



# ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

4<sup>th</sup> May 2023

To all Members of the Royston Town Council

Dear Councillor

The Annual Meeting of Royston Town Council is to be held in the Heritage Hall, Town Hall, Royston, at **7.30 pm on Monday 15<sup>th</sup> May 2023** for the transaction of the business set out below and you are summoned to attend. 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). This meeting may be recorded and livestreamed on YouTube.

Yours sincerely,

*Caroline Mills*

Town Clerk

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

## AGENDA

1. **Election of Town Mayor.**
2. **To receive the Town Mayor's Declaration of Acceptance of office for the ensuing year.  
The Town Mayor to address the Council outlining their plans for the year.**
3. **To appoint a Deputy Town Mayor and receive their Declaration of Acceptance of office for the ensuing year.**
4. **Election 4<sup>th</sup> May 2023:**  
Town Clerk to report the election result and confirm the receipt of the Declaration of Acceptance of Office of the councillor elected at the Town Council South Ward by-election on 4<sup>th</sup> May 2023.
5. **To receive apologies for absence.**
6. **Declarations of interest and dispensations.**
  - a. To receive declarations of interest from councillors on items on the agenda;
  - b. To receive written requests for dispensations for interests; and
  - c. To grant any requests for dispensation as appropriate.

**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)**



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

- 7. Minutes of the last Council Meeting -**  
To approve as a correct record the minutes of the meeting of the Council held on 20<sup>th</sup> March 2023 (minutes 353/23 to 369/23, copy enclosed).
- 8. To approve and adopt the Standing Orders (copy enclosed).**
- 9. To appoint Haines Watts Chartered Accountants as Internal Auditor for the forthcoming year.**
- 10. To consider and approve the delegation of powers and duties to Committees as follows: -**
  - a. That the powers and duties of the Council in regard to:-  
properties, insurance, civic functions, finance, accounts, Royston Market, Royston Cave, the cinema, events, staffing, entertainment, subscriptions and co-operation with voluntary bodies and charities, (with the exception of the power to levy a precept or to approve capital expenditure or to authorise the raising of a loan) be delegated to the Finance Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.
  - b. That the powers and duties of the Council in regard to matters under the Town and Country Planning Acts be delegated to the Planning Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate. That the Chair and Vice Chair and the Clerk be delegated to give a response to planning applications if there is a time constraint on the response required.
  - c. That the considerations, powers and duties in regard to:-  
footpaths, street lighting, sustainable travel, open spaces and climate, biodiversity and environmental matters, together with the considerations in regard to Highways & Transport matters; and the delegation to make representation to the North Hertfordshire Council and Hertfordshire County Council, and such other bodies as they consider necessary, be delegated to the General Purpose & Highways Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.
- 11. To appoint Standing Committees and Chair and Vice Chair for the ensuing year: -**
  - a. Finance Committee (10 Members)
  - b. Planning Committee (10 Members)
  - c. General Purpose & Highways Committee (10 Members)
- 12. Terms of Reference:-**
  - a. To approve the terms of reference for the Finance Committee (copy attached).
  - b. To approve the terms of reference for the Planning Committee (copy attached).
  - c. To approve the terms of reference for the General Purpose & Highways Committee (copy attached).



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

## 13. Communications Working Party:

Members to resolve:

1. To appoint 4 members to serve on the Communications Working Party.
2. To agree the terms of reference as –
  - a) The working party shall consist of four members of Royston Town Council.
  - b) The aim of the working party is to:
    - Consult a broad cross section of the public on the ways they would wish to receive information from the Town Council, making recommendations to the Council for further actions based on these, and carrying out any actions approved by Council in this regard.
    - Drawing up a communications strategy for the next 4 years to incorporate existing and new methods of communication for the Town Council with the public, for approval by the Council.
    - Within the context of the strategy, review the format and delivery mechanism of the “Town Crier” to recommend any possible changes to the Council.
    - Deal with all other relevant communications issues.
  - c) The working party will report back to Full Council.
  - d) A minimum of three Members and an RTC officer will constitute a quorum for meetings.
  - e) External individuals or groups who have expertise in communications methods and channels can be invited to join the working party.
  - f) At the first meeting of the working party, members of the working party shall elect a Chair for the term. The Chair must be a member of Royston Town Council. In the event that the Chair retires mid-term they shall again elect a Chair from the councillors within their numbers.
  - g) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As a ‘Working Party’, public notice of meetings or public admission to meetings is not required. Also full minutes of meetings are not required; however notes from meetings will be submitted to Full Council to be accepted into the workings of the Council.
  - h) The Working Party may only use the resources as delegated by Full Council and has no mandate to make decisions on behalf of the Council.
  - i) No budget has been allocated to the working party.

