



# Royston Town Council

Chief Officer: Paul A. Arnill MBE

## MEETING OF ROYSTON TOWN COUNCIL

MONDAY 19<sup>th</sup> January 2026

- COMMITTEE MEMBERS:** Councillors Haugh (Chair), Antony, Squire-Smith, Adams, Brown, Freeman, Harrison, Jani, Lockett, Johnson, Beardwell, Compton, Langdon, Nutting
- PRESENT:** Councillors Haugh (Chair), Squire-Smith, Brown, Harrison, Lockett, Johnson, Beardwell, Nutting
- IN ATTENDANCE:** Chief Officer  
Deputy Chief Officer

The Chair welcomed everybody to the meeting and reminded Members to be mindful of the Climate and Biodiversity Emergency declared by Royston Town Council when making decisions on behalf of the Council.

### IN PRAYER:

Rev. Dr Stephen Sivyer, Royston Parish Church lead the meeting in prayer.

### PUBLIC PARTICIPATION:

Time will be set aside for members of the public to address the Council on items on the agenda or any matters regarding diversity issues. A maximum of 15 minutes is allocated to public participation, and any individual member of the public shall have three minutes to deliver their statement. Members of the public should contact the Chief Officer, in advance of the meeting, if they wish to speak.

### 81/26 APOLOGIES FOR ABSENCE:

**Apologies were received in advance of meeting from:** Cllrs Langdon, Jani, Freeman, Antony, Adams and District Cllr Ruth Clifton

**No Response From:** Cllr Compton

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## 82/26 DECLARATIONS OF INTEREST AND DISPENSATIONS:

Members were advised to declare any interests at the commencement of the relevant item on the agenda.

1. Chief Officer received written requests for dispensations for interests as follows:

Cllr. Beardwell – Museum Trustee – request for dispensation to debate and vote on the grant proposal from Royston Museum.

Cllr. Haugh – Museum Trustee – request for dispensation to debate and vote on the grant proposal for Royston Museum.

Cllr. Lockett – Museum Trustee – request for dispensation to debate on the grant proposal for Royston Museum.

2. Chief Officer granted requests for dispensation as appropriate.

Cllr Beardwell – request APPROVED to Debate and DENIED to VOTE.

As Cllr Beardwell is a trustee, they have a pecuniary interest in this matter and, in line with best practice will abstain from voting to ensure impartiality and avoid and perception of bias.

Cllr Haugh – request APPROVED to Debate and DENIED to VOTE.

As Cllr Haugh is a trustee, they have a pecuniary interest in this matter and, in line with best practice will abstain from voting to ensure impartiality and avoid and perception of bias

Cllr Lockett – request APPROVED to Debate.

## 83/26 TOWN MAYOR'S ANNOUNCEMENTS:

The Mayor reported on events he has attended to represent the Town, which included Remembrance Sunday Service, Propellor Memorial Ceremony at Basingbourn Barracks, Armistice Day Service, Mayors Quiz, Talk by Charity Convoy4Ukraine, RTC Christmas Lights Event, RTC Mince Pie & Mingle Event, RTC Christmas Market, Parish Church Christmas Tree Light Switch on Event and Christmas Day visits to local care homes.

## 84/26 REPORTS

1. PS Hickmott provided a local policing Report
2. Emma Canterbury provided a Royston Museum Report

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## 85/26 MINUTES:

The minutes of the meeting of the Council held on: 10<sup>th</sup> November 2025 (minutes 58/26 to 73/26) and 8<sup>th</sup> December (minutes 74/26 to 80/26) were approved as a correct record.

## 86/26 MINUTES OF COMMITTEES:

Minutes from Committee meetings, that have already been adopted into the workings of the Council, where adopted, and those not yet adopted. Please note that these minutes are received for information purposes only as the relevant Committees are those which approve the minutes for accuracy.

### The meetings held on:

- 03.11.2025 – Planning Committee (031/26 – 038/26) ADOPTED
- 10.11.2025 – Full Council (58/26 – 73/26) TO BE ADOPTED THIS MEETING
- 24.11.2025 – Finance Committee (74/26 – 91/26) ADOPTED
- 08.12.2025 – Full Council (74/26 – 80/26) TO BE ADOPTED THIS MEETING
- 15.12.2025 – Finance Committee (92/26 – 105/26) NOT ADOPTED YET

## 87/26 GRANTS

### POLICY:

Members to discuss and decide if they approve and adopt the updated Grants Policy.  
Deputy Chief Officer to update members.

The council **RESOLVED to APPROVE AND ADOPT with immediate effect, with the following amendments:** 4.3 was adjusted to £1.5k; 3.1 was adjusted to include 'non-profit organisations' and shorten the sentence; 5.3 was adjusted to include 'one of more'.

## 88/26 GRANT APPLICATION – ROYSTON TOWN FOOTBALL CLUB

The council previously held an 'in-principal' vote that they wanted to support the Royston Town Football Club with a 150<sup>th</sup> event but required a grant application be made so that funding could be appropriately allocated.

**Public participation – Alan Barlow (RTFC)** spoke on behalf of the proposal.

The council **RESOLVED to APPROVE the grant for £1,603.81**

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## 89/26. GRANT APPLICATION – FLIPSIDE

**Public Participation:** Jo Brooker and David Kaufman spoke on behalf of the proposal

The council **RESOLVED** to **APPROVE** the grant for **£1,500**

## 90/26 GRANT APPLICATION – ROYSTON MUSEUM

The council previously discussed a proposal from Royston Museum. Royston Museum presented a grant application.

