



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

10th May 2021

To all Members of the Royston Town Council

Dear Councillor

The Annual Meeting of Royston Town Council is to be held in the Heritage Hall, Town Hall, Royston, at **7.30 pm on Monday 17th May 2021** for the transaction of the business set out below and you are summoned to attend. 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

1. **Election of Town Mayor.**
2. **To receive the Town Mayor's Declaration of Acceptance of office for the ensuing year. The Town Mayor to address the Council outlining their plans for the year.**
3. **To appoint a Deputy Town Mayor and receive their Declaration of Acceptance of office for the ensuing year.**
4. **Election 6th May 2021:**
 - a. Town Clerk to report the election result from the Town Council by-election for Meridian Ward on 6th May 2021.
 - b. To receive the Declaration of Acceptance of Office of Councillor from the successful candidate.
5. **To receive apologies for absence.**
6. **Declarations of interest and dispensations.**
 - a. To receive declarations of interest from councillors on items on the agenda;
 - b. To receive written requests for dispensations for interests; and
 - c. To grant any requests for dispensation as appropriate.

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



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

- 7. Minutes of the last Council Meeting -**
To approve as a correct record the minutes of the meeting of the Council held on 26th April 2021 (minutes 210/21 to 221/21, copy enclosed).
- 8. To approve and adopt the Standing Orders (copy enclosed).**
- 9. To appoint Haines Watts Chartered Accountants as Internal Auditor for the forthcoming year.**
- 10. To consider and approve the delegation of powers and duties to Committees as follows: -**
 - a. That the powers and duties of the Council in regard to:- properties, insurance, civic functions, finance, accounts, markets, the museum, Royston Cave, staffing, entertainment, subscriptions and co-operation with voluntary bodies and charities, (with the exception of the power to levy a precept or to approve capital expenditure or to authorise the raising of a loan) be delegated to the Finance Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.
 - b. That the powers and duties of the Council in regard to matters under the Town and Country Planning Acts be delegated to the Planning Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate. That the Chairman and Vice Chairman and the Clerk be delegated to give a response to planning applications if there is a time constraint on the response required.
 - c. That the considerations, powers and duties in regard to:- footpaths, street lighting, sustainable travel and open spaces, together with the considerations in regard to Highways & Transport matters; and the delegation to make representation to the North Hertfordshire District Council and Hertfordshire County Council, and such other bodies as they consider necessary, be delegated to the General Purpose & Highways Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.
- 11. To appoint Standing Committees and Chairman and Vice Chairman for the ensuing year: -**
 - a. Finance Committee (10 Members) - Cllr Davison (Chair), Cllr Hughes (Vice-chair), Cllr Beardwell, Cllr Brown, Cllr Bylett, Cllr Harrison, Cllr Leggett, Cllr F Smith, Cllr Squire-Smith and Cllr Stanier.
 - b. Planning Committee (10 Members) - Cllr Phillips (Chair), Cllr Leggett (Vice Chair), Cllr Coll, Cllr Davison, Cllr Inwood, Cllr Perry, Cllr F Smith, Cllr P Smith, Cllr Squire Smith and Cllr Stanier.



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

- (c) General Purpose & Highways Committee (10 Members) - Cllr Harrison (Chair), Cllr Phillips (Vice-Chair), Cllr Beardwell, Cllr Brown, Cllr Bylett, Cllr Coll, Cllr Hughes, Cllr Inwood, Cllr Perry and Cllr P Smith.

12. Terms of Reference:-

- a. To approve the terms of reference for the Finance Committee (copy attached).
- b. To approve the terms of reference for the Planning Committee (copy attached).
- c. To approve the terms of reference for the General Purpose & Highways Committee (copy attached).

