

**MINUTES** of the meeting of **ROYSTON TOWN COUNCIL** held in the Heritage Hall at the Town Hall, Royston at 7.30pm on Monday 27<sup>th</sup> September 2021.

**PRESENT:** Councillor Hughes (Town Mayor) in the Chair  
Councillors Beardwell, Brown, Bylett, Coll, Davison, Harrison, Leggett,  
Phillips, FJ Smith, P Smith, Stanier and Squire-Smith

**In attendance:** Town Clerk  
County Councillor Hill  
District Councillors Green and Hunter  
2 members of the public

Jonathan Scott from the Evangelical Church led the meeting in prayer.

The Chair welcomed everybody to the meeting and informed those present that the meeting was being recorded.

**133/22 PUBLIC PARTICIPATION:**

A representative from Royston Picture Palace spoke about the application to extend the entertainment licence and add an alcohol licence at the Town Hall for use at selected film screenings. This would enable more facilities to be provided including the live streaming of events.

The Chair thanked her for her presentation.

**134/22 APOLOGIES FOR ABSENCE:**

Apologies were received from Councillors Inwood and Perry.

**135/22 DECLARATIONS OF INTEREST AND DISPENSATIONS:**

Members were advised to declare any interests at the commencement of the relevant item on the agenda. No requests for dispensations were received.

**136/22 TOWN MAYOR'S ANNOUNCEMENTS:**

The Mayor reported that he had attended (virtually) and addressed Royston Town Twinning AGM. The Mayor had also attended (virtually) the Herts County Scout Council AGM. He met with supporters of Royston's got talent. The Mayor promoted National Hospice week and attended Royston Dental Practice open day. He attended (virtually) the AGM of the Friends of Therfield Heath & Greens, promoted International Chess Day, supported Royston, Buntingford & South Cambs Home-Start virtual fundraiser. The Mayor also attend the launch of Stones magazine, met with Royston Market stall traders and local businesses, attended the Flintshack promotional evening and attended Royston Allotments open day. The Mayor informed members that his Civic Reception would be held on Thursday 21<sup>st</sup> October 2021.

Finally, the Mayor asked members to think about the Queen's Platinum Jubilee in 2022 and asked them for ideas to mark the event.

### **137/22 MINUTES:**

1. It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on 21<sup>st</sup> June 2021 (minutes 63/22 to 82/22) subject to an amendment in minute 74/22 replacing documents with financials.
2. The minutes were signed by the Chairman.

### **138/22 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN APPROVED AS A CORRECT RECORD:**

It was **RESOLVED** that the following minutes be adopted into the workings of the council:

3. (a) The meeting of the Planning Committee held on:
  - 5<sup>th</sup> July 2021 (minutes 83/22 to 88/22)
  - 2nd August 2021 (minutes 107/22 to 112/22)
4. (b) The meeting of the Finance Committee held on:
  - 26<sup>th</sup> July 2021 (minutes 98/22 to 106/22)

### **139/22 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT ALREADY BEEN APPROVED AS A CORRECT RECORD:**

It was **RESOLVED** to receive minutes of Committee meetings, which have not already been adopted as a correct record, into the workings of the Council:

- (a) The meeting of the General Purpose and Highways Committee held on:
  - 12<sup>th</sup> July 2021 (minutes 89/22 to 97/22)
- (b) The meeting of the Planning Committee held on:
  - 6<sup>th</sup> September 2021 (minutes 113/22 to 118/22)
- (c) The meeting of the Finance Committee held on:
  - 6<sup>th</sup> September 2021 (minutes 119/22 to 132/22)

### **140/22 TO RECEIVE MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:**

- (a) It was **RESOLVED** to receive the notes of the 4 Year Plan Working Party meetings held on 16<sup>th</sup> June 2021 and 23<sup>rd</sup> July 2021 into the workings of the Council. Members noted that Councillor Phillips was not included in the notes as an attendee, but did attend both 4 Year Plan Working party meetings.
- (b) It was **RESOLVED** to receive the notes of the Diversity Forum Working Party meeting held on 22<sup>nd</sup> July 2021 into the workings of the Council.

### **141/22 ROYSTON PICTURE PALACE – REQUEST FOR AN EXTENSION TO THE FILM ENTERTAINMENT LICENCE AND REQUEST FOR AN ALCOHOL LICENCE FOR ROYSTON PICTURE PALACE:**

There was a lengthy debate.

Members **RESOLVED** to agree to the licencing changes at the Town Hall.

It was agreed that Officers should proactively engage with other hirers of the hall and work towards resolution of any concerns.

Members **RESOLVED** to agree that the costs associated with the application would be borne by Royston Town Council.

