# MEETING OF THE FULL COUNCIL

# MONDAY 22nd September 2025

To all Members of Royston Town Council

Dear Councillor,

The next meeting of the Full Council will be held in the Heritage Hall, Town Hall, Royston, on Monday, 22nd September 2025 at 19.30hrs, and you are hereby summoned to attend. The agenda is set out below.

Members of the public and press are welcome to attend any of the Council’s Full Council or Committee meetings and to 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.

Please notify me at your earliest convenience if you are unable to attend.

Yours sincerely,

*Paul Arnill*

Chief Officer

**In Prayer**

Pastor Jonathan Scott from Royston 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 Chief Officer, in advance of the meeting, if they wish to speak.

# AGENDA

## 1. **Apologies:**

To receive apologies for absence.

**Declarations:**

### 2. Declarations of interest and dispensations.

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##### 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 Chief Officer 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.

### 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:

* 21st July 2025 (minutes 29/26 to 41/26, copy enclosed)
* 28th July 2025 (minutes 42/26 to 47/26, 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 meeting of the Planning Committee held on:

##### 4th August 2025 (minutes 001/26 to 004/26, copy enclosed)

### 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 September 2025 (minutes 005/26 to 008/26, copy enclosed)

1. **The meeting of the Finance Committee held on:**

* 1st September 2025 (minutes 31/26 to 40/26, copy enclosed)

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

##### Members to receive the notes of the Governance Working Party meeting held on

##### 1st September 2025 into the workings of the council (copy enclosed).

### 8. **Leete Charity Trust**

Members are advised that a meeting of the Leete Charity Trust Committee is scheduled for 29th September 2025. No record is available of current membership and the past minutes of the charity have a list of attendees that change from year to year.

Legal advice has been taken about the people who should attend a meeting and advice given that a committee of members should have been set up by Council as sole trustee.  Normally, the appointment of this committee would have been at the Annual Meeting of council.

Council is requested to appoint members to the Leete Charity Trust Committee for the Municipal Year 2025/26.

### 9. **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).

### 10. **Chief Officer’s Report**

## To receive a report from the Chief Officer (items for noting only).

## **Date of next meeting: Full Council 10th November 2025.**