



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

13<sup>th</sup> June 2022

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 20<sup>th</sup> June 2022**, 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

### 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.

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.

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

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

**Email: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)**



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

**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:

- 16<sup>th</sup> May 2022 (minutes 1/23 to 23/23, 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 meeting of the Planning Committee held on:

- 16<sup>th</sup> May 2022 (minutes 47/23 to 52/23, 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:

- 16<sup>th</sup> May 2022 (minutes 24/23 to 40/23, copy enclosed)

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

- 16<sup>th</sup> May 2022 (minutes 41/23 to 46/23, copy enclosed)

c) The meeting of the Planning Committee held on:

- 6<sup>th</sup> June 2022 (minutes 53/23 to 61/23, copy enclosed)

**7. Declaration of Acceptance of Office of Councillor:**

Members are to receive an update from the Town Clerk.

**8. 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.

**9. Internal Audit Report:**

Members to receive and resolve to accept the internal audit report for the year ended 31<sup>st</sup> March 2022 into the workings of the council (copy enclosed). Members should note that there are no matters to report requiring any attention and no issues arising giving cause for concern.

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

Tel/Answerphone: 01763 245484 Fax: 01763 248016

Email: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

- 10. Accounts 2021-2022:**

Members to receive and approve the accounts for the year ended 31<sup>st</sup> March 2022 and the supporting statement (copies enclosed).
- 11. Annual Return 2021-2022:**
  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 2021-2022 (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 24<sup>th</sup> June 2022 to Thursday 4<sup>th</sup> August 2022.
- 12. Annual Report 2021-2022:**

Members to review and approve the Annual Report for publication (copy enclosed).
- 13. Silver Sunday Event 2022:**

Members are to agree whether to hold an event for Silver Sunday 2022 (information enclosed). If an event is agreed, members should decide the format of the event, the date that the event will be held and set a budget for the event (funds will be taken from general reserves).
- 14. 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).
- 15. Honorary Freeman/Freewoman Policy:**

Members to review and adopt the Honorary Freeman/Freewoman Policy into the workings of the Council (copy enclosed).
- 16. Tree Management Policy:**

Members to review and adopt the Tree Management Policy into the workings of the Council (copy enclosed). The policy has been amended to include "Inspections by an independent consultant will be carried out every 3-5 years or as advised by the consultant. In addition, our contractor will inspect trees on a regular basis." in the inspection of trees section.
- 17. Climate and Biodiversity Emergency:**

Members are to discuss the proposal that Royston Town Council declare a Climate and Biodiversity Emergency and agree that it means:

  - a) Always bearing in mind the climate and biodiversity emergency when making any decisions about the town or council business.
  - b) To make all reasonable efforts to reduce carbon emissions from the council with the goal of the Council being net zero by 2030.

Town Hall, Melbourn Street, Royston, Herts., SG8 7DA  
Tel/Answerphone: 01763 245484 Fax: 01763 248016  
Email: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

- c) To estimate the Council's current carbon footprint, perhaps using a calculator such as <https://impact-tool.org.uk/> or <https://www.carbontrust.com/resources/sme-carbon-footprint-calculator> or by engaging a consultant to give a baseline of what changes may need to be made.
- d) To make all reasonable efforts to preserve and enhance biodiversity currently present on Town Council land.
- e) Setting up a working group on Climate and Biodiversity Action to agree further strategy and actions towards these goals. Working group proposed terms of reference should include: At least 4 RTC members of the working group, 3 to be quorate. Can invite/co-opt interested parties/experts from the town and surrounds as needed.
- f) To communicate these goals with the wider town by means of regular updates on a dedicated "Climate and Biodiversity" page on the Town Council website as well as via other channels.
- g) To take every reasonable opportunity to inform townspeople of the importance of the climate and biodiversity emergency and what they can do to help mitigate the situation.
- h) To educate and lobby for a net zero town by 2040, in line with aims set out by North Herts Council in 2019, and to work with other councils and local businesses to achieve this.  
(Information enclosed).

**18. Live Streaming of Council meetings:**

Members are to discuss the proposal that the Council instruct staff to investigate and cost suitable options for live streaming/recording of meetings on YouTube or a similar channel.  
(Information enclosed).

**19. Equipment for Councillors and Staff:**

Members are to discuss the proposal that officers are instructed to investigate possibilities for provision of equipment to all councillors and staff members who require it and do not have access to it. These possibilities may include, but are not limited to:

- Members/staff as individuals being asked to purchase a device and provide receipts to the clerk for reimbursement
- A bursary system being put in place with a set budget per person for those who require it
- The Council agreeing a support/maintenance contract with a local ICT provider  
(Information enclosed)

**20. Royston and District Twinning Association:**

Members are to discuss the proposals that:

1. Minutes of the Royston & District Twinning Association management committee be adopted into the workings of the Town Council
2. The Town Council allocates an annual budget for civic functions of the Royston & District Twinning Association  
(Information enclosed)

**21. Clerk's Report:**

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

**Town Hall, Melbourn Street, Royston, Herts., SG8 7DA  
Tel/Answerphone: 01763 245484 Fax: 01763 248016  
Email: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)**



# ROYSTON TOWN COUNCIL



**Town Clerk:** Miss Caroline Mills PSLCC

**22. 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.

**23. 30 Kneesworth Street:**

Members are to discuss the proposals contained in the attached report (information enclosed).

Date of next meeting: Full Council 12<sup>th</sup> September 2022.

**Town Hall, Melbourn Street, Royston, Herts., SG8 7DA  
Tel/Answerphone: 01763 245484 Fax: 01763 248016  
Email: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)**