## 14. Youth Council Working Party:

Members to resolve:

1. To appoint 3 members to serve on the Youth Council Working Party.
2. To agree the terms of reference as –
  - a) The working party shall consist of a minimum of 3 members of Royston Town Council.
  - b) The aim of the working party is to act as a steering group to set up and facilitate a Royston Youth Council. It must:
    - Actively recruit enthusiastic young people to work with while the initial work to set up the Youth Council is done.



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

- Define the role of the Youth Council, set up a framework within which the Youth Council can operate, giving a clear idea of what they can and can't do.
- Ensure that correct procedures are implemented and seek external advice from appropriate organisations where necessary.
- Ensure that all legal requirements are adhered to.
- Decide the structure and recruitment procedures and draft a constitution for the Youth council.
- Elect a nominated adult champion to help lead and support the Youth Council.
- Decide a mechanism to measure the success of young people's involvement.
- Put forward projects to help raise the profile and influence of the Youth Council.
- Ensure the group will be selected with sensitivity toward gender, race, and geographic area represented.

c) The working party shall report to the Full Council.

d) A minimum of three Members and an RTC officer will constitute a quorum for meetings.

e) Non-members will be invited to join the working party.

f) At the first meeting of the working party, members of the working party shall elect a Chair for the term. The Chair must be a member of Royston Town Council. In the event that the Chair retires mid-term they shall again elect a Chair from the councillors within their numbers.

g) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As a 'Working Party', public notice of meetings or public admission to meetings is not required. Also full minutes of meetings are not required; however notes from meetings will be submitted to the Full Council to be accepted into the workings of the Council.

h) The Working Party may only use the resources as delegated by Full Council/Finance Committee, and has no mandate to make decisions on behalf of the Council.

## 15. Diversity Forum Working Party:

Members to resolve:

1. To appoint 4 members to serve on the Diversity Forum Working Party

2. To agree the terms of reference as –

a) The working party will contain four Members of Royston Town Council.

b) The aim of the working party is to allow better representation of the views of a more diverse section of the population of Royston and to feed back ideas to the Council.

The membership of the forum should consist mostly of non-councillor representatives of black, Asian and minority ethnic origins, LGBTQ+ orientations, minority faith groups, young people and elderly people's groups, and groups for those with disabilities who live within Royston.

Members of the working group can be invited to speak at Full Council meetings on topics being debated that are of interest to them.

c) The working party will report to Full Council.



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

- d) A minimum of three people will constitute a quorum for meetings. This will include a minimum of two councillors.
- e) Non-councillors can be invited to join the working party.
- f) At the first meeting of the working party, members of the working party shall elect a Chair for the term. The Chair will be a Royston Town Councillor. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- g) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As a 'Working Party', public notice of meetings or public admission to meetings is not required. Also full minutes of meetings are not required; however notes from meetings will be submitted to Full Council to be accepted into the workings of the Council.
- h) The Working Party may only use the resources as delegated by Full Council, and has no mandate to make decisions on behalf of the Council.
- i) Specifically, this committee has the delegated authority to:
  - To consider and investigate all matters relevant to Royston Town Council and to provide feedback to the Town Council for consideration.

**16. To receive details of the following contracts with other local authorities:**

- Agency agreement with North Herts Council
- Compliance Contract via North Herts Council with HTS for the Town Hall and Market Hill Rooms

**17. To appoint representatives to the following external bodies for the ensuing year: -**

- a. Friends of Royston & District Museum
- b. Royston Community Transport
- c. Royston Coombes Community Association
- d. Royston Day Centre
- e. Royston Army Cadet Force
- f. Royston & District Scouts Council
- g. Royston & District Town Twinning Association (Mayor + 2)
- h. Conservators of Therfield Heath
- i. Home Start Royston, Buntingford & South Cambridgeshire
- j. Royston Museum Trust CIO (3)
- k. Creative Royston
- l. Sustainable Travel Town Joint Member Group (2)
- m. Plastic Free Royston
- n. Royston Girl Guiding
- o. Royston First BID

Members should report back to the Council under the agenda item – Councillors as Representatives on External Organisations.



