



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

13<sup>th</sup> March 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 20<sup>th</sup> March 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

Jonathan Scott from the Evangelical Church will lead the meeting in prayer.

## AGENDA

### 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. 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 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. **Councillor Resignation:**  
Members are to note the resignation of Cllr Carol Stanier which leaves a Town Council vacancy in Royston South ward. A by-election has been requested and will take place on 4<sup>th</sup> May 2023.
  
5. **Minutes:**  
To approve as a correct record the minutes of the meeting of the Council held on:
  - 16<sup>th</sup> January 2023 (minutes 278/23 to 294/23, copy enclosed).
  
6. **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:
    - 9<sup>th</sup> January 2023 (minutes 272/23 to 277/23, copy already circulated)
    - 6<sup>th</sup> February 2023 (minutes 307/23 to 313/23, copy already circulated)
  - b) The meeting of the Finance Committee held on:
    - 30<sup>th</sup> January 2023 (minutes 295/23 to 306/23, copy already circulated)
  
7. **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:
    - 20<sup>th</sup> February 2023 (minutes 314/23 to 329/23, copy enclosed)
  - b) The meeting of the Finance Committee held on:
    - 27<sup>th</sup> February 2023 (minutes 330/23 to 343/23, copy enclosed)
  - c) The meeting of the Planning Committee held on:
    - 6<sup>th</sup> March 2023 (minutes 344/23 to 352/23, copy enclosed)
  
8. **Communications Working Party:**  
Members to resolve to appoint one member to the Communications Working Party. These meetings are held during the daytime.

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**9. Diversity Forum:**

Members to resolve to either:

- a) appoint one member to the Diversity Forum, or
- b) dissolve the Diversity Forum.

**10. Live Streaming of Council Meetings:**

Members to resolve to:

- a) agree to the live streaming of council meetings via YouTube.
- b) approve the purchase of Toucan Video Conference System HD @ £190.83 ex. VAT (information enclosed)

**11. NALC Local Council Award Scheme:**

Members to resolve to either:

- a) Review and resolve to approve the adoption of the action plan into the workings of the council (copy enclosed); and then make the necessary resolutions to enable the council to apply for the Foundation Level Award for Local Councils (information enclosed); or
- b) Work towards gaining the Quality Award for Local Councils and apply at a later date (information enclosed).

**12. Protocol for Filming and Recording:**

Members to review and resolve to adopt the Protocol for Filming and Recording into the workings of the Council (copy enclosed).

**13. Grants Policy:**

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

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

To receive the minutes of the Royston & District Twinning Association meetings held on 18<sup>th</sup> January 2023 and 1<sup>st</sup> March 2023 into the workings of the Council (copies 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 15<sup>th</sup> May 2023.

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