

MINUTES of the **ANNUAL MEETING OF ROYSTON TOWN COUNCIL** held in the Heritage Hall at the Town Hall, Royston at 7.30pm on Monday 16th May 2022.

PRESENT: Councillor Hughes (Town Mayor) in the Chair.
Councillors Adams, Antony, Beardwell, Brown, Compton, Harrison, Inwood, Jani, Langdon, Lockett, Rees, Squire-Smith and Stanier.

In attendance: Town Clerk and Assistant Town Clerk
County Councillor Hill and District Councillors Green and Hunter
54 Members of the Public

Cate Hall from Trinity Life Church led the meeting in prayer.

The Town Mayor welcomed everybody to the meeting. The Mayor thanked the Town Clerk, Assistant Town Clerk, his secretary and the staff at the Town Council for their support during the last year. The Mayor also thanked all of the councillors he'd served with, in particular Marguerite Phillips for her time as Deputy Mayor and Chair of the Planning Committee. The Mayor further gave thanks to the former leader of the Council.

The Mayor said he'd learned that compromise and co-operation were the best ways to make progress and advised the new councillors that they could achieve great things by working as a team.

01/23 TO ELECT A TOWN MAYOR FOR THE ENSUING YEAR:

It was **RESOLVED** that Councillor Antony be appointed Town Mayor for the year 2022/2023. Councillor Antony put on the Chain of Office.

02/23 TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE:

Councillor Antony thanked both the members of the Royston Town Party and Royston Town Council for placing their trust in her to be the new Mayor of Royston. She revealed that this would be the biggest challenge she's faced but stated that she was confident that together, the council could make a difference in Royston. Councillor Antony thanked the former Mayor and administration for all their hard work through the difficult times they've faced post-pandemic. She said she was proud to represent the Royston Town Party and thanked the people of Royston for voting for herself and her party colleagues. She added that the party would be doing its best to shop locally and promote local businesses. The Mayor expressed her great interest in education and vowed to support local schools and work on making Royston an educational hub. The Mayor also vowed to do her best to improve healthcare and transport in the town for the elderly.

The Mayor announced that her consort would be her husband Robin Antony and her charities would be Royston Make Lunch and The Mayor's Community Trust Fund.

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

It was **RESOLVED:**

That the Council places on record their sincere appreciation of the service rendered to the Town by Councillor Mark Hughes as Mayor of Royston from 2021-2022. That the Council is

very mindful that Councillor Mark Hughes has during the period fulfilled the duties of Town Mayor and has worked to further the interests of the inhabitants of the town.

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 Mark Hughes. It was then **RESOLVED** that the Council places on record their sincere appreciation of the service rendered to the Town by Mrs Hazel Hughes, his Consort, in support of the Town Mayor from 2021 to 2022.

03/23 APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR:

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

04/23 ELECTION 5th MAY 2022:

The Town Clerk announced the election results from the elections held on 5th May 2022. Those elected were:

Royston West Ward - Elizabeth Beardwell, Ruth Brown and Emma Squire-Smith. Royston Palace Ward - Lisa Adams, Robert Inwood, Bindi Jani, Lynsey Langdon and John Rees. Royston Meridian Ward - James Birch, Adam Compton, Mike Harrison, Joey Horgan and Stephen Lockett. Royston South Ward - Mary Antony and Carol Stanier.

The Town Clerk confirmed that fourteen elected councillors have signed their declaration of acceptance of office and they have been countersigned by the Town Clerk as Proper Officer of the Council. One Declaration of Acceptance of Office has not yet been received. Members **RESOLVED** to agree an extension until the next Full Council meeting on Monday 20th June 2022 for Joey Horgan to complete his Declaration of Acceptance of Office.

Councillor Harrison added his thanks on behalf of Royston Town Council to all of the councillors that had served during the last four year term for their hard work.

05/23 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Birch.

06/23 DECLARATIONS OF INTERESTS AND DISPENSATIONS:

No declarations or requests for dispensations were received.

07/23 MINUTES OF LAST COUNCIL MEETING:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on 25th April 2022 (minutes 340/22 to 351/22). The minutes were signed by the Chairman.

