



Royston Town Council

Chief Officer: Paul A. Arnill MBE

MEETING OF THE FULL COUNCIL

MONDAY 19th January 2026

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To all Members of Royston Town Council

Dear Councillor,

A meeting of the Full Council will be held in the Heritage Hall, Town Hall, Royston, on Monday 19th January 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 MBE

Chief Officer



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AGENDA

IN PRAYER:

Rev. Dr Stephen Sivyer, Royston Parish 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.

1. Apologies:

To receive apologies for absence.

Apologies Received From:

No Response From:

2. Declarations of interest and dispensations.

Cllr. Beardwell – Museum Trustee – request for dispensation to debate and vote on the grant proposal from Royston Museum.

Cllr. Haugh – Museum Trustee – request for dispensation to debate and vote on the grant proposal for Royston Museum.

Cllr. Nutting – Royston Venue – request for dispensation to debate, but not to vote.

2.1 To receive declarations of interest from councillors on items on the agenda.

Members are reminded that they are required to notify the Chief Officer in advance or if unable, the Chair at the start of a meeting 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.



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2.2 Chief Officer to receive written requests for dispensations for interests.

2.3 Chief Officer to grant any requests for dispensation as appropriate.

Cllr Beardwell – request APPROVED to Debate and DENIED to VOTE.

Cllr Haugh – request APPROVED to Debate and DENIED to VOTE.

Cllr Nutting – request APPROVED to DEBATE.

3. Town Mayor's Announcements:

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

4. Reports:

4.1 PS Hickmott to provide a local Policing Report

4.2 Emma Canterbury to provide a Royston Museum Report

5. Minutes:

To approve as a correct record the minutes of the meeting of the Council held on: 10th November 2025 (minutes 58/26 to 73/26) and 8th December (minutes 74/26 to 80/26) for approval as a correct record.

6. Minutes of Committees:

To receive minutes of Committee meetings, that have already been adopted into the workings of the Council, where adopted, and those not yet adopted. 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 held on:

03.11.2025 – Planning Committee (031/26 – 038/26) ADOPTED

10.11.2025 – Full Council (58/26 – 73/26) TO BE ADOPTED THIS MEETING

24.11.2025 – Finance Committee (74/26 – 91/26) ADOPTED

08.12.2025 – Full Council (74/26 – 80/26) TO BE ADOPTED THIS MEETING

15.12.2025 – Finance Committee (92/26 – 105/26) NOT ADOPTED YET

7. Grants Policy:

Members to discuss and decide if they approve and adopt the updated Grants Policy.

Deputy Chief Officer to update members.



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8. Grant application – Royston Town Football Club

The council previously held an 'in-principal' vote that they wanted to support the Royston Town Football Club with a 150th event but required a grant application be made so that funding could be appropriately allocated.

Public participation – Alan Barlow (RTFC) to speak for 3 minutes on behalf of the proposal.

Members to consider a grant application from Royston Town Football Club.

9. Grant application – Flipside

Public Participation: Jo Baker and David Kaufman to speak for 1.5 minutes each on behalf of the proposal

Members to consider a grant application from Flipside.

10. Grant application – Royston Museum

The council previously discussed a proposal from Royston Museum. Royston Museum was requested to create a grant application including councillor feedback for consideration at the next meeting.

Public Participation: John Davison to speak for 3 minutes on behalf of the proposal.

Members to consider a grant application from Royston Museum.

11. S106 status update

Deputy Chief Officer to provide an update on s106 funding status for Royston Town Council.

12. Proposal – Royston Cave

Cave Manager - Emma Shaw to speak for 3 minutes on behalf of the proposal.

Members to consider a proposal from the Cave Manager regarding acquisition of a site adjacent to the cave.



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13. Proposal – The Royston Venue

Cllr. Nutting - to speak for 3 minutes on behalf of the proposal.

14. Roles for inclusion in the Local Government Pension Scheme

The pension system requires a documented minute confirming roles, start dates at the council and start dates (or intended start dates) to join the pension fund. Members to review and determine which roles they want to include.

Role Title	Start date	Pension start date
Chief Officer	02/06/2025	20/09/2025
Deputy Chief Officer	03/11/2025	03/02/2026
Finance Officer	01/09/2025	20/12/2025
Administration Officer	04/08/2025	20/11/2025
Administration Assistant	17/06/2025	20/09/2025
Caretaker	10/11/2025	03/02/2026
Part-time Caretaker	09/02/2024	20/09/2025
Cave Manager	02/04/2022	20/09/2025
Facilities Manager	02/01/2019	TBC
Markets Assistant	03/01/2023	TBC

Members to consider recommending the approval of the following as we currently do not have a provision for any other form of pension.

15. Policy updates

The following policies have been created using the NALC model templates as a foundation and in consultation with 'Council HR and Governance Support' as well as members of the council. These updates have been aligned with current working practices.

15.1 Standing Orders

Members to discuss the updates to the Standing Orders. It is recommended that the council resolve to approve and adopt with immediate effect.

15.2 Financial Regulations

Members to discuss the updates to the Financial Regulations. It is recommended that the council resolve to approve and adopt with immediate effect.

15.3 Scheme of Delegation/terms of reference update

Members to discuss the updates to the Scheme of Delegation/terms of reference. It is recommended that the council resolve to approve and adopt with immediate effect, with the caveat that committee structures will be enacted at the Annual Council Meeting in May 2026.



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16. Free After 3 Parking Update

The Chief Officer to provide an update regarding the Free after 3 scheme and parking rates across Royston.

17. Budget and Precept Demand

Members were presented with and reviewed a Draft Budget in December 2025. The attached 2026/27 Budget reflects councillors wishes and minor error amendments made in consultation with DCK Accounting Solutions.

Members to discuss and resolve to approve the final version of the 2026/2027 budget and precept demand. The Chief Officer and Deputy Chief Officer are available to answer questions.

18. Hall Hire rates

Members to discuss and decide on updating the Town Hall hire rates for the new financial year prepared by the Administration Officer.

Date of next meeting: Full Council 16th March 2026.