13. 4 Year Plan Working Party:-

1. To appoint 7 Members to serve on the 4 Year Plan Working Party – Cllrs Davison, Harrison, Hughes, Leggett, Perry, Phillips and Stanier.
2. To agree the terms of reference as –
 - a. The working party shall consist of seven Members of Royston Town Council.
 - b. The aim of the working party is to formulate a four year plan for Royston Town Council and to report back to Full Council for discussion and approval.
 - c. A minimum of four Members will constitute a quorum for meetings.
 - d. Non-members can be invited to join the working party.
 - e. At the first meeting of the working party, members of the working party shall elect a Chair for the term. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
 - f. Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As a 'Working Party', public notice of meetings or public admission to meetings is not required. Also full minutes of meetings are not required; however notes from meetings will be submitted to Full Council to be accepted into the workings of the Council.
 - g. The Working Party may only use the resources as delegated by Full Council, and has no mandate to make decisions on behalf of the Council.
 - h. Specifically, this committee has the delegated authority to:
 - To formulate a four year plan for Royston Town Council and report back to Full Council for discussion and approval.
 - To bring project ideas to Full Council for approval and include permissions required and costings.



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

14. Diversity Forum Working Party

1. To appoint 3 Members to serve on the Diversity Forum Working Party – Cllrs Inwood, Leggett and Stanier.
2. To agree the terms of reference as -
 - a. The working party will contain three Members of Royston Town Council.
 - b. The aim of the working party is to allow better representation of the views of a more diverse section of the population of Royston and to feed back ideas to the Council. The membership of the forum should consist mostly of non-councillor representatives of black, Asian and minority ethnic origins, LGBTQ+ orientations, minority faith groups, young people and elderly people's groups, and groups for those with disabilities who live within Royston.

Members of the working group can be invited to speak at Full Council meetings on topics being debated that are of interest to them.
 - c. The working party will report to Full Council.
 - d. A minimum of four members will constitute a quorum for meetings. This will include a minimum of two councillors and any two other members of the working group.
 - e. Non-councillors can be invited to join the working party.
 - f. At the first meeting of the working party, members of the working party shall elect a Chair for the term. The Chair will be a Royston Town Councillor. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
 - g. Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As a 'Working Party', public notice of meetings or public admission to meetings is not required. Also full minutes of meetings are not required; however notes from meetings will be submitted to Full Council to be accepted into the workings of the Council.
 - h. The Working Party may only use the resources as delegated by Full Council, and has no mandate to make decisions on behalf of the Council.
 - i. Specifically, this committee has the delegated authority to:
 - To consider and investigate all matters relevant to Royston Town Council and to provide feedback to the Town Council for consideration.

15. To receive details of the following contracts with other local authorities:

- Agency agreement with North Herts District Council
- Compliance Contract via NHDC with Mears for Town Hall, Market Hill Rooms and the Museum



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

- 16. To appoint representatives to the following external bodies for the ensuing year: -**
- a. Friends of Royston & District Museum – Cllr F Smith
 - b. Royston Community Transport – Cllr F Smith
 - c. Royston Coombes Community Association – Cllr Phillips
 - d. Royston Day Centre – Cllr F Smith
 - e. Royston Army Cadet Force – Vacancy - to be appointed
 - f. Royston & District Scouts Council – Cllr Stanier
 - g. Royston & District Sports Council – Cllr Squire-Smith
 - h. Royston & District Town Twinning Association (3) – Cllrs Hughes, Brown and Leggett
 - i. Conservators of Therfield Heath – Cllr Brown
 - j. Royston & South Cambridgeshire Home Start – Cllr Brown

Members to report back to the Council under the agenda item – Councillors as Representatives on External Organisations.

- 17. To review the Council's asset register (copy enclosed).**
- 18. To inspect the schedule of deeds and trust instruments held by Royston Town Council (copy attached).**
- 19. Members to review and adopt the Council's complaints procedure (copy enclosed).**
- 20. Members to review and adopt the Council's Freedom of Information Policy and Publication Scheme (copy enclosed).**
- 21. Members to review and adopt the Data Protection Policy (copy enclosed).**
- 22. Members to review and adopt the Council's Media Relations Policy (copy enclosed).**
- 23. To receive and approve the Schedule of Full Council and Standing Committee Meetings up to the next Annual Council Meeting (copy enclosed).**
- 24. HAPTC Executive Committee:**
Members are to approve the nomination of Councillor Harrison for election to the HAPTC Executive Committee.
- 25. Prayers at Full Council meetings:**
Members are to approve the rota for prayers at Full Council meetings for the Civic year. The Mayor's suggested rota is Royston Parish Church, Royston Evangelical Church and Trinity Life Church.



