



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

5<sup>th</sup> September 2022

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 12<sup>th</sup> September 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](http://www.roystontowncouncil.gov.uk).

Yours sincerely

*Caroline Mills*

Town Clerk

Jonathan Scott from the Evangelical Church will lead the meeting in prayer.

## AGENDA

### Climate and Biodiversity Emergency:

Chairman 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. 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



# ROYSTON TOWN COUNCIL



**Town Clerk:** Miss Caroline Mills PSLCC

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.

**3. Town Mayor's Announcements:**

The Mayor to report on events she has attended to represent the Town.

**4. Minutes:**

To approve as a correct record the minutes of the meeting of the Council held on:

- 20<sup>th</sup> June 2022 (minutes 62/23 to 85/23, 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 Committee held on:
  - 27<sup>th</sup> June 2022 (minutes 86/23 to 93/23, copy already circulated)
- b) The meeting of the Planning Committee held on:
  - 4<sup>th</sup> July 2022 (minutes 94/23 to 99/23, copy already circulated)
  - 1<sup>st</sup> August 2022 (minutes 124/23 to 129/23, 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:
  - 18<sup>th</sup> July 2022 (minutes 100/23 to 114/23, copy enclosed)
- b) The meeting of the Finance Committee held on:
  - 25<sup>th</sup> July 2022 (minutes 115/23 to 123/23, copy enclosed)

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

- a. Royston Day Centre
- b. Royston Girl Guiding
- c. Royston First BID
- d. Plastic Free Royston

**8. Communications Working Party:**

- a) Members to resolve to approve the creation of a Communications Working Party with the remit of:



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

- Consulting a broad cross section of the public on the ways they would wish to receive information from the Town Council, making recommendations to 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 with the public, for approval by Council.
- Within the context of the strategy, reviewing the format and delivery mechanism of the "Town Crier" newsletter to recommend any possible changes to Council.

- b) Members to resolve to instruct the clerk and staff to draw up Terms of Reference for the working party. It is suggested that including external individuals or groups would be beneficial for their expertise in communications methods and channels (information enclosed).

**9. Management of Royston Cave:**

Members are to resolve that the Royston Museum Trust maintains the responsibility for the management of the Cave until 31<sup>st</sup> December 2023, on the existing terms and conditions, when a further review of the management agreement will take place (information enclosed).

**10. Social Media Policy:**

Members to review and resolve to adopt the Social Media Policy into the workings of the Council (copy enclosed).

**11. Equality and Diversity Policy:**

Members to review and resolve to adopt the Equality and Diversity Policy into the workings of the Council (copy enclosed).

**12. Dignity at Work Policy:**

Members to review and resolve to adopt the Dignity at Work Policy into the workings of the Council (copy enclosed).

**13. Whistleblowing Policy:**

Members are to review and resolve to adopt the Whistleblowing Policy into the workings of the Council (copy enclosed).

**14. Minutes of Royston & District Twinning Association:**

To receive minutes of the Royston & District Twinning Association meeting held on 6<sup>th</sup> July 2022 into the workings of the Council (copy enclosed).

**15. Councillor Equipment:**

- a) Members are to resolve to purchase six Chromebooks from the recommended supplier (report enclosed).
- b) Members are to review and resolve to adopt the Information Technology Usage and Security Policy for Councillors into the workings of the council (copy enclosed).



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

- 16. Proposed Inflationary Parking Tariff Increases 2022/23:**  
Members to formulate a response to the proposed car parking increases in Royston (information enclosed).
- 17. Smaller Authorities Audit Appointments:**  
Members of Royston Town Council are to resolve to remain opted-in to the SAAA central external auditor appointment arrangements for 2022-2027 (information enclosed).
- 18. Council seal:**
  - a) Members are to approve the use of the council's seal on the new lease for 30 Kneesworth Street, so that it can be executed as a legal deed, as per section 23 of the council's standing orders.
  - b) Members are to approve the use of the council's seal for the surrender of the lease on Royston Museum, so that it can be executed as a legal deed, as per section 23 of the council's standing orders.
- 19. Solar Together Scheme:**  
Members are to resolve to agree whether to register an interest in the scheme for the Town Council's properties at the Town Hall and Market Hill Rooms (information enclosed).
- 20. 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).
- 21. Clerk's Report**  
To receive a report from the Town Clerk (items for noting only).
- 22. 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.
- 23. Staff Matters:**
  - a) Members to agree the proposal in the confidential report (enclosed).
  - b) Members are to note that the Assistant Town Clerk has successfully passed her CiLCA qualification and has been promoted to Deputy Town Clerk on salary point SCP 21 from 1<sup>st</sup> September 2022.

**Date of next meeting: Full Council 14<sup>th</sup> November 2022.**

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