



ROYSTON TOWN COUNCIL

Town Clerk: Miss Caroline Mills PSLCC

9th June 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 19th June 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. This meeting may be recorded and livestreamed on YouTube.

Yours sincerely

Caroline Mills

Town Clerk

Reverend John Fidler 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

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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.

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:

- 15th May 2023 (minutes 01/24 to 25/24, 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:
 - 27th March 2023 (minutes 370/23 to 378/23, copy already circulated)
 - 24th April 2023 (minutes 395/23 to 404/23, copy already circulated)
- b) The meeting of the Planning Committee held on:
 - 3rd April 2023 (minutes 379/23 to 384/23, copy already circulated)
- c) The meeting of the General Purpose & Highways Committee held on:
 - 17th April 2023 (minutes 385/23 to 394/23, 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:
 - 15th May 2023 (minutes 26/24 to 42/24, copy enclosed)
- b) The meeting of the General Purpose and Highways Committee held on:
 - 15th May 2023 (minutes 43/24 to 48/24, copy enclosed)
- c) The meeting of the Planning Committee held on:
 - 15th May 2023 (minutes 49/24 to 56/24, copy enclosed)

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

Members to receive the notes of the Communications Working Party meetings held on 10th March 2023 and 21st April 2023 into the workings of the council (copy enclosed).

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- 8. Internal Audit Report:**
Members to receive and resolve to accept the internal audit report for the year ended 31st March 2023 into the workings of the council (copy enclosed).
- 9. Accounts 2022-2023:**
Members to receive and approve the accounts for the year ended 31st March 2023 and the supporting statement (copies enclosed).
- 10. Annual Return 2022-2023:**
 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 2022-2023 (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 23rd June 2023 to Thursday 3rd August 2023.
- 11. Annual Report 2022-2023:**
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. Royston Museum Trust's Report:**
Members to receive a verbal update from the Museum Manager on what the Museum has achieved over the last year.
- 14. Minutes of Royston & District Twinning Association:**
To receive the minutes of the Royston & District Twinning Association meetings held on 5th April 2023 and 3rd May 2023 into the workings of the Council (copies enclosed).
- 15. Allotments on the proposed new development at Land off Barkway Road and North of Flint Hall, Royston:**
 1. Members are to resolve whether or not the Town Council should agree to manage the proposed allotment site on the proposed new development at Land off Barkway Road and North of Flint Hall, Royston, should planning permission be granted (information enclosed).
 2. Should Members agree to take on management of the site, Members are to resolve to agree the specific requirements to be provided by the developer.

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- 16. Community Grants Scheme:**
Members to receive and consider the application by Make Lunch for a £462.00 grant from the Community Grants Scheme (information enclosed).
- 17. 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).
- 18. Clerk's Report**
To receive a report from the Town Clerk (items for noting only).
- 19. Exclusion of Press and public:**
In view of the confidential nature of the business about to be transacted, it is proposed that in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.
- 20. Christmas Lights:**
Members are to receive and consider the tenders for the supply of Festive lights and decorations for 2023 to 2025 (report, information and tenders enclosed).
- 21. Royston Picture Palace:**
Members are to resolve to waive hall hire charges for cinema performances up until 18th October 2023 (report enclosed).

Date of next meeting: Full Council 18th September 2023.

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