



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

9<sup>th</sup> January 2023

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 16<sup>th</sup> January 2023**, 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

Reverend John Fidler from St John's Parish 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.

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

**Tel/Answerphone: 01763 245484 Fax: 01763 248016**

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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.

**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:

- 14<sup>th</sup> November 2022 (minutes 215/23 to 236/23, 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 meetings of the Planning Committee held on:

- 7<sup>th</sup> November 2022 (minutes 208/23 to 214/23, copy already circulated)
- 5<sup>th</sup> December 2022 (minutes 252/23 to 257/23, 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 Finance Committee held on:

- 28<sup>th</sup> November 2022 (minutes 237/23 to 251/23, copy enclosed)

b) The meeting of the General Purpose and Highways Committee held on:

- 19<sup>th</sup> December 2022 (minutes 258/23 to 271/23, copy enclosed)

**7. Budget and Precept Approval 2023-2024:**

a) Members to receive and resolve to approve the 2023-2024 budget proposals from the Finance Committee (documents enclosed).

b) Members to receive and resolve to approve the 2023-2024 precept proposal from the Finance Committee (documents enclosed).

**8. Members Review of the Effectiveness of Internal Audit Controls:**

a) To resolve to approve the Councillors' Annual Review of the Effectiveness of the system of internal control report (copy enclosed).

b) To resolve to approve the Royston Town Council Annual Review of the Effectiveness of the System of Internal Control report (copy enclosed).

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- c) To resolve to accept the recommendation of the working party to agree the level of Fidelity Guarantee insurance of £1 million for the year 2023-2024.
- d) To review and approve the Risk Management 2023 document (copy enclosed).

**9. Display of Notices on Royston Town Council Noticeboards Policy:**

Members are to review and resolve to adopt the Display of Notices on Royston Town Council Noticeboards Policy into the workings of the council (copy enclosed).

**10. Hertfordshire Pension Fund, Local Government Pension Scheme (LGPS):**

- a) Members are to note the draft employer results and 2022 actuarial valuation of the Hertfordshire Pension Fund for Royston Town Council (information enclosed).
- b) Members are to resolve to remain in the Parish and Town Council's Pooling Fund for the next three years when another review will take place (information enclosed).

**11. Communications Working Party:**

Members to resolve to appoint two members to the Communications Working Party.

**12. Modern Slavery and Human Trafficking Statement:**

Members are to review and resolve to adopt the Modern Slavery and Human Trafficking Statement into the workings of the council (copy enclosed).

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

To receive the minutes of the Royston & District Twinning Association meeting held on 2<sup>nd</sup> November 2022 into the workings of the Council (copy enclosed).

**14. Interim Internal Audit Report:**

Members to receive and resolve to accept the interim internal audit report 2022-2023 into the workings of the council (copy enclosed).

**15. 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).

**16. Clerk's Report**

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

Date of next meeting: Full Council 20<sup>th</sup> March 2023.

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