**Public Participation:** John Davison spoke on behalf of the proposal.

## 91/26 VOTE TO DETERMINE WHO WILL PRESIDE OVER THE MEETING

Due to the chair having a pecuniary interest and the vice-chair being absent, the council held a vote to **RESOLVE** that **Cllr. Squire-Smith** would **preside over the vote** for the Royston Museum grant.

## 92/26 COUNCILLORS LEFT THE ROOM

Cllrs Beardwell, Haugh and Lockett left the room ahead of the vote due to declared pecuniary interests.

## 93/26 GRANT APPLICATION – ROYSTON MUSEUM VOTE

The council **RESOLVED** to **APPROVE** a **one-off grant for £2,500** with comments that this was to be considered a 'bridging fund' and any further discussion for funding should be done at the SLA review in October 2026.

## 94/26 COUNCILLORS RETURNED TO THE ROOM

Cllrs Beardwell, Haugh and Lockett returned to the room for the rest of the meeting.

## 95/26. S106 STATUS UPDATE

Deputy Chief Officer provided an update on S106 funding status for Royston Town Council.

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## 96/26 PROPOSAL – ROYSTON CAVE

**Cave Manager** - Emma Shaw spoke to speak on behalf of the proposal.

Members to consider a proposal from the Cave Manager regarding acquisition of a site adjacent to the cave.

The council **RESOLVED** to **APPROVE** the proposal.

## 97/26 PROPOSAL – THE ROYSTON VENUE

**Cllr. Nutting** – Spoke on behalf of the proposal.

The council **RESOLVED** to **APPROVE** the proposal.

## 98/26 ROLES FOR INCLUSION IN THE LOCAL GOVERNMENT PENSION SCHEME

The pension system requires a documented minute confirming roles, start dates at the council and start dates (or intended start dates) to join the pension fund. Members to review and determine which roles they want to include.

Role Title	Start date	Pension start date
Chief Officer	02/06/2025	20/09/2025
Deputy Chief Officer	03/11/2025	03/02/2026
Finance Officer	01/09/2025	20/12/2025
Administration Officer	04/08/2025	20/11/2025
Administration Assistant	17/06/2025	20/09/2025
Caretaker	10/11/2025	03/02/2026
Part-time Caretaker	09/02/2024	20/09/2025
Cave Manager	02/04/2022	20/09/2025
Facilities Manager	02/01/2019	TBC
Markets Assistant	03/01/2023	TBC

The council **RESOLVED** to **APPROVE** adding all these roles to the **Local Government Pension Scheme**, with a comment that they would like all roles to have this option in the future as well.

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## 99/26 POLICY UPDATES

The following policies have been created using the NALC model templates as a foundation and in consultation with 'Council HR and Governance Support' as well as members of the council. These updates have been aligned with current working practices.

## 100/26 STANDING ORDERS

Members to discuss the updates to the Standing Orders.

The council **RESOLVED** to **APPROVE AND ADOPT** the Standing Orders with immediate effect.

## 101/26 FINANCIAL REGULATIONS

Members to discuss the updates to the Financial Regulations.

The council **RESOLVED TO APPROVE AND ADOPT** the Financial Regulations with immediate effect.

## 102/26 SCHEME OF DELEGATION/TERMS OF REFERENCE UPDATE

Members to discuss the updates to the Scheme of Delegation/terms of reference.

The council **RESOLVED TO APPROVE AND ADOPT** the Scheme of Delegation/terms of reference with immediate effect, with a caveat that the overall structure would be adopted in line with the annual meeting in May 2026.

## 103/26 FREE AFTER 3 PARKING UPDATE

The Chief Officer provided an update regarding the Free after 3 scheme and parking rates across Royston.

The council **RESOLVED** to provide the following comments for response to NHDC: The council confirms that they prefer the tariff structure proposed by the RTC officers but that they remain unhappy about losing the free after 3 scheme. They also note that they are willing to continue exploring the suggestion from Royston BID of a December subsidy at a total subsidy cost of approximately £30k, pending further discussion.

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4/2026



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## 104/26 BUDGET AND PRECEPT DEMAND

Members to discuss the final version of the 2026/2027 budget and precept demand. The Chief Officer and Deputy Chief Officer are available to answer questions.

An amendment was proposed by Cllr. Nutting and seconded by Cllr. Brown and **NOT APPROVED** to use £75,000 of reserves to supplement the budget.

The council **RESOLVED TO APPROVE** without changes the final budget for 2026/2027, setting the precept per band D equivalent at £85.75, constituting an increase of £2.21 per month.

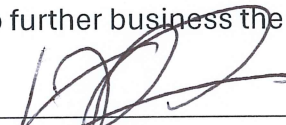
## 105/26 HALL HIRE RATES

Members to discuss and decide on updating the Town Hall hire rates for the new financial year prepared by the Administration Officer.

The council **RESOLVED to DEFER** discussion on the hall hire rates to a later meeting.

**Date of next meeting: Full Council 16<sup>th</sup> March 2026.**

There being no further business the Chairman closed the meeting

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


Date: Mar 20 2026

