



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

10th June 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 17th June 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

Jonathan Scott from the Evangelical 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.



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

- 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:
- 20th May 2024 (minutes 01/25 to 23/25, 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 meetings of the Finance Committee held on:
- 25th March 2024 (minutes 340/24 to 350/24, copy already circulated)
 - 29th April 2024 (minutes 367/24 to 376/24, copy already circulated)
- b) The meeting of the Planning Committee held on:
- 8th April 2024 (minutes 351/24 to 356/24, copy already circulated)
 - 20th May 2024 (minutes 46/25 to 50/25, copy already circulated)
- c) The meeting of the General Purposes & Highways Committee held on:
- 15th April 2024 (minutes 357/24 to 366/24, 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:
- 20th May 2024 (minutes 24/25 to 39/25, copy enclosed)
- b) The meeting of the General Purposes and Highways Committee held on:
- 20th May 2024 (minutes 40/25 to 45/25, copy enclosed)
- c) The meeting of the Planning Committee held on:
- 3rd June 2024 (minutes 51/25 to 57/25, copy enclosed)
- 7. Minutes of Sub-Committees and Working Party Meetings:**
Members to receive the notes of the Communications Working Party meeting held on 11th April 2024 into the workings of the council (copy enclosed).
- 8. Internal Audit Report:**
Members to receive and resolve to accept the internal audit report for the year ended 31st March 2024 into the workings of the council (copy enclosed).



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

- 9. Accounts 2023-2024:**
Members to receive and approve the accounts for the year ended 31st March 2024 and the supporting statement (copies enclosed).
- 10. Annual Return 2023-2024:**
 1. Members to agree and sign the Annual Governance Statement (section 1) of the Annual Return (copy enclosed).
 2. Members to agree and sign the Accounting Statements 2023-2024 (section 2) of the Annual Return (copy enclosed).
 3. Members to note the dates for the period for the exercise of public rights as Friday 21st June 2024 to Thursday 1st August 2024.
- 11. Annual Report 2023-2024:**
Members to review and approve the Annual Report for publication (copy enclosed).
- 12. Prayers at Full Council meetings:**
Members are to approve the rota for prayers at Full Council meetings for the Civic year. The Mayor's suggested rota is Royston Parish Church, Royston Evangelical Church and Trinity Life Church.
- 13. Minutes of Royston & District Twinning Association:**
To receive the minutes of the Royston & District Twinning Association meetings held on 6th March and 3rd April 2024 into the workings of the Council (copies enclosed).
- 14. Non-Smoking and Non-Vaping Policy:**
Members to review and adopt the Non-Smoking and Non-Vaping Policy into the workings of the Council (copy enclosed).
- 15. Statement of intent as to Community Engagement:**
Members to review and adopt the Statement of intent as to Community Engagement into the workings of the Council (copy enclosed).
- 16. Grant Application:**
Members to receive and consider the application by Royston Photographic Society for a grant for £75 from the Community Grants Scheme (information enclosed).
- 17. Purchase of replacement lawnmower for Green Street Allotments:**
Members to:
 - a) set a budget of £1,500 for the purchase of a new lawnmower for the allotments from earmarked reserves (information enclosed).
 - b) authorise the use of the debit card to make the purchase online.



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

18. 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).

19. Clerk's Report

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

Date of next meeting: Full Council 23rd September 2024.