



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

7<sup>th</sup> November 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 14<sup>th</sup> November 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

Cate Hall from Trinity Life 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 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. **By-election 8<sup>th</sup> September 2022:**  
Town Clerk to report the election result from the Town Council by-election for Meridian Ward on 8<sup>th</sup> September 2022.
4. **Town Mayor's Announcements:**  
The Mayor to report on events she has attended to represent the Town.
5. **Minutes:**  
To approve as a correct record the minutes of the meeting of the Council held on:
- 12<sup>th</sup> September 2022 (minutes 138/23 to 161/23, copy enclosed).
6. **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:
- 26<sup>th</sup> September 2022 (minutes 162/23 to 174/23, copy already circulated)
- b) The meeting of the Planning Committee held on:
- 5<sup>th</sup> September 2022 (minutes 130/23 to 137/23, copy already circulated)
  - 3<sup>rd</sup> October 2022 (minutes 175/23 to 180/23, copy already circulated)
7. **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:
- 17<sup>th</sup> October 2022 (minutes 181/23 to 195/23, copy enclosed)
- b) The meeting of the Finance Committee held on:
- 31<sup>st</sup> October 2022 (minutes 196/23 to 207/23, copy enclosed)
8. **Notice of Conclusion of Audit 2021-2022:**  
Members to approve and resolve to accept the audited annual return for 2021-2022 and the External Auditors Report and Certificate into the workings of the Council (documents enclosed).  
There are no matters to report requiring any attention and no issues arising giving cause for concern. The annual return and notice of conclusion of audit have been published on the Town Council's notice board and the website as legally required.

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**9. Internet Banking:**

Members are to resolve to agree to the council using internet banking and completing any necessary documentation (information enclosed).

**10. Communications Working Party:**

Members to resolve to:

- a) approve the terms of reference for the Communications Working Party (copy enclosed)
- b) appoint a minimum of 4 members to the Communications Working Party.

**11. TOIL Policy:**

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

**12. Safeguarding Policy:**

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

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

To receive minutes of the Royston & District Twinning Association meetings held on 7<sup>th</sup> September 2022 and 19<sup>th</sup> October 2022 into the workings of the Council (copies enclosed).

**14. Staff salaries:**

Members are to note that the National Employers and the Trade Unions have agreed a pay rise for the current year which will be backdated to 1<sup>st</sup> April 2022, and resolve to agree the proposals as follows:

- with effect from 1 April 2022, an increase of £1,925 on all NJC pay points 1 and above
- with effect from 1 April 2023, an increase of one day to all employees' annual leave entitlement

Pay increases will be implemented as soon as possible and arrears will be paid.

**15. Grants:**

Members are to discuss the proposals to:

- a) Draft a Grants Policy which enables local community organisations and charities to apply for small grants to benefit the residents of Royston (information enclosed).
- b) Allocate £20,000 to a grants fund in the coming civic year 2023/24.

**16. Annual Review of the Effectiveness of the Internal Audit Controls Working Party:**

To appoint one councillor to the Annual Review of the Effectiveness of the Internal Audit Controls Working Party.

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**17. Senior Committee Working party:**

To appoint one councillor to the Senior Committee Working Party.

**18. Draft Recommendations on the New Electoral Arrangements for North Hertfordshire:**

a) Members are to formulate a response, if agreed, to the draft revised parish electoral arrangements for Royston Town Council (information enclosed) –

Draft recommendations

Royston Town Council should comprise 15 councillors, as at present, representing six wards:

<u>Parish ward</u>	<u>Number of parish councillors</u>
Royston Garden Lane	1
Royston Meridian	5
Royston Palace	4
Royston South	1
Royston West	3
Royston Willowside	1

b) Members are to formulate a response, if agreed, to the draft new boundaries and numbers of councillors being proposed for Royston wards in North Herts Council (information enclosed).

**19. Youth Council Working Party:**

Members to resolve to:

- a) Agree to set up and approve the terms of reference for the Youth Council Working Party (copy attached)
- b) Appoint a minimum of 3 members to the Youth Council Working Party.

**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).

Date of next meeting: Full Council 16<sup>th</sup> January 2023.

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