



Royston Town Council

Chief Officer: Paul A. Arnill MBE

MEETING OF ROYSTON TOWN COUNCIL

MONDAY 18th May 2026

MEMBERS OF THE COUNCIL: Cllrs. Elizabeth Freeman, Ed Nutting, Tim Johnson, Bryony May, Edward McGowan, Bulbul Ahmed, Steve Claydon, Lisa Thompson, Piotr Zolopa, Callum Bartram-Bell, Paul Brown, Gerald Jackson, David May

PRESENT: Cllrs. Elizabeth Freeman, Tim Johnson, Bryony May, Bulbul Ahmed, Steve Claydon, Lisa Thompson, Piotr Zolopa, Callum Bartram-Bell, Paul Brown, Gerald Jackson, David May

IN ATTENDANCE: Chief Officer, Deputy Chief Officer

MINUTES

FC/18.05.2026/1. ELECTION OF THE CHAIR AND VICE-CHAIR OF THE COUNCIL

The council **RESOLVED** to **APPOINT** Cllr Freeman as Chair and Mayor of the council, and Cllr Johnson as Vice-Chair and Deputy Mayor of the council.

FC/18.05.2026/3. DELIVERY OF ACCEPTANCE OF OFFICE FORMS

Chief Officer acknowledged the acceptance of office forms of councillor from all councillors.

Cllr Freeman made her declaration of acceptance of office for the roles of Chair and the Mayor as well as signing for both.

The Chief Officer counter-signed.

Cllr Johnson made his declaration of acceptance of office for the roles of Deputy Chair and Deputy Mayor as well as signing for both.

The Chief Officer counter-signed.

FC/18.05.2026/3.1 The Chair called a short break in the meeting to allow for photos.

FC/18.05.2026/3.2 The Chair reconvened the meeting.

FC/18.05.2026/4. APOLOGIES:

To receive apologies for absence.

Apologies Received From: Cllrs. Nutting and McGowan

Substitutes: None Provided

No Response From: N/A



Royston Town Council

Chief Officer: Paul A. Arnill MBE

- FC/18.05.2026/5. INFORMATION FOR COUNCILLORS AND PUBLIC**
The Chair informed the council regarding the climate and biodiversity emergency and reiterated the rules for public participation.
- FC/18.05.2026/6. DECLARATION OF INTERESTS, GIFTS, HOSPITALITY AND DISPENSATIONS**
The Chair reiterated the requirements regarding pecuniary declarable interests and otherwise declarable interests.
- FC/18.05.2026/7. DECLARATIONS RECEIVED**
None received.
- FC/18.05.2026/8. DISPENSATIONS GRANTED OR DECLINED**
Not applicable.
- FC/18.05.2026/9. MINUTES OF PREVIOUS COUNCIL MEETINGS**
The council **RESOLVED** to accept the minutes, and the chair signed the following minutes:

16th March 2026 (minutes 106/26 – 116/26)
17th March 2026 (minutes 117/26 – 120/26)
20th April 2026 (minutes 121/26 – 132/26)
- FC/18.05.2026/10. MINUTES FROM COMMITTEE MEETINGS FOR INFORMATION PURPOSES**
The chair acknowledged they received the minutes for the following meetings:

30.03.2026 – Finance Committee (136/26 – 151/26)
27.04.2026 – Finance Committee (152/26 – 164/26)
- FC/18.05.2026/11. APPOINTMENT OF ANY NEW COMMITTEES BY THE COUNCIL**
None wanted to be created.
- FC/18.05.2026/14. APPOINTMENT OF MEMBERS TO COMMITTEES**
To appoint members of the council to committees, sub-committees and working parties.
- FC/18.05.2026/14.1. FINANCE COMMITTEE**
The Council **RESOLVED** to **APPOINT** Paul Brown as Chair, Ed Nutting as Vice-Chair and the following to the committee: Ed McGowan, Elizabeth Freeman, BulBul Ahmed, Steve Claydon, David May, Gerald Jackson and Callum Bartram-Bell.



Royston Town Council

Chief Officer: Paul A. Arnill MBE

FC/18.05.2026/14.2. PLANNING AND INFRASTRUCTURE COMMITTEE

The Council **RESOLVED** to **APPOINT** Steve Claydon as Chair, Bryony May as Vice-Chair and the following to the committee: Ed McGowan, BulBul Ahmed, Lisa Thompson, Piotr Zolopa, Tim Johnson, Gerald Jackson and Callum Bartram-Bell.

FC/18.05.2026/14.3. HUMAN RESOURCES COMMITTEE

The council **RESOLVED** to **APPOINT** Bryony May as Chair, Tim Johnson as Vice-Chair and the following to the committee: Ed Nutting, David May, Paul Brown, and Elizabeth Freeman.

FC/18.05.2026/14.4. EVENTS SUB-COMMITTEE

The Council **RESOLVED** to **APPOINT** Bryony May, Elizabeth Freeman, BulBul Ahmed, Lisa Thompson and Paul Brown to the committee. 1 More to be chosen at a later date. Chair to be chosen at the first meeting.

FC/18.05.2026/14.5. VENUE SUB-COMMITTEE

The Council **RESOLVED** to **APPOINT** Ed Nutting as Chair and the following to the committee: Tim Johnson, David May and Elizabeth Freeman.

