



# ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

11<sup>th</sup> September 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 18<sup>th</sup> September 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). This meeting may be recorded and livestreamed on YouTube.

Yours sincerely

*Caroline Mills*

Town Clerk

Jonathan Scott from the Royston 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.

**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:

- 19<sup>th</sup> June 2023 (minutes 57/24 to 78/24, 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:
  - 26<sup>th</sup> June 2023 (minutes 79/24 to 93/24, copy already circulated).
- b) The meetings of the Planning Committee held on:
  - 3<sup>rd</sup> July 2023 (minutes 94/24 to 100/24, copy already circulated).
  - 7<sup>th</sup> August 2023 (minutes 125/24 to 130/24, 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 General Purpose and Highways Committee held on:
  - 17<sup>th</sup> July 2023 (minutes 101/24 to 112/24, copy enclosed).
- b) The meeting of the Finance Committee held on:
  - 31<sup>st</sup> July 2023 (minutes 113/24 to 124/24, copy enclosed).
- c) The meeting of the Planning Committee held on:
  - 4<sup>th</sup> September 2023 (minutes 131/24 to 137/24, copy enclosed).

**7. Minutes of Sub-Committees and Working Party Meetings:**

- a) Members to resolve to receive the notes of the Communications Working Party meetings held on 7<sup>th</sup> June, 21<sup>st</sup> July and 15<sup>th</sup> August 2023 into the workings of the council (copies enclosed).
- b) Members to resolve to receive the notes of the Youth Council Working Party meetings held on 12<sup>th</sup> June, 17<sup>th</sup> July and 4<sup>th</sup> September 2023 into the workings of the council (copies enclosed).

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**8. Community Grants Scheme Applications:**

- a) Members to receive and consider the application by NCT (Royston and Villages Branch) for a grant of £395 from the Community Grants Scheme (information enclosed).
- b) Members to receive and consider the application by Royston Indian Society for a grant for £450 from the Community Grants Scheme (information enclosed).

**9. Royston Museum Trust's Report:**

Members to receive a verbal update from the Museum Manager on what the Museum has achieved over the last three months.

**10. Events Working Party:**

Members to resolve to appoint one member to the Events Working Party.

**11. Communications Policy:**

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

**12. Policy on Reserves and Balances:**

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

**13. Notice of Conclusion of Audit 2022-2023:**

Members to approve and resolve to accept the audited annual return for 2022-2023 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.

**14. 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).

**15. Clerk's Report**

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

Date of next meeting: Full Council 15<sup>th</sup> January 2024.

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