



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

11th January 2021

To all Members of Royston Town Council

Dear Councillor,

The next meeting of Royston Town Council will be held at **7.30pm on Monday 18th January 2021**, and you are summoned to attend. **This will be a virtual meeting.**

The meeting is held in public, by video link using Zoom, in accordance with regulations issued under Section 78 of the Coronavirus Act 2020. To attend by video link, click here -

<https://zoom.us/j/92486908152?pwd=VnFPKy9tS1dpN1AxTmhEUGl0WlJxZz09> or open Zoom and type in the Meeting ID: 924 8690 8152 and Passcode: Papers

To attend by phone, dial 0203 481 5240 and follow the prompts. Meeting ID 924 8690 8152 Passcode 596733.

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.

Yours sincerely

Caroline Mills

Town Clerk

AGENDA

PUBLIC PARTICIPATION

Time will be set aside for members of the public to address the Council on items on the agenda. 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. When they connect to the meeting, they will be held in a waiting room until the start of the meeting and muted until invited to speak by the Chair.

1. To receive apologies for absence.

Town Hall, Melbourn Street, Royston, Herts., SG8 7DA
Tel/Answerphone: 01763 245484 Fax: 01763 248016
Email: town.clerk@roystontowncouncil.gov.uk

2. Declarations of interest and dispensations:

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

Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared by notifying the Chairman of the nature of any interest 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 and will be placed in the waiting room.

Members declaring an Other Pecuniary interest, which requires they leave the room under Paragraph 12 of 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 and will be placed in the waiting room.

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.

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:

- 30th November 2020 (minutes 92/21 to 111/21, 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 Planning Committee held on:

- 7th December 2020 (minutes 112/21 to 118/21, copy already circulated)

6. Minutes of Sub-Committees and working party meetings:

a) Members to receive the notes of the Sustainable Travel Town Working Party meeting held on Monday 14th November 2020 into the workings of the council (copy enclosed).

b) Members to receive the notes of the Environmental Policy Working Party meeting held on 16th December 2020 into the workings of the council (copy enclosed)

7. Bank Reconciliation and Income and Expenditure:

a) Members to receive and note the bank reconciliation for November 2020 (copy enclosed).

b) Members to receive and note the bank reconciliation for December 2020 (copy enclosed).

c) Members to receive and note the November and December 2020 Income and Expenditure reports compared against budgets for 2020-2021 (copy enclosed).

8. Accounts for Payment:

a) To resolve to approve the December 2020 accounts for payment and the transfers between the Town Council accounts (copy enclosed).

- 9. Budget and Precept Approval 2021-2022:**
- a) Members to receive and resolve to approve the 2021-2022 budget proposal from the Budget Working Party (document enclosed).
 - b) Members to receive and resolve to approve the 2021-2022 precept proposal from the Budget Working Party (document enclosed).
- 10. Motion for Town Council on Plastic-Free Royston:**
- a) Members to consider a proposal by Councillor Stanier that the Town Council supports the three statements below to allow the eventual certification of Royston as a Plastic-Free town (information enclosed)
 - 1) The Council must lead by example to remove single-use plastic items from their premises.
 - 2) Council to encourage plastic-free initiatives, promoting the campaign & supporting events.
 - 3) A representative of the council must be named on the Plastic Free Community steering group.
 - b) Members are to appoint Councillor Stanier as the Town Council representative on the Plastic Free Community steering group – Royston Environmental Group.
- 11. Policy on Reserves and Balances:**
Members to review and adopt the Policy on Reserves and Balances into the workings of the Council (copy enclosed).
- 12. Employer Pension Discretions – Statement of Policy:**
Members to review and adopt the Employer Pension Discretions – Statement of Policy into the workings of the Council (copy enclosed).
- 13. 4 Year Plan Working Party:**
Members to receive an update on projects from the Chairman, Councillor Davison.
- 14. Environmental Policy:**
Members are to discuss the proposal that Royston Town Council adopt the submitted Environmental Policy into the general policies of the Town Council (policy enclosed).
- 15. The Hertfordshire (Various Roads, Ashwell, Royston and Baldock) (Restriction of Waiting) Order 2021:**
Members are to formulate a response to the proposed permanent Traffic Regulation Order for London Road and Layston Park, Royston (information enclosed).
- 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 Town Clerk, by 4pm on the last working day prior to the meeting, if you intend to give a report).
- 17. Clerk's Report:**
To receive a report from the Town Clerk (items for noting only).

Date of next meeting: 22nd February 2020.