FC/18.05.2026/14.6. ALLOTMENTS WORKING PARTY

The Council **RESOLVED** to **APPOINT** Elizabeth Freeman, Piotr Zolopa, David May and Callum Bartram-Bell to the working party. Chair to be chosen at the first meeting.

FC/18.05.2026/14.7. BIODIVERSITY AND CLIMATE ACTION WORKING PARTY

The Council **RESOLVED** to **APPOINT** Bryony May, Elizabeth Freeman, Piotr Zolopa, Paul Brown and David May to the working party. Chair to be chosen at first meeting.

FC/18.05.2026/12. REVIEW AND ADOPTION OF DELEGATION ARRANGEMENTS

The council **RESOLVED** to **DEFER** review and adoption of the scheme of delegation, and to set up a working party to review the document at the next meeting in June.

FC/18.05.2026/13. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

The council **RESOLVED** to **DEFER** review of the financial regulations to the next meeting in June, with the finance committee reviewing them in the interim and for the standing orders to be reviewed by a working party and then discussed at the next meeting in June.

FC/18.05.2026/15. BANK MANDATE SIGNATORIES

The council **RESOLVED** to **APPOINT** Ed Nutting, Elizabeth Freeman, Paul Brown and Gerald Jackson as bank mandate signatories.



Royston Town Council

Chief Officer: Paul A. Arnill MBE

- FC/18.05.2026/16. PENSIONABLE ROLES**
The council **RESOLVED** to add the role of “Cleaner” and “Senior Caretaker” as pensionable roles.
- FC/18.05.2026/17. REVIEW OF ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES AND BUSINESSES**
- FC/18.05.2026/17.1 ROYSTON MUSEUM + TRUST**
The Chief Officer provided an update to the council regarding the Royston Museum SLA and governance.
- FC/18.05.2026/17.2 NORTH HERTS COUNCIL (DISTRICT)**
The Chief Officer provided an update on the Rental of the Annex for offices.
- FC/18.05.2026/17.3 NORTH HERTS COUNCIL (DISTRICT)**
The Council **RESOLVED** to **DEFER** to the next full council meeting.
- FC/18.05.2026/17.4 CAVE TRUST**
The council **RESOLVED** to put forward Cllr Bartram-Bell as a member of the Cave Trust.
- FC/18.05.2026/17.5 MAYORS COMMUNITY TRUST FUND**
The council **RESOLVED** to **DEFER** until the finance officer provides further reports on trusts.
- FC/18.05.2026/17.6 TWINNING ASSOCIATION**
The council confirmed that Cllr Freeman as Mayor would be on this association.
- FC/18.05.2026/18. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**
- FC/18.05.2026/18.1 HAPTC**
The council **RESOLVED** for Cllr Bryony May to represent the council with HAPTC.
- FC/18.05.2026/18.2 SUSTAINABLE TRAVEL TOWN**
The council **RESOLVED** for Cllrs Freeman and Thompson to represent the council at sustainable travel town meetings.



Royston Town Council

Chief Officer: Paul A. Arnill MBE

- FC/18.05.2026/19.1 ELIGIBILITY FOR THE GENERAL POWER OF COMPETENCE**
The council acknowledged that with regard to The Parish Councils (General Power of Competence) (Prescribed conditions) Order 2012, the council confirmed that it is currently ineligible for the General Power of Competence. The Chief Officer is currently doing the CiLCA qualification, which upon completion enables the council to confirm eligibility again.
- FC/18.05.2026/19.2** The chair called a short break in the meeting.
- FC/18.05.2026/19.3** The chair reconvened the meeting.
- FC/18.05.2026/28. DETERMINING THE TIME AND PLACE OF COUNCIL AND COMMITTEE MEETINGS**
The council **RESOLVED** to **ACCEPT** the calendar with the adjustments of the date for Welcome to Royston and the Annual Town Meeting.
- FC/18.05.2026/29. REVIEW OF FAITH LEADERS PROVIDING PRAYERS AT FULL COUNCIL MEETINGS**
The council **RESOLVED** to change the name of this to 'civic moments of reflection' and to include both faith and non-faith speakers with a method of how to invite these being determined at a later time.
- FC/18.05.2026/20. REVIEW OF INVENTORY OF LAND AND OTHER ASSETS**
Members confirmed they've seen the inventory and look forward to receiving the updated version from the finance officer in due course.
- FC/18.05.2026/21. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER**
The Chief Officer confirmed the arrangements for insurance cover.
- FC/18.05.2026/22. REVIEW OF THE COUNCIL'S SUBSCRIPTIONS TO OTHER BODIES**
The council confirmed they have seen the document.
- FC/18.05.2026/23. REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE**
Requested for officers to update to chief officer from town clerk – asked for updated version when possible.
- FC/18.05.2026/24. REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**
The council **RESOLVED** for these policies to be updated with priority.
- FC/18.05.2026/25. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
No comments.



Royston Town Council

Chief Officer: Paul A. Arnill MBE

- FC/18.05.2026/26. REVIEW OF THE COUNCIL'S EMPLOYMENT/STAFF POLICIES AND PROCEDURES**
The council **RESOLVED** to **DEFER** review of these documents as a matter of priority to the Human Resources committee.
- FC/18.05.2026/27. REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER LGA S.137 OR GPC.**
No resolutions.

Date of next meeting: 22nd June 2026.

There being no further business the Chairman closed the meeting

Signed: *Paul A. Arnill*

Date: *22nd June 2026*