



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

4th November 2024

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 11th November 2024**, 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. This meeting may be recorded and livestreamed on YouTube.

Yours sincerely

Caroline Mills
Town Clerk

Reverend Steven Sivyer from the Royston Parish Church will lead the meeting in prayer.

Climate and Biodiversity Emergency:

Chair to remind Members to be mindful of the climate and biodiversity emergency declared by Royston Town Council when making decisions on behalf of the council.

PUBLIC PARTICIPATION

Time will be set aside for members of the public to address the Council on items on the agenda or any matters regarding diversity issues. 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.

AGENDA

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 Chair 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.



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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 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:
- 23rd September 2024 (minutes 125/25 to 144/25, 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 Finance Committees held on:
- 30th September 2024 (minutes 145/25 to 159/25, copy already circulated)
- b) The meeting of the Planning Committee held on:
- 7th October 2024 (minutes 160/25 to 167/25, 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:
- 14th October 2024 (minutes 168/25 to 181/25, copy enclosed)
- b) The meeting of the Finance Committee held on:
- 28th October 2024 (minutes 182/25 to 195/25, copy enclosed)
- 7. Sexual Harassment Policy and Risk Assessment:**
Members to review and adopt into the workings of the Council the following:
- a) Sexual Harassment Policy (copy enclosed)
- b) Risk Assessment on Sexual Harassment (copy enclosed).
- 8. 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).
- 9. Clerk's Report**
To receive a report from the Town Clerk (items for noting only).
- Date of next meeting: Full Council 20th January 2024.