

MINUTES of the **ANNUAL MEETING** of Royston Town Council held in the Heritage Hall at the Town Hall, Royston at 7.30pm on Monday 17th May 2021.

PRESENT: Councillor Inwood (Town Mayor) in the Chair.
Councillors Beardwell, Brown, Bylett, Coll, Davison, Harrison, Hughes, Leggett, Perry, Phillips, FJ Smith and P Smith.

In attendance: Town Clerk and Administration Assistant
County Councillor Hill and District Councillor Hunter
2 Members of the Public

The Town Mayor welcomed everybody to the meeting. The Mayor said it had been an honour and privilege to serve the town and thanked the Town Clerk and her staff for their support during the last two years. He thanked his wife, Anita, and the other councillors. He recognised what a difficult year it had been for everyone but what a great community Royston had shown itself to be.

The Chairman informed those present that the meeting was being recorded.

01/22 TO ELECT A TOWN MAYOR FOR THE ENSUING YEAR:

It was **RESOLVED** that Councillor Hughes be appointed Town Mayor for the year 2021/2022. Councillor Hughes put on the Chain of Office.

02/22 TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE:

Councillor Hughes thanked Councillor Inwood for his service over his extended term. He stated that although it had been a difficult time for everyone, he thought people would reflect and see that they had become stronger because of it. The Mayor looked forward to the Parish Church reopening and events that would be resuming this year such as the Kite Festival. He recognised that we might need to extend support to those who had experienced mental health challenges this year. His focus this year would be on young people and ensuring they had the equality of every opportunity to succeed in a safe and secure environment. The Mayor sent his best wishes to Royston's twinning partner towns and looked forward to them visiting again.

The Mayor announced that his consort would be his wife Hazel and his charities would be After Umbrage, St John Ambulance and The Mayor's Community Trust Fund.

The Town Mayor then read out and signed his Declaration of Acceptance of office and took over the Chairmanship of the meeting.

It was **RESOLVED:**

1. That the Council places on record their sincere appreciation of the service rendered to the Town by Councillor Robert Inwood as Mayor of Royston from 2019-21.

2. That the Council is very mindful that Councillor Robert Inwood has during the period fulfilled the duties of Town Mayor and has worked to further the interests of the inhabitants of the town.
3. That the Common Seal of the Council be affixed to the above Resolution and that it be signed by the new Town Mayor and the Town Clerk, and then presented to Councillor Robert Inwood.

It was then **RESOLVED** that the Council places on record their sincere appreciation of the service rendered to the Town by Mrs Anita Inwood, his Consort, in support of the Town Mayor from 2019 to 2021.

03/22 APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR:

It was **RESOLVED** that Councillor Marguerite Phillips be appointed Deputy Mayor. The Deputy Town Mayor then read out and signed her Declaration of Acceptance of office.

Members **RESOLVED** to suspend Standing Order 3i for the remainder of the meeting allowing members to remain seated when speaking.

04/22 ELECTION 6TH MAY 2021:

- a) The Town Clerk announced the result of the by-election for Meridian Ward held on 6th May 2021. Elizabeth Beardwell was duly elected.
- b) Cllr Beardwell then read out her declaration of acceptance of office which has been countersigned by the Town Clerk as Proper Officer of the Council.

05/22 APOLOGIES FOR ABSENCE:

Apologies were received from Councillors Squire-Smith and Stanier.

06/22 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

07/22 MINUTES OF LAST COUNCIL MEETING:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on 26th April 2021 (minutes 210/21 to 221/21).

The minutes were signed by the Chairman.

08/22 STANDING ORDERS:

It was **RESOLVED** that the Standing Orders be approved and adopted into the workings of the Council.

09/22 APPOINTMENT OF INTERNAL AUDITOR:

It was **RESOLVED** that Haines Watts are re-appointed as the Internal Auditors for 2021-2022.

10/22 DELEGATION OF POWERS AND DUTIES:

It was **RESOLVED**:

- (a) That the powers and duties of the Council in regard to:-
properties, insurance, civic functions, finance, accounts, markets, the museum, Royston Cave, staffing, entertainment, subscriptions and co-operation with voluntary bodies and charities, (with the exception of the power to levy a precept or to approve capital expenditure or to authorise the raising of a loan) be delegated to the Finance Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.
- (b) That the powers and duties of the Council in regard to matters under the Town and Country Planning Acts be delegated to the Planning Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate. That the Chairman and Vice Chairman and the Clerk be delegated to give a response to planning applications if there is a time constraint on the response required.
- (c) That the considerations, powers and duties in regard to:-
footpaths, street lighting and open spaces, together with the considerations in regard to Highways & Transport matters; and the delegation to make representation to the North Hertfordshire District Council and Hertfordshire County Council, and such other bodies as they consider necessary, be delegated to the General Purpose & Highways Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.

