



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

22nd March 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 29th March 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/98892100567?pwd=d0h0OG1TUhVQb3NxbUFXb1Bsd3VxUT09> Passcode: Yellow
or open Zoom and type in the Meeting ID: 988 9210 0567 and Passcode: Yellow

To attend by phone, dial 0203 481 5240 and follow the prompts - Meeting ID: 988 9210 0567
Passcode: 572979

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.**
- 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 Chairman 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.

Town Hall, Melbourn Street, Royston, Herts., SG8 7DA
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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 interest, 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 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 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:

- 22nd February 2021 (minutes 150/21 to 172/21, 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:

- 1st February 2021 (minutes 144/21 to 149/21, copy already circulated)

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 March 2021 (minutes 173/21 to 180/21, copy enclosed)

7. Minutes of Sub-Committees and Working Party meetings:

a) Members to receive the notes of the Sustainable Travel Town Working Party meeting held on Wednesday 24th February 2021 into the workings of the Council (copy enclosed).

b) Members to receive the notes of the Sustainable Travel Town Working Party meeting held on Wednesday 17th March 2021 into the workings of the Council (copy enclosed).

c) Members to receive the notes of the 4 Year Plan Working Party meeting held on Friday 19th March 2021 into the workings of the Council (copy enclosed).

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8. Bank Reconciliation and Income and Expenditure:

- a) Members to receive and note the bank reconciliation for February 2021 (copy enclosed).
- b) Members to receive and note the February 2021 Income and Expenditure report compared against budgets for 2020-2021 (copy enclosed).

9. Accounts for Payment:

- a) To resolve to approve the February 2021 accounts for payment and the transfers between the Town Council accounts (copy enclosed).
- b) To resolve to approve the March 2021 accounts for payment and the transfers between the Town Council accounts (copy enclosed).

10. Royston Town Council Investment Strategy 2021-2022:

Members are to resolve to agree an investment strategy for 2021-2022 (draft enclosed).

11. Marking the Death of a Senior National Figure Procedure:

Members to review and adopt the Marking the Death of a Senior National Figure Procedure into the workings of the Council (copy enclosed).

12. Training and Development Policy for Staff and Councillors:

Members to review and adopt the Training and Development Policy for Staff and Councillors into the workings of the Council (copy enclosed).

13. Health, Safety and Welfare Policy:

Members to review and adopt the Health, Safety and Welfare Policy into the workings of the Council (copy enclosed).

14. Royston Museum:

Members are to receive a report regarding the future of Royston Museum and resolve to agree the recommendations within the report (report enclosed).

15. Street Food Heroes:

Members are to note the plans to hold Street Food Heroes events in Priory Memorial Gardens on 5th June 2021, 17th July 2021, 14th August 2021 and 11th September 2021, subject to the appropriate licences being secured, and feedback any relevant comments on the proposed events to NHDC.

16. Town Hall Maintenance Reserve:

Members are asked to approve expenditure from the Town Hall Maintenance reserve of £8,460.05 to purchase a replacement server for the cinema. The current server has failed, cannot be repaired as it has reached the end of its life cycle and needs to be replaced before the cinema can open (information enclosed).

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17. 4 Year Plan Working Party:

To receive an update from the Chair of the working party.

18. Town Hall s106 money:

Members are to resolve to agree a s106 application for the improvement of access to the kitchen, refurbishment of the kitchen and bar area and to install a permanent hearing loop in the hall (information enclosed).

19. 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).

20. Clerk's Report

To receive a report from the Town Clerk (items for noting only).

21. Exclusion of Press and public:

In view of the confidential nature of the business about to be transacted, it is proposed that in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.

22. Staff Matters:

- a) Royston Museum (report enclosed)
- b) Town Council offices (report enclosed)

Date of next meeting: Full Council 26th April 2021.

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