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

Date of next meeting: 21st June 2021

Agenda item 12a

Royston Town Council Finance Committee Terms of Reference

- (a) The committee shall consist of the following:-
Ten Members of Royston Town Council, one of whom will become Chairman and another Vice-Chairman of the committee.
- (b) A minimum of five Members will constitute a quorum for meetings.
- (c) The powers and duties of the Council in regard to:-
properties, insurance, civic functions, finance, accounts, markets, Royston Cave, the Cinema, Royston May Fayre, Royston Museum, staffing, entertainment, subscriptions and co-operation with voluntary bodies and charities, (with the exception of the power to levy a precept or to approve capital expenditure or to authorise the raising of a loan) be delegated to the Finance Committee;
- (d) The Committee shall appoint Sub-Committees and Working Parties as appropriate.
- (e) The Committee will also –
 - Review the Council's Financial Regulations.
 - Exercise control over the Council's insurance of its properties and liabilities.
 - Review and manage the Council's risk management strategy.
 - Review and submit for the Council's consideration its system of internal audit.
 - Prepare and submit for consideration fees for all chargeable areas under the Committee's remit.
 - The Committee has authority to act and spend monies in accordance with that agreed in the annual budget and within the terms of reference of this Committee.
 - The Committee will place before the Council annual estimates of expenditure (budget) relating to matters within its responsibility, in accordance with required timelines.
 - Conduct the Town Clerk's annual appraisal.
 - Handle staff grievances in accordance with the Council's Grievance Policy.
 - Handle staff disciplinary matters in accordance with the Council's Disciplinary Policy.
 - Approve the payment of additional unbudgeted expenditure up to a limit of £15,000.
 - Annually review staff salaries.



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

- Matters of an urgent nature requiring settlement before the next meeting of the Council may be dealt with by the Town Clerk after consultation with the Mayor and/or Deputy Mayor and/or Chair/Vice-Chair of the Committee but must be submitted for approval to the next meeting of the Committee/Council.
- (f) Councillors' membership of the Committee and the appointment of the Chairman and Vice-Chairman is established at the Annual Meeting of the Town Council.
- (g) In the event that the Chair or Vice-Chair retires mid-term the Committee shall elect a Chair or Vice-Chair from within their numbers.
- (h) To act upon or commission any services as deemed appropriate and in accordance with the annual budget and terms of reference of the Committee, including applying for any external grant funding.
- (i) Meetings will be called monthly in order to conduct current business as determined in the Terms of Reference and as instructed by the Council.
- (j) Members of the public and press will be allowed to attend meetings under the Public Bodies (Admission to Meetings) Act 1960. Press and public will be asked to leave the meeting if items of a confidential nature are to be discussed.
- (k) Accuracy of the Minutes from the meetings will be confirmed by Finance Committee. The minutes will be submitted to Full Council to be accepted into the workings of the Council.

Agenda Item 12b

Royston Town Council Planning Committee terms of reference

- (a) The committee shall consist of the following:-
Ten Members of Royston Town Council, one of whom will become Chairman and another Vice-Chairman of the committee.
- (b) A minimum of five Members will constitute a quorum for meetings.
- (c) The powers and duties of the Council in regard to matters under the Town and Country Planning Acts be delegated to the Planning Committee.
- (d) The Committee shall appoint Sub-Committees and Working Parties as appropriate.



