



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

23rd November 2020

To all Members of Royston Town Council

Dear Councillor,

The next meeting of Royston Town Council will be held at **7.30pm on Monday 30<sup>th</sup> November 2020**, 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/93835698478?pwd=Y1dKb2RrMXZDZHNMaXovUllvNkM5dz09> Passcode: Bottle or open Zoom and type in the Meeting ID: 938 3569 8478 and Passcode: Bottle

To attend by phone, dial 0203 481 5240 or 0208 080 6591 and follow the prompts.  
Meeting ID 938 3569 8478 Passcode 466222.

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](http://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 any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary interest or

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Other Pecuniary interest and they are required to notify the Chairman of the nature of any interest declared 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 (if any).

**2.3** To grant any requests for dispensation as appropriate.

**3. Co-option of a new Member:**

Co-option of a new member to fill the vacancy in Palace Ward. All candidates will be given a maximum of 3 minutes to address the council and explain why they would like to be a town councillor and what they feel they can offer to the community. Councillors will then be able to question the candidates. Members will then vote on who should be co-opted. (Information enclosed).

**4. Declaration of acceptance of Office:**

Following co-option, the successful candidate to read out and sign their Declaration of Acceptance of Office.

**5. Minutes:**

To approve as a correct record the minutes of the meeting of the Council held on:

- 19<sup>th</sup> October 2020 (minutes 63/21 to 85/21, copy enclosed).

**6. Minutes of Committees:**

To receive minutes of Committee meetings, which have already been adopted as a correct record, into the workings of the Council. 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:

- 5<sup>th</sup> October 2020 (minutes 56/21 to 62/21, copy already circulated)

**7. 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. 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:

- 2<sup>nd</sup> November 2020 (minutes 86/21 to 91/21, copy enclosed)

**8. Minutes of Sub-Committees and working party meetings:**

a) Members to receive the notes of the Town Centre Working party meeting held on 21<sup>st</sup> September 2020 into the workings of the Council (copy enclosed).

b) Members to receive the notes of the Cave Trust Fund meeting held on 11<sup>th</sup> November 2020 into the workings of the Council (copy enclosed).

**9. Bank Reconciliation and Income and Expenditure:**

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

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

- 10. Accounts for Payment:**  
a) To resolve to approve the October 2020 accounts for payment and the transfers between the Town Council accounts (copy enclosed).  
b) To resolve to approve the November 2020 accounts for payment and the transfers between the Town Council accounts (copy enclosed)
- 11. Notice of Conclusion of Audit 2019-2020:**  
Members to approve and accept the audited annual return for 2019-2020 and the External Auditors Report and Certificate into the workings of the Council (documents enclosed). There are no matters to report requiring any attention and no issues arising giving cause for concern. The annual return and notice of conclusion of audit have been published on the Town Council's notice board and the website as legally required.
- 12. 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 forthwith (information enclosed).
- 13. Hire Charges for Rooms and Halls:**  
Members to consider and approve the recommendation from the Budget Working Party to increase room hire charges from 1<sup>st</sup> April 2021 (copy of proposed charges enclosed).
- 14. Allotment Rents:**  
Members to consider and approve the recommendation from the Budget Working Party to maintain allotment rents, from 1<sup>st</sup> January 2022, at £11 per pole, £55 per full plot for the following 12 months.
- 15. Creative Royston Management Committee:**  
Members to appoint a Councillor to become a Town Council representative on the Creative Royston Management Committee for the current civic year.
- 16. Christmas Opening Hours:**  
Members to note the Town Council opening hours over Christmas and New Year:  
Close 4pm on Wednesday 23<sup>rd</sup> December 2020, re-open 9am Wednesday 30<sup>th</sup> December 2020.  
Close at 5pm on Thursday 31<sup>st</sup> December 2020, re-open 9am Monday 4<sup>th</sup> January 2021.
- 17. Annual Review of Effectiveness of the Internal Audit Controls:**  
Members to appoint a working party of three Councillors to review the effectiveness of the Council's system of internal audit control.
- 18. 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).
- 19. Clerk's Report:**  
To receive a report from the Town Clerk (items for noting only).

Dates of next meetings: 18<sup>th</sup> January 2021, 22<sup>nd</sup> February 2021, 29<sup>th</sup> March 2021