



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

11<sup>th</sup> June 2021

To all Members of Royston Town Council

Dear Councillor,

The next meeting of Royston Town Council will be held in the Heritage Hall, Town Hall, Royston, at **7.30pm on Monday 21st June 2021**, 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](http://www.roystontowncouncil.gov.uk).

Yours sincerely

*Caroline Mills*

Town Clerk

Canon Reg Bailey from St John's Parish 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 an other declarable 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.

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.

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

**Tel/Answerphone: 01763 245484 Fax: 01763 248016**

**Email: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)**



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- 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 that 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:  
• 17<sup>th</sup> May 2021 (minutes 1/22 to 25/22, 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 meeting of the Planning Committee held on:  
• 10<sup>th</sup> May 2021 (minutes 222/21 to 227/21, copy already circulated)
- b) The meeting of the Planning Committee held on:  
• 17<sup>th</sup> May 2021 (minutes 52/22 to 56/22, 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:  
• 17<sup>th</sup> May 2021 (minutes 26/22 to 44/22, copy enclosed)
- b) The meeting of the General Purpose and Highways Committee held on:  
• 17<sup>th</sup> May 2021 (minutes 45/22 to 51/22, copy enclosed)
- c) The meeting of the Planning Committee held on:  
• 7<sup>th</sup> June 2021 (minutes 57/22 to 62/22, copy enclosed)
- 7. Minutes of Sub-Committees and Working Party Meetings:**
- a) Members to receive the notes of the 4 Year Plan Working Party meeting held on 22<sup>nd</sup> April 2021 into the workings of the Council (copy enclosed)
- b) Members to receive the notes of the 4 Year Plan Working Party meeting held on 20<sup>th</sup> May 2021 into the workings of the Council (copy enclosed)
- 8. Internal Audit Report:**  
Members to receive, approve and resolve to accept the internal audit report for the year ended 31<sup>st</sup> March 2021 into the workings of the council (copy enclosed).

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**9. Accounts 2020-2021:**

Members to receive and resolve to approve the accounts for the year ended 31<sup>st</sup> March 2021 and the supporting statement (copies enclosed).

**10. Annual Return 2020-2021:**

1. Members to agree and sign the Annual Governance Statement (section 1) of the Annual Return (copy enclosed).
2. Members to agree and sign the Accounting Statements 2020-2021 (section 2) of the Annual Return (copy enclosed).
3. Members to note the dates for the period for the exercise of public rights as Thursday 24<sup>th</sup> June 2021 to Wednesday 4<sup>th</sup> August 2021.

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

- a) Members to receive and note the Bank Reconciliation for May 2021 (copy enclosed).
- b) Members to receive and note the May 2021 Income and Expenditure report compared against budgets for 2021-2022 (copy enclosed).

**12. Accounts for Payment:**

To resolve to approve the May 2021 accounts for payment and the transfers between the Town Council accounts (copy enclosed).

**13. Annual Report 2020-2021:**

Members to review and approve the Annual Report for publication (copy enclosed).

**14. Royston Museum Transition Road Map and Costs:**

Members are to note the draft road map to convert Royston Museum to a CIO which will be approved by the working party (copy enclosed).

Members are to resolve to agree the estimated costs of £16,350 and any costs that are in excess of the Museum annual budget staffing allocation will be debited from general council reserves.

**15. Code of Conduct:**

Members are to review, approve and adopt the new Councillors Code of Conduct for Royston Town Council (copy enclosed).



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- 16. North Hertfordshire Local Plan 2011 – 2031 – Consultation on the Further Proposed Main Modifications:**  
Members are to formulate a response, if agreed, to the North Hertfordshire Local Plan 2011 – 2031 – Consultation on the Further Proposed Main Modifications.  
The consultation can be viewed online at [www.north-herts.gov.uk/localplan](http://www.north-herts.gov.uk/localplan). The consultation closes on 24<sup>th</sup> June 2021.  
Please note that only responses to the Further Proposed Main Modifications and the accompanying list of Examination Documents submitted to the examination by NHDC will be accepted. Responses to any other documents will not be accepted.
- 17. Diversity Forum Working Party:**  
Members are to appoint one councillor to fill the vacancy on the Diversity Forum Working Party.
- 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).

Date of next meeting: 27<sup>th</sup> September 2021.

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