



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

10<sup>th</sup> May 2021

To all Members of the General Purpose & Highways Committee

Dear Councillor

You are summoned to attend the next meeting of the General Purpose & Highways Committee, to be held in The Heritage Hall, Town Hall, Royston immediately following the Finance Committee meeting on Monday 17<sup>th</sup> May 2021, for the transaction of the business 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

## AGENDA

1. To appoint a Chairman for the ensuing year.
2. To appoint a Vice-Chairman for the ensuing year.
3. To receive apologies for absence.
4. To note the Council's Resolution as to the Delegation of Powers and Duties to the Committee.
5. To note the committee's Terms of Reference.
6. Minutes: To approve as a correct record the minutes of the meeting of the General Purpose & Highways Committee held on 16<sup>th</sup> March 2020 (minutes 341/20 to 355/20, copy enclosed).

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7. Sustainable Travel Town Working Party
- a) To appoint 4 Members to the Sustainable Travel Town Working Party – Cllrs Davison, Harrison, Perry and Phillips.
  - b) To approve the Terms of Reference as –
    - The working party shall consist of four Members of Royston Town Council.
    - The aim of the working party is to formulate a bid to become a sustainable travel town.
    - The Working Party cannot make any decisions on behalf of the Town Council but may prepare reports or make recommendations for consideration by the Town Council.
    - The parent committee is the General Purpose and Highways committee.
    - A minimum of three Members will constitute a quorum for meetings.
    - Non-members can be invited to join the committee. County Councillors and the Chairman of the NHDC Royston Area Committee will be members of the working party.
    - At the first meeting of the Committee, members of the Committee shall elect a Chair for the term. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
    - Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As a 'Working Party', public notice of meetings or public admission to meetings is not required. Also full minutes of meetings are not required; however notes from meetings will be submitted to the General Purpose and Highways Committee to be accepted into the workings of the Council.
    - The Working Party may only use the resources as delegated by Full Council/Finance/General Purpose and Highways Committee, and has no mandate to make decisions on behalf of the Council.

Date of next meeting: 12<sup>th</sup> July 2021