



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

10th January 2022

To all Members of Royston Town Council

Dear Councillor,

The next meeting of Royston Town Council will be held in the Hardwicke Hall, Town Hall, Royston, at **7.30pm on Monday 17th January 2022**, and you are summoned to attend.

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

Cate Hall from Trinity Life Church will lead the meeting in prayer.

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.

1. Apologies:

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.

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 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.

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

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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:

- 27th September 2021 (minutes 133/22 to 149/22, 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 meetings of the Planning Committee held on:
 - 4th October 2021 (minutes 159/22 to 165/22, copy already circulated)
 - 1st November 2021 (minutes 188/22 to 193/22, copy already circulated)
 - 6th December 2021 (minutes 206/22 to 211/22, copy already circulated)
- b) The meeting of the Finance Committee held on:
 - 27th September 2021 (minutes 150/22 to 158/22, copy already circulated)
 - 18th October 2021 (minutes 176/22 to 187/22, copy already circulated)
 - 22nd November 2021 (minutes 194/22 to 205/22, copy already circulated)
- c) The meeting of the General Purpose and Highways Committee held on:
 - 11th October 2021 (minutes 166/22 to 175/22, 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 Finance Committee held on:
 - 13th December 2021 (minutes 212/22 to 226/22, copy enclosed)

7. Budget and Precept Approval 2022-2023:

- a) Members to receive and resolve to approve the 2022-2023 budget proposals from the Finance Committee (documents enclosed).
- b) Members to receive and resolve to approve the 2022-2023 precept proposal from the Finance Committee (documents enclosed).

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8. Notice of Conclusion of Audit 2020-2021:

Members to approve and resolve to accept the audited annual return for 2020-2021 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.

9. Royston Museum:

Members are to receive and resolve to approve the proposal from the Finance Committee to agree and sign the Royston Museum Trust service level agreement (copy enclosed).

10. Councillor Vacancies:

Members are to note the vacancy in Meridian Ward due to the death of Councillor F Smith and the vacancy in Palace Ward due to the resignation of Councillor Coll. The seats are up for election on 5th May 2022 and therefore no by-election is required. Notices of vacancies have been displayed on the council's website as legally required.

Members are to decide whether to co-opt to fill the vacancies although there is no requirement to do so.

11. Interim Internal Audit Report:

Members to receive and resolve to accept the interim internal audit report 2021-2022 into the workings of the council (copy enclosed).

12. Members Review of the Effectiveness of Internal Audit Controls:

- a) To resolve to approve the Councillors' Annual Review of the Effectiveness of the system of internal control report (copy enclosed).
- b) To resolve to approve the Royston Town Council Annual Review of the Effectiveness of the System of Internal Control report (copy enclosed).
- c) To resolve to accept the recommendation of the working party to agree the level of Fidelity Guarantee insurance of £1 million for the year 2022-2023.
- d) To review and approve the Risk Management 2022 document (copy enclosed).
- e) To resolve to accept the recommendation of the working party to enter into a new 3 year long term agreement for insurance with Zurich Insurance plc.

13. Royston Councillors Surgeries:

- a) Members are to resolve to approve that the councillors surgeries can be held on Royston market on Saturday mornings (information enclosed).
- b) Members are to resolve to waive the market pitch fee for the councillor surgeries.

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14. Diversity Forum Working Party:

- a) Members are to resolve to approve the revised terms of reference for the Diversity Forum Working Party (copy enclosed).
- b) Members are to appoint one councillor to the Diversity Forum Working Party.

15. Statement on Civility and Respect:

Members are to resolve to formally adopt the following statement on civility and respect and place it on the council's website (information enclosed) -

"We treat everyone with courtesy and respect and ask for the same in return. We ask that you treat your councillors and council staff courteously without violence, abuse or harassment. Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.

The zero tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media. The council considers threatening behaviour to be:

Attempted or actual aggressive, or physical actions made towards any councillor or member of staff.

The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff'.

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: Full Council 28th March 2022.