11/22 TO APPOINT STANDING COMMITTEES AND CHAIRMAN FOR THE ENSUING YEAR:

- (a) It was **RESOLVED** that the following Councillors be appointed to the Finance Committee:-
 - Councillor Davison (Chairman)
 - Councillor Hughes (Vice-Chairman)
 - Councillor Beardwell
 - Councillor Brown
 - Councillor Bylett
 - Councillor Harrison
 - Councillor Leggett
 - Councillor FJ Smith
 - Councillor Squire-Smith
 - Councillor Stanier
- (b) It was **RESOLVED** that the following Councillors be appointed to the Planning Committee:-
 - Councillor Phillips (Chairman)
 - Councillor Leggett (Vice-Chairman)

Councillor Beardwell
Councillor Coll
Councillor Davison
Councillor Inwood
Councillor Perry
Councillor FJ Smith
Councillor P Smith
Councillor Squire-Smith

(c) It was **RESOLVED** that the following Councillors be appointed to the General Purpose and Highways Committee:-

Councillor Harrison (Chairman)
Councillor Phillips (Vice-Chairman)
Councillor Brown
Councillor Bylett
Councillor Coll
Councillor Hughes
Councillor Inwood
Councillor Perry
Councillor P Smith
Councillor Stanier

12/22 TO APPROVE THE TERMS OF REFERENCE FOR THE ENSUING YEAR:

It was **RESOLVED** to approve the terms of reference for the Finance Committee (copy attached to minutes).

It was **RESOLVED** to approve the terms of reference for the Planning Committee (copy attached to minutes).

It was **RESOLVED** to approve the terms of reference for the General Purpose & Highways Committee (copy attached to minutes).

13/22 4 YEAR PLAN WORKING PARTY:

It was **RESOLVED** that the following Councillors be appointed to the 4 Year Plan Working Party:-

Councillor Davison
Councillor Harrison
Councillor Hughes
Councillor Leggett
Councillor Perry
Councillor Phillips
Councillor Stanier

It was **RESOLVED** to approve the terms of reference for the 4 Year Plan Working Party as:-

- (a) The working party shall consist of seven Members of Royston Town Council.
- (b) The aim of the working party is to formulate a four year plan for Royston Town Council and to report back to Full Council for discussion and approval.
- (c) A minimum of four Members will constitute a quorum for meetings.
- (d) Non-members can be invited to join the working party.
- (e) At the first meeting of the working party, members of the working party 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.
- (f) 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 Full Council to be accepted into the workings of the Council.
- (g) The Working Party may only use the resources as delegated by Full Council, and has no mandate to make decisions on behalf of the Council.
- (h) Specifically, this committee has the delegated authority to:
 - To formulate a four year plan for Royston Town Council and report back to Full Council for discussion and approval.
 - To bring project ideas to Full Council for approval and include permissions required and costings.

14/22 DIVERSITY FORUM WORKING PARTY

- 1) It was **RESOLVED** that the following Members be appointed to serve on the Diversity Forum Working Party: - Councillors Inwood, Leggett and Stanier.
- 2) It was **RESOLVED** to approve the terms of reference of the working party as –
 - (a) The working party will contain three Members of Royston Town Council.
 - (b) The aim of the working party is to allow better representation of the views of a more diverse section of the population of Royston and to feed back ideas to the Council.
 - (c) The membership of the forum should consist mostly of non-councillor representatives of black, Asian and minority ethnic origins, LGBTQ+ orientations, minority faith groups, young people and elderly people's groups, and groups for those with disabilities who live within Royston.
 - (d) Members of the working group can be invited to speak at Full Council meetings on topics being debated that are of interest to them.
 - (e) The working party will report to Full Council.
 - (f) A minimum of four members will constitute a quorum for meetings. This will include a minimum of two councillors and any two other members of the working group.
 - (g) Non-councillors can be invited to join the working party.

