

MINUTES of the **ROYSTON TOWN COUNCIL** meeting held on Monday 23rd March 2020 in Room 11, Town Hall, Royston at 7.30pm.

PRESENT: Councillor Inwood (Town Mayor) in the Chair
Councillors Brown, Coll, Davison, Leggett, Phillips, Stanier and Swallow.

In attendance: Town Clerk
County Councillor Hill
District Councillor Hunter

Members **RESOLVED** to suspend standing order 3i, relieving Members of the need to stand whilst speaking.

356/20 PUBLIC PARTICIPATION:

There was none.

357/20 APOLOGIES FOR ABSENCE:

Apologies were received from Councillors Harrison, Hughes, Perry, F. Smith, P. Smith and Squire-Smith.

358/20 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

359/20 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meetings of the Council held on:

- 20th January 2020 (minutes 287/20 to 301/20)

The minutes were signed by the Chairman.

360/20 TOWN COUNCILLOR'S RESIGNATION:

The Town Clerk confirmed to members the resignation of Councillor Bourke-Waite as Town Councillor for Palace Ward. The District Council were advised at the time of the resignation and the vacancy was advertised as legally required. No requests were received from local electors to hold an election and permission has now been given to fill the vacancy by co-option. Documentation has been prepared by the Town Clerk for eligible people to apply for the vacancy. There is no legal time limit in which to co-opt. The procedure would commence when the current crisis has passed.

361/20 MEMBERS REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT CONTROLS:

- Members **RESOLVED** to approve the Councillors' Annual Review of the Effectiveness of the System of Internal Control report.
- Members **RESOLVED** to approve the Royston Town Council Annual Review of the Effectiveness of the System of Internal Control report.
- Members **RESOLVED** to agree the level of Fidelity Guarantee insurance for the year 2020-2021 at £500,000.
- Members **RESOLVED** to approve the Risk Management document.

Councillor Leggett arrived at the meeting at 7.45pm

362/20 PROTOCOL FOR MANAGING THE SPREAD OF COVID-19 AND OTHER VIRUSES:

Members **RESOLVED** to agree the proposed protocol for managing the spread of Covid-19 and other viruses.

Councillors Coll, Davison, Leggett, Phillips and Swallow voted in favour of the motion and Councillors Brown and Stanier voted against the motion.

Members **RESOLVED** to agree that council, committee and working party meetings are suspended until further notice.

Members **RESOLVED** to extend the delegation of Council decisions to the Clerk and/or the taskforce until further notice. Such delegation to enable the Council to fulfil its responsibilities to its residents and carry out its functions.

Members **RESOLVED** to agree the appointment of Councillors Davison and Leggett and the Town Clerk to the taskforce.

363/20 TOWN COUNCIL ROOM HIRE:

Members **RESOLVED** to close the Town Hall, Complex and Market Hill Rooms to third party hirers with immediate effect. Bookings would originally be cancelled until the end of May to give certainty to the situation and the decision would be reviewed in light of information held at the time. Hirers would not be charged cancellation fees for any cancelled bookings since the Government announcement on 16th March.

364/20 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the March 2020 accounts for payment and the supplementary accounts for payment for the total of £38,663.99 and the transfers between the Town Council accounts.

365/20 EXCLUSION OF PRESS AND PUBLIC:

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, 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 of Meetings) Act 1960.

366/20 STAFF MATTERS:

Members **RESOLVED** to agree the recommendation in the report.

Date of next meeting: TBA.

There being no further business the Chairman closed the meeting at 7.58pm.

Signed: _____
Chairman

Date _____