



ROYSTON TOWN COUNCIL

Chief Officer : Paul Arnill MBE

24 June 2025

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 30 June 2025**, 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 and livestreamed on YouTube.

Yours sincerely
Paul Arnill
Chief Officer

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** Chief Officer to receive written requests for dispensations for interests.
 - 2.3** To grant any requests for dispensation as appropriate.



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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:

- 12 May 2025 (minutes 01/26 to 13/26, copy enclosed).

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

Members to receive the notes of the following sub-committees and working parties into the workings of the council (copies enclosed)

- a. Events Committee 1 April 2025
- b. Events Committee 27 May 2025
- c. Climate & Biodiversity Working Party 5 June 2025

6. Internal Audit Report:

Members to receive and resolve to accept the internal audit report for the year ended 31st March 2025 into the workings of the council (copy enclosed).

7. Accounts 2024-2025:

Members to receive and approve the accounts for the year ended 31st March 2025 and the supporting statement (copies enclosed).

8. Annual Return 2024-2025 (Documents to be circulated):

1. Members to agree and sign the Annual Governance Statement (section 1) of the Annual Return.
2. Members to agree and sign the Accounting Statements 2024-2025 (section 2) of the Annual Return.
3. Members to note the dates for the period for the exercise of public rights as Friday 20 June 2025 to Friday 1 August 2024.

9. Annual Report 2024-2025:

Members to review and approve the Annual Report for publication (copy enclosed).

10. Prayers at Full Council meetings:

Members are to approve the rota for prayers at Full Council meetings for the Civic year. The suggested rota is Royston Parish Church, Royston Evangelical Church and Trinity Life Church.



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- 11. Minutes of Royston & District Twinning Association:**
To receive the minutes of the Royston & District Twinning Association meetings held on 9 April and 21 May 2025 into the workings of the Council (copies enclosed).
- 12. Motion Regarding Royston Day Centre (details enclosed)**
Members to discuss proposal from Cllr Harrison
- 13. High Street Planters**
Proposal from Cllr Freeman
- 14. Election to Sub-Committees**
To elect a new member to
 - a) Events Committee
 - b) HR Committee
- 15. Cross-Party Working Group**
To establish a cross-party working party to review the current Standing Orders and the three Standing Committees (Finance, Planning, GP & Highways) and report back to Full Council with findings and recommendations.
- 16. 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 Chief Officer, by 4pm on the last working day prior to the meeting, if you intend to give a report).
- 17. Chief Officer's Report**
To receive a report from the Chief Officer (items for noting only).

Date of next Full Council meeting: 21 July 2025