



ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

20th September 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 27th September 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.

Yours sincerely

Caroline Mills

Town Clerk

Jonathan Scott from the Evangelical 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 interests, which require 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:

- 21st June 2021 (minutes 63/22 to 82/22, 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:
 - 5th July 2021 (minutes 83/22 to 88/22, copy already circulated)
 - 2nd August 2021 (minutes 107/22 to 112/22, copy already circulated)
- b) The meeting of the Finance Committee held on:
 - 26th July 2021 (minutes 98/22 to 106/22, 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 General Purpose and Highways Committee held on:
 - 12th July 2021 (minutes 89/22 to 97/22, copy enclosed)
- b) The meeting of the Planning Committee held on:
 - 6th September 2021 (minutes 113/22 to 118/22, copy enclosed)
- c) The meeting of the Finance Committee held on:
 - 6th September 2021 (minutes 119/22 to 132/22, copy enclosed)

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

- a) Members to receive the notes of the 4 Year Plan Working Party meetings held on 16th June 2021 and 23rd July 2021 into the workings of the council (copies enclosed).
- b) Members to receive the notes from the Diversity Forum Working Party meeting held on 22nd July 2021 into the workings of the council (copy enclosed).

8. Royston Picture Palace - Request for an Extension to the Film Entertainment Licence and Request for an Alcohol Licence for Royston Picture Palace:

- a) Members are to discuss whether to agree to the licensing changes at the Town Hall as requested by Royston Picture Palace (report enclosed).
- b) If the licensing changes are agreed, Members are to decide who should pay for the costs associated with the application.

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- 9. The Hertfordshire (London Road and Layston Park, Royston) (restriction of waiting) order 2021:**
Members are to formulate a response to the proposed permanent Traffic Regulation Order for London Road and Layston Park, Royston (information enclosed).
- 10. Banners Policy:**
Members are to review and adopt the Banners Policy into the workings of the Council (copy enclosed).
- 11. Member/Officer Protocol:**
Members are to review and adopt the Member/Officer Protocol into the workings of the Council (copy enclosed).
- 12. Royston Museum:**
Members are to receive a verbal update from Cllr Davison regarding the conversion of the Museum to a CIO.
- 13. 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).
- 14. Clerk's Report**
To receive a report from the Town Clerk (items for noting only).
- 15. 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.
- 16. Town Hall refurbishment utilising s106 funds:**
Members are to receive and consider the tenders for the refurbishment and kitchen installation work at the Town Hall, the accepted tenders will be used to complete the s106 funding application (report, information and tenders enclosed).
Members are to resolve to suspend financial regulations for the approval of the building refurbishment works as it has only been possible to acquire two tenders for the project.

Date of next meeting: Full Council 17th January 2022.

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