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

- (e) The Committee shall receive and examine applications for planning permission received from the Local Planning Authority, North Hertfordshire District Council (NHDC), and other local neighbouring authorities, having regard to:
- compliance with current planning policy guidance at both national and local level,
 - protection of the Conservation Areas,
 - effect on neighbours,
 - effect on amenity,
 - effect on traffic and highway safety,
 - prevention of inappropriate or over-development,
 - effect on street scene and landscape,
 - acceptable high standard of design,
 - effect on sustainability of services, and
 - any other relevant factors
- The Committee shall make suitable recommendations to NHDC, and other local neighbouring authorities, as to whether or not they have no objection, no objection subject to certain conditions or an objection and the reasons why.
- (f) To ensure that responses to planning applications are made within the time specified on the Planning Application notice or notify NHDC of a delay. All grounds for objection must be clearly supported by material planning considerations.
- (g) The Chairman, Vice Chairman and the Clerk be delegated to give a response to planning applications if there is a time constraint on the response required. Any responses made must be submitted to the next meeting of the committee for information.
- (h) The Committee shall act in respect of any other matter requiring any form of planning consideration and which is within the remit of the Committee.
- (i) Councillors' membership of the Committee and appointment of the Chairman and Vice-Chairman is established at the Annual Meeting of the Town Council.
- (j) In the event that the Chair or Vice-Chair retires mid-term the Committee shall elect a Chair or Vice-Chair from within their numbers.
- (k) Meetings will be called monthly in order to conduct current business as determined in the Terms of Reference and as instructed by the Council.



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

- (l) Members of the public and press will be allowed to attend meetings under the Public Bodies (Admission to Meetings) Act 1960. Press and public will be asked to leave the meeting if items of a confidential nature are to be discussed.
- (m) Accuracy of the Minutes from the meetings will be confirmed by Planning Committee. The minutes will be submitted to Full Council to be accepted into the workings of the Council.

Agenda Item 12c

General Purpose and Highways Committee terms of reference

- (a) The committee shall consist of the following:-
Ten Members of Royston Town Council, one of whom will become Chairman and another Vice-Chairman of the committee.
- (b) A minimum of five Members will constitute a quorum for meetings.
- (c) The considerations, powers and duties in regard to footpaths, street lighting, sustainable travel, open spaces, highways and transport matters be delegated to the General Purposes & Highways Committee.
- (d) The Committee is delegated to make representation to the North Hertfordshire District Council, Hertfordshire County Council and such other bodies as they consider necessary.
- (e) To provide representatives for relevant NHDC, HCC and other meetings and committees for seminars, briefing and training sessions appropriate to the Committee's Terms of Reference.
- (f) The Committee shall appoint Sub-Committees and Working Parties as appropriate.
- (g) Councillors' membership of the Committee and appointment of the Chairman and Vice-Chairman is established at the Annual Meeting of the Town Council.
- (h) In the event that the Chair or Vice-Chair retires mid-term the Committee shall elect a Chair or Vice-Chair from within their numbers.
- (i) Meetings will be called quarterly in order to conduct current business as determined in the Terms of Reference and as instructed by the Council.



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

- (j) Members of the public and press will be allowed to attend meetings under the Public Bodies (Admission to Meetings) Act 1960. Press and public will be asked to leave the meeting if items of a confidential nature are to be discussed.
- (k) Accuracy of the Minutes from the meetings will be confirmed by the GP and Highways Committee. The minutes will be submitted to Full Council to be accepted into the workings of the Council.

Agenda Item 18

SCHEDULE OF DEEDS & TRUST INSTRUMENTS HELD BY ROYSTON TOWN COUNCIL

- (i) Town Hall
 - (ii) 30 Kneesworth Street
 - (iii) Market Hill Rooms
 - (iv) Green Street Allotments
 - (v) Green Walk Plantation
 - (vi) Stile Plantation
 - (vii) War Memorial, Melbourn Street
 - (viii) Royston Cave
 - (ix) Royston & District Museum, Lower King Street (Leasehold)
 - (x) Market Place
- Counterpart Lease
- (i) 30 Kneesworth Street.