- (h) At the first meeting of the working party, members of the working party shall elect a Chair for the term. The Chair will be a Royston Town Councillor. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- (i) 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 Full Council to be accepted into the workings of the Council.
- (j) The Working Party may only use the resources as delegated by Full Council, and has no mandate to make decisions on behalf of the Council.
- (k) Specifically, this committee has the delegated authority to:
 - To consider and investigate all matters relevant to Royston Town Council and to provide feedback to the Town Council for consideration.

15/22 CONTRACTS & AGREEMENTS WITH OTHER LOCAL AUTHORITIES:

The Town Clerk reported that there were currently two contracts with other local authorities:

- Agency agreement with North Herts District Council – Royston Town Council occupies offices in the Complex owned by NHDC and in return Royston Town Council manage the property on behalf of NHDC.
- Compliance contract for Town Hall, Market Hill Rooms and the Museum – Royston Town Council has a contract via NHDC, with Mears, to ensure that properties are maintained to an acceptable standard.

It was **RESOLVED** that the Council continues with its current contracts with other Local Authorities of maintenance, utilities, and all other business areas as listed until such time the Council or Town Clerk wishes to change them.

16/22 TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES FOR THE ENSUING YEAR:

It was **RESOLVED** that the following members be appointed as representatives to outside bodies for the ensuing year:

- (a) Friends of Royston & District Museum - Councillor FJ Smith
- (b) Royston Community Transport - Councillor FJ Smith
- (c) Royston Coombes Community Association - Councillor Phillips
- (d) Royston Day Centre - Councillor FJ Smith
- (e) Royston Army Cadet Force – Councillor Inwood
- (f) Royston & District Scouts Council - Councillor Stanier
- (g) Royston & District Sports Council - Councillor Squire-Smith
- (h) Royston & District Twinning Association - Councillors Brown, Hughes & Leggett
- (i) Conservators of Therfield Heath – Councillor Brown
- (j) Royston, Buntingford & South Cambridgeshire Homestart - Councillor Brown

Members are to report back to the Council under the agenda item – Councillors as Representatives on External Organisations.

17/22 ASSET REGISTER:

Members reviewed and **NOTED** the Town Council's asset register.

18/22 SCHEDULE OF DEEDS & TRUST INSTRUMENTS:

Members **NOTED** the Schedule of Deeds and Trust Instruments held by Royston Town Council which are as follows:

- (i) Town Hall
 - (ii) 30 Kneesworth Street
 - (iii) Market Hill Rooms
 - (iv) Green Street Allotments
 - (v) Green Walk Plantation
 - (vi) Stile Plantation
 - (vii) War Memorial, Melbourn Street
 - (viii) Royston Cave
 - (ix) Royston & District Museum, Lower King Street (Leasehold)
 - (x) Market Place
- Counterpart Lease
- (i) 30 Kneesworth Street

19/22 COUNCIL'S COMPLAINTS PROCEDURE:

Members **RESOLVED** to adopt the Council's complaints procedure into the workings of the Town Council.

20/22 FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME:

Members **RESOLVED** that the Freedom of Information Policy and Publication scheme are adopted into the workings of the Town Council.

21/22 DATA PROTECTION POLICY:

Members **RESOLVED** to adopt the Data Protection Policy into the workings of the Town Council.

22/22 MEDIA RELATIONS POLICY:

Members **RESOLVED** to adopt the Council's Media Relations Policy into the workings of the Town Council.

23/22 SCHEDULE OF FULL COUNCIL AND STANDING COMMITTEES UP TO THE NEXT ANNUAL COUNCIL MEETING:

Members **RESOLVED** to adopt the Schedule of Meetings for 2021-2022 into the workings of the Council.

24/22 HAPTC EXECUTIVE COMMITTEE:

Members **RESOLVED** to approve the nomination of Councillor Harrison for election to the HAPTC Executive Committee.

25/22 PRAYERS AT FULL COUNCIL MEETINGS:

In response to a Member's question, the Mayor explained that all faith groups in Royston had been invited and the rota comprised of those who had accepted the invitation.

Members **RESOLVED** to approve the rota of Royston Parish Church, Royston Evangelical Church and Trinity Life Church.

The Town Mayor then announced that the next meeting of the Town Council would be held on Monday 21st June 2021 and closed the meeting at 7.57pm.

Signed: _____
Chairman

Date _____