08/23 STANDING ORDERS:

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

09/23 APPOINTMENT OF INTERNAL AUDITOR:

It was **RESOLVED** that Haines Watts are re-appointed as the Internal Auditors for 2022-2023.

10/23 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, Royston Market, 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, sustainable travel, open spaces and climate and environmental matters, 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.

11/23 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 Compton (Chairman)
Councillor Squire-Smith (Vice-Chairman)
Councillor Antony
Councillor Birch
Councillor Brown
Councillor Harrison
Councillor Inwood
Councillor Jani
Councillor Lockett
Councillor Stanier
- b) It was **RESOLVED** that the following Councillors be appointed to the Planning Committee: -
Councillor Beardwell (Chairman)
Councillor Antony (Vice-Chairman)
Councillor Adams
Councillor Horgan
Councillor Inwood
Councillor Jani
Councillor Langdon
Councillor Lockett
Councillor Rees
Councillor Squire-Smith

c) It was **RESOLVED** that the following Councillors be appointed to the General Purpose and Highways Committee: -
Councillor Harrison (Chairman)
Councillor Stanier (Vice-Chairman)
Councillor Adams
Councillor Beardwell
Councillor Birch
Councillor Brown
Councillor Compton
Councillor Horgan
Councillor Langdon
Councillor Rees

12/23 TO APPROVE THE TERMS OF REFERENCE FOR THE FOLLOWING 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).

13/23 CONTRACTS AND AGREEMENTS WITH OTHER LOCAL AUTHORITIES:

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

- An agency agreement with North Herts Council for the Complex. Royston Town Council occupy and manage the property on behalf of NHC who own the building.
- A building compliance contract for the Town Hall and Market Hill Rooms.

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.

14/23 DIVERSITY FORUM WORKING PARTY:

1) It was **RESOLVED** that the following Members be appointed to serve on the Diversity Forum Working Party: - Councillors Adams, Jani, Lockett and Stanier

2) It was **RESOLVED** to approve the terms of reference of the working party as –

a) The working party will contain four 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. 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. Members of the working group can be invited to speak at Full Council meetings on topics being debated that are of interest to them.

c) The working party will report to Full Council.

d) A minimum of three people will constitute a quorum for meetings. This will include a minimum of two councillors.

e) Non-councillors can be invited to join the working party.

f) 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.

g) 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.

h) 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.

i) 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.

15/23 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 Beardwell
- b) Royston Community Transport – Councillor Adams
- c) Royston Coombes Community Association – Councillor Rees
- d) Royston Day Centre – Vacant
- e) Royston Army Cadet Force – Councillor Adams
- f) Royston & District Scouts Council – Councillor Squire-Smith
- g) Royston & District Twinning Association – Councillors Antony, Inwood and Squire-Smith
- h) Conservators of Therfield Heath – Councillor Brown
- i) Royston, Buntingford & South Cambridgeshire Homestart – Councillor Adams
- j) Royston Museum Trust CIO – Councillors Beardwell, Jani and Rees
- k) Creative Royston – Councillor Antony
- l) Sustainable Travel Town Joint Member Group – Councillors Harrison and Rees

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

16/23 ASSET REGISTER:

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

17/23 SCHEDULE OF DEEDS AND TRUST:

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

- 1) Town Hall
- 2) 30 Kneesworth Street
- 3) Market Hill Rooms
- 4) Green Street Allotments
- 5) Green Walk Plantation
- 6) Stile Plantation
- 7) War Memorial, Melbourn Street

- 8) Royston Cave
 - 9) Market Place
- Counterpart Lease: 30 Kneesworth Street

18/23 GENERAL POWER OF COMPETENCE:

It was **RESOLVED** that the Town Council, from 16th May 2022, until the next relevant Annual Meeting of the Council, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopt the General Power of Competence.

19/23 COUNCIL'S COMPLAINTS PROCEDURE:

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

20/23 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.

21/23 DATA PROTECTION POLICY:

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

22/23 MEDIA RELATIONS POLICY:

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

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

Members **RESOLVED** to adopt the Schedule of Meetings for 2022-2023 into the workings of the Council.

The Town Mayor then announced that the next meeting of the Town Council would be held on Monday 20th June 2022 and closed the meeting at 8.18pm.

Signed: _____
Chairman

Date _____