



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

8th January 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 15th January 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 she has attended to represent the Town.
- 4. Minutes:**
To approve as a correct record the minutes of the meetings of the Council held on:
- a) 18th September 2023 (minutes 138/24 to 153/24, copy enclosed)
 - b) 30th October 2023 (minutes 196/24 to 200/24, 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:
 - 25th September 2023 (minutes 154/24 to 164/24, copy already circulated)
 - 30th October 2023 (minutes 180/24 to 195/24, copy already circulated)
 - 27th November 2023 (minutes 208/24 to 223/24, copy already circulated)
 - b) The meeting of the Planning Committee held on:
 - 2nd October 2023 (minutes 165/24 to 170/24, copy already circulated)
 - 6th November 2023 (minutes 201/24 to 207/24, copy already circulated)
 - 4th December 2023 (minutes 224/24 to 231/24, copy already circulated)
 - c) The meeting of the General Purpose and Highways Committee held on:
 - 16th October 2023 (minutes 171/24 to 179/24, 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 Finance Committee held on:
 - 18th December 2023 (minutes 232/24 to 241/24, copy enclosed)
 - b) The meeting of the General Purpose and Highways Committee held on:
 - 18th December 2023 (minutes 242/24 to 254/24, copy enclosed)
- 7. Minutes of Sub-Committees and Working Party Meetings:**
- a) Members to receive the notes of the Communications Working Party meetings held on 2nd October, 10th November and 14th November 2023 into the workings of the council (copies enclosed).
 - b) Members to receive the notes of the Youth Council Working Party meeting held on 4th January 2024 into the workings of the council (copy enclosed).

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- 8. Community Grants Scheme Applications:**
 - a) Members to receive and consider the application by Royston Girlguiding for a grant for £500 from the Community Grants Scheme (information enclosed).
 - b) Members to receive and consider the application by Royston and District Community Transport for a grant for £340 from the Community Grants Scheme (information enclosed).

- 9. Budget and Precept Approval 2024-2025:**
 - a) Members to receive and resolve to approve the 2024-2025 budget proposals from the Finance Committee (documents enclosed).
 - b) Members to agree and resolve to approve the 2024-2025 precept demand (documents enclosed).

- 10. Interim Internal Audit Report:**

Members to receive and resolve to accept the interim internal audit report 2023-2024 into the workings of the council (copy enclosed).

- 11. Allotments Advisory Sub-committee:**

Members to resolve to appoint two members to the Allotments Advisory Sub-committee.

- 12. Vexatious Complaints Policy:**

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

- 13. Investment Strategy 2024-2025:**

Members to review and resolve to adopt the Investment Strategy 2024-2025 into the workings of the Council (copy enclosed).

- 14. Grievance Procedure:**

Members to review and resolve to adopt the Grievance Procedure into the workings of the Council (copy enclosed).

- 15. Disciplinary Procedure:**

Members to review and resolve to adopt the Disciplinary Procedure into the workings of the Council (copy enclosed).

- 16. Document Retention Policy:**

Members to review and resolve to adopt the Document Retention policy into the workings of the Council (copy enclosed).



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17. Biodiversity Policy:

Members to review and resolve to adopt the policy on Biodiversity and Action Plan into the workings of the Council as recommended by the General Purpose & Highways committee (copy enclosed).

18. Procedure for Marking the Death of a Senior National Figure:

Members to review and resolve to adopt the Procedure for Marking the Death of a Senior National Figure into the workings of the Council (copy enclosed).

19. Health, Safety and Welfare policy:

Members to review and resolve to adopt the Health, Safety and Welfare policy into the workings of the Council (copy enclosed).

20. Protocol and Guidance on Meetings with Developers:

Members to review and resolve to adopt the Protocol and Guidance on Meetings with Developers into the workings of the Council (copy enclosed).

21. Minutes of Royston & District Twinning Association:

To receive the minutes of the Royston & District Twinning Association meetings held on 6th September 2023, 4th October 2023, 1st November 2023 and 29th November 2023 into the workings of the Council (copies enclosed).

22. 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).

23. Clerk's Report

To receive a report from the Town Clerk (items for noting only).

Date of next meeting: Full Council 18th March 2024.