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

18. To review the Council's asset register (copy enclosed).
19. To inspect the schedule of deeds and trust instruments held by Royston Town Council (copy attached).
20. Members to review and adopt the Council's complaints procedure (copy enclosed).
21. Members to review and adopt the Council's Freedom of Information Policy and Publication Scheme (copy enclosed).
22. Members to review and adopt the Data Protection Policy (copy enclosed).
23. Members to review and adopt the Council's Media Relations Policy (copy enclosed).
24. Members to review and adopt the Council's Investment Strategy 2023-2024 (copy enclosed).
25. To receive and approve the Schedule of Full Council and Standing Committee Meetings up to the next Annual Council Meeting (copy enclosed).

Date of next meeting: 19<sup>th</sup> June 2023

## Agenda item 12a

### Royston Town Council Finance Committee Terms of Reference

- a) The committee shall consist of the following:-  
Ten Members of Royston Town Council, one of whom will become Chair and another Vice-Chair of the committee.
- b) A minimum of five Members will constitute a quorum for meetings.
- c) The powers and duties of the Council in regard to:-  
properties, insurance, civic functions, finance, accounts, Royston Market, Royston Cave, the cinema, events, staffing, entertainment, subscriptions and co-operation with voluntary bodies and charities, (with the exception of the power to levy a precept or to approve capital expenditure or to authorise the raising of a loan) be delegated to the Finance Committee;
- d) The Committee shall appoint Sub-Committees and Working Parties as appropriate.
- e) The Committee will also –
  - Review the Council's Financial Regulations.



# ROYSTON TOWN COUNCIL



**Town Clerk:** Miss Caroline Mills PSLCC

- Exercise control over the Council's insurance of its properties and liabilities
  - Review and manage the Council's risk management strategy
  - Review and submit for the Council's consideration its system of internal audit
  - Prepare and submit for consideration fees for all chargeable areas under the Committee's remit
  - The Committee has authority to act and spend monies in accordance with that agreed in the annual budget and within the terms of reference of this Committee
  - The Committee will place before the Council annual estimates of expenditure (budget) relating to matters within its responsibility, in accordance with required timelines
  - Conduct the Town Clerk's annual appraisal
  - Handle staff grievances in accordance with the Council's Grievance Policy
  - Handle staff disciplinary matters in accordance with the Council's Disciplinary Policy
  - Approve the payment of additional unbudgeted expenditure up to a limit of £15,000
  - Annually review staff salaries
  - Matters of an urgent nature requiring settlement before the next meeting of the Council may be dealt with by the Town Clerk after consultation with the Mayor and/or Deputy Mayor and/or Chair/Vice-Chair of the Finance Committee but must be submitted for approval to the next meeting of the Council.
- f) Councillors' membership of the Committee and the appointment of the Chair and Vice-Chair is established at the Annual Meeting of the Town Council.
- g) In the event that the Chair or Vice-Chair retires mid-term the Committee shall elect a Chair or Vice-Chair from within their numbers.
- h) To act upon or commission any services as deemed appropriate and in accordance with the annual budget and terms of reference of the Committee, including applying for any external grant funding.
- i) Meetings will be called monthly (except August) in order to conduct current business as determined in the Terms of Reference and as instructed by the Council.
- j) Members of the public and press will be allowed to attend meetings under the Public Bodies (Admission to Meetings) Act 1960. Press and public will be asked to leave the meeting if items of a confidential nature are to be discussed.
- k) Accuracy of the Minutes from the meetings will be confirmed by Finance Committee. The minutes will be submitted to Full Council to be accepted into the workings of the Council.





# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

## **Agenda Item 12b**

### **Royston Town Council Planning Committee terms of reference**

- a) The committee shall consist of the following:-  
Ten Members of Royston Town Council, one of whom will become Chair and another Vice-Chair of the committee.
- b) A minimum of five Members will constitute a quorum for meetings.
- c) The powers and duties of the Council in regard to matters under the Town and Country Planning Acts will be delegated to the Planning Committee.
- d) The Committee shall appoint Sub-Committees and Working Parties as appropriate.
- e) The Committee shall receive and examine applications for planning permission received from the Local Planning Authority, North Hertfordshire Council (NHC), having regard to:
  - compliance with current planning policy guidance at both national and local level,
  - protection of the Conservation Areas,
  - effect on neighbours,
  - effect on amenity,
  - effect on traffic and highway safety,
  - prevention of inappropriate or over-development,
  - effect on street scene and landscape,
  - acceptable high standard of design, and
  - effect on sustainability of services,

The Committee shall make suitable recommendations to NHC as to whether or not they have no objection, no objection subject to certain conditions or an objection and the reasons why.

- f) To ensure that responses to planning applications are made within the time specified on the Planning Application notice or notify NHC of a delay.  
All grounds for objection must be clearly supported by material planning considerations.
- g) The Chair, Vice Chair and the Clerk be delegated to give a response to planning applications if there is a time constraint on the response required. Any responses made must be submitted to the next meeting of the committee for information.
- h) The Committee shall act in respect of any other matter requiring any form of planning consideration and which is within the remit of the Committee.
- i) Councillors' membership of the Committee and appointment of the Chair and Vice-Chair is established at the Annual Meeting of the Town Council.





# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

- j) In the event that the Chair or Vice-Chair retires mid-term the Committee shall elect a Chair or Vice-Chair from within their numbers.
- k) Meetings will be called monthly in order to conduct current business as determined in the Terms of Reference and as instructed by the Council.
- l) Members of the public and press will be allowed to attend meetings under the Public Bodies (Admission to Meetings) Act 1960. Press and public will be asked to leave the meeting if items of a confidential nature are to be discussed.
- m) Accuracy of the Minutes from the meetings will be confirmed by Planning Committee. The minutes will be submitted to Full Council to be accepted into the workings of the Council.

## **Agenda Item 12c**

### **General Purpose and Highways Committee terms of reference**

- a) The committee shall consist of the following:-  
Ten Members of Royston Town Council, one of whom will become Chair and another Vice-Chair of the committee.
- b) A minimum of five Members will constitute a quorum for meetings.
- c) The considerations, powers and duties in regard to:-
  - Footpaths, street lighting and open spaces be delegated to the General Purposes & Highways Committee together with;
  - Considerations in regard to Highways & Transport matters.
  - Considerations in respect of Royston being a Sustainable Travel Town.
  - Considerations in respect of climate, biodiversity and environmental matters.
  - Any other relevant matters within the remit of the committee.
- d) The Committee is delegated to make representation to the North Hertfordshire Council, Hertfordshire County Council and such other bodies as they consider necessary.
- e) To provide representatives for relevant NHC, HCC and other meetings and committees for seminars, briefing and training sessions appropriate to the Committee's Terms of Reference.
- f) The Committee shall appoint Sub-Committees and Working Parties as appropriate.
- g) Councillors' membership of the Committee and appointment of the Chair and Vice-Chair is established at the Annual Meeting of the Town Council.



# ROYSTON TOWN COUNCIL



**Town Clerk:** Miss Caroline Mills PSLCC

- h) In the event that the Chair or Vice-Chair retires mid-term the Committee shall elect a Chair or Vice-Chair from within their numbers.
- i) Meetings will be called every two months in order to conduct current business as determined in the Terms of Reference and as instructed by the Council.
- j) Members of the public and press will be allowed to attend meetings under the Public Bodies (Admission to Meetings) Act 1960. Press and public will be asked to leave the meeting if items of a confidential nature are to be discussed.
- k) Accuracy of the Minutes from the meetings will be confirmed by the GP and Highways Committee. The minutes will be submitted to Full Council to be accepted into the workings of the Council.

## **Agenda Item 17**

### **SCHEDULE OF DEEDS & TRUST INSTRUMENTS HELD BY ROYSTON TOWN COUNCIL**

1. Town Hall
  2. 30 Kneesworth Street
  3. Market Hill Rooms
  4. Green Street Allotments
  5. Green Walk Plantation
  6. Stile Plantation
  7. War Memorial, Melbourn Street
  8. Royston Cave
  9. Market Place
- Counterpart Lease - 30 Kneesworth Street.