**142/22 THE HERTFORDSHIRE (LONDON ROAD AND LAYSTON PARK, ROYSTON)  
(RESTRICTION OF WAITING) ORDER 2021:**

Councillor Harrison proposed that all of the lines should be double yellow lines and there should not be a section of limited waiting with a single yellow line. The proposal was seconded but the motion was lost.

Members **RESOLVED** that they had no objection to the proposed permanent Traffic Regulation Order.

**143/22 BANNERS POLICY:**

Members **RESOLVED** to adopt the Banners Policy into the workings of the Town Council. Subject to the addition of '*or reusable*' in item 3.

**144/22 MEMBER/OFFICER PROTOCOL:**

Members **RESOLVED** to adopt the Member/Officer Protocol into the workings of the Council, Subject to the amendment of the final sentence to the following: 'Political, lobby/action groups must not issue press releases and publicity, initiated by an individual Member, that purport to speak on behalf of the Council' and the addition to the Members section of 'Members may initiate policy proposals'.

**145/22 ROYSTON MUSEUM:**

Members received an update from Councillor Davison on the transfer of the Museum to a CIO (Charitable Incorporated Organisation). The projected date for the transfer is 1<sup>st</sup> April 2022. The first trustees have been appointed, two nominated by the History Society, one by the Friends of the Museum and two by the Town Council – Councillors Leggett and Davison. The application to the Charity Commission has been made and is expected to be approved in the next four to six weeks. The Service Level Agreement (SLA) has been drafted which defines the responsibilities between the Town Council and the Trust. It also confirms the amount the Council will pay. The amounts have not yet been agreed. There will be a one off sum of about £35,000 which relates to the earmarked funds held by the council associated with the Museum. The annual budget payment will be split into two halves.

There is a meeting of the working party on 13<sup>th</sup> October, following this Cllr Davison will bring the SLA to the Finance Committee on 22<sup>nd</sup> November for agreement and then to the Full Council on 17<sup>th</sup> January for approval.

There will be one more trustee nominated by the Council, one more by the History Society and three external trustees.

The trustees would like to bring forward the recruitment of a new curator because the current level of staffing does not allow the museum to open more than one day per week, it will accelerate the processes required for reaccreditation and it will accelerate the application process for lottery funding. Cllr Davison informed members that he hoped to approach council next month to agree funding for recruitment from the end of year until 1<sup>st</sup> April 2022 which would be approximately £10,000 to £15,000.

The Mayor thanked Councillor Davison for his update.

**146/22 COUNCILLORS REPORTS ON TOWN COUNCIL ACTIVITIES AND AS  
REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Phillips gave a report on Coombes Community Centre. Bookings were down in April, but May and June saw some improvement, with future bookings looking encouraging. Maintenance has been carried out where necessary and drainage work will

be carried out soon, funded by NHDC. Councillor Phillips encouraged members and their friends and families to have a look at their website.

Councillor Phillips also gave a report on Creative Royston. Royston Arts Festival returned this year, between Thursday 23<sup>rd</sup> September and Sunday 26<sup>th</sup> September. The theme this year was 'Renewal'. Councillor Phillips, on behalf of Royston Town Council, congratulated the small committee for their hard work.

The Mayor thanked Councillor Phillips for her reports.

Councillor Harrison gave a report on the AGM of HAPTC held on Tuesday 6<sup>th</sup> July via zoom. Committees were set up for the coming year and appointments were made to some outside bodies.

Councillor Harrison gave a report on the Local Democracy meeting held on 12<sup>th</sup> July by zoom. The guest speaker was the MP for Truro. Councillor Harrison took part in a question and answer session with other members on matters concerning the areas that they represent.

The Mayor thanked Councillor Harrison for his reports.

**147/22 CLERKS REPORT:**

The Town Clerk reported that the new hearing loop system had been purchased and installed at the cinema, which was funded by s106 money.

The Town Clerk informed members that she had been investigating restarting the community toilet scheme and The Banyers and The Jolly Postie had both agreed to be part of the scheme again. There are also public toilets available next to the park. The Remembrance Day parade will be held on Sunday 14<sup>th</sup> November, more details will be provided in due course.

The Christmas lights application has been submitted and, depending on how the licence proceeds, the aim is for the lights to be switched on 26<sup>th</sup> November 2021.

**148/22 EXCLUSION OF PRESS AND PUBLIC:**

Members **RESOLVED** that in view of the confidential nature of the business about to be transacted, in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.

**149/22 TOWN HALL REFURBISHMENT UTILISING s106 FUNDS:**

Members **RESOLVED** to suspend Financial Regulations for this item.

After a lengthy discussion, Members **RESOLVED** that the quote from Ashton Renovations, for the refurbishment, should be accepted and the quote from Options, for the kitchen installation, should be accepted and these would be used to complete the s106 application form.

Date of next meeting: 17<sup>th</sup> January 2022

There being no further business the Chairman closed the meeting at 9.10pm.

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

Date \_\_\_\_\_

DRAFT