report**

To receive a report from the Town Clerk (items for noting only).

Date of next meeting: Full Council 11<sup>th</sup> November 2024.