

**INUTES** of the meeting of the **GENERAL PURPOSE & HIGHWAYS COMMITTEE** held in the Heritage Hall at the Town Hall, at 8.19pm on Monday 17<sup>th</sup> May 2021.

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

**In attendance:** Town Clerk and Administration Assistant  
Town Councillors Beardwell, Davison, Leggett and FJ Smith  
County Councillor Hill and District Councillor Hunter  
2 members of the public

**45/22 APPOINTMENT OF CHAIRMAN:**

It was **RESOLVED** that Councillor Harrison be appointed Chairman for the ensuing year. Councillor Harrison took the chair and welcomed everyone to the meeting.

**46/22 APPOINTMENT OF VICE-CHAIRMAN:**

It was **RESOLVED** that Councillor Phillips be appointed Vice-Chairman for the ensuing year.

**47/22 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Stanier.

**48/22 DELEGATION OF POWERS AND DUTIES:**

Members noted the powers and duties delegated to the General Purpose & Highways committee in the Full Council Meeting.

That the considerations, powers and duties in regard to:-

footpaths, street lighting, sustainable travel 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.

**49/22 COMMITTEE TERMS OF REFERENCE:**

Members noted the terms of reference as approved in the Full Council Meeting.

- (a) The committee shall consist of the following:-  
Ten Members of Royston Town Council, one of whom will become Chairman and another Vice-Chairman of the committee.
- (b) A minimum of five Members will constitute a quorum for meetings.
- (c) The considerations, powers and duties in regard to footpaths, street lighting, sustainable travel, open spaces, highways and transport matters be delegated to the General Purposes & Highways Committee.

- (d) The Committee is delegated to make representation to the North Hertfordshire District Council, Hertfordshire County Council and such other bodies as they consider necessary.
- (e) To provide representatives for relevant NHDC, HCC and other meetings and committees for seminars, briefing and training sessions appropriate to the Committee's Terms of Reference.
- (f) The Committee shall appoint Sub-Committees and Working Parties as appropriate.
- (g) Councillors' membership of the Committee and appointment of the Chairman and Vice-Chairman is established at the Annual Meeting of the Town Council.
- (h) In the event that the Chair or Vice-Chair retires mid-term the Committee shall elect a Chair or Vice-Chair from within their numbers.
- (i) Meetings will be called quarterly in order to conduct current business as determined in the Terms of Reference and as instructed by the Council.
- (j) Members of the public and press will be allowed to attend meetings under the Public Bodies (Admission to Meetings) Act 1960. Press and public will be asked to leave the meeting if items of a confidential nature are to be discussed.
- (k) Accuracy of the Minutes from the meetings will be confirmed by the GP and Highways Committee. The minutes will be submitted to Full Council to be accepted into the workings of the Council.

**50/22 APPROVAL OF GENERAL PURPOSE & HIGHWAYS COMMITTEE MINUTES:**

It was **RESOLVED** 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). The minutes were signed by the Chairman.

**51/22 SUSTAINABLE TRAVEL TOWN WORKING PARTY:**

- a) It was **RESOLVED** to appoint 4 Members to the Sustainable Travel Town Working Party – Cllrs Davison, Harrison, Perry and Phillips.
- b) It was **RESOLVED** 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.

The date of the next meeting will be Monday 12<sup>th</sup> July 2021.

There being no further business the Chairman closed the meeting at 8.22pm.

Signed: \_\_\_\_\_  
Chairman

Date \_\_\_\_\_