

Royston Town Council

Full Council meeting 19th October 2020

Supporting Papers

Agenda item 7

Bank reconciliation August 2020

Royston Town Council 2020-2021			
Bank Reconciliation August 2020			
Receipts		Payments	
B/F	734,930.05	B/F	134,887.01
August income	12,608.96	August payments	23,849.77
	747,539.01		158,736.78
Receipts to date	747,539.01		
Less Payments to date	158,736.78		
	588,802.23		
Represented by			
RTC Current Account -		42,404.71	
Less un-cleared Chqs		- 30,312.69	
		12,092.02	
Business Premium account		9,693.71	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		401,072.00	
Public Sector Deposit Fund		100,000.00	
Takings Account		222.50	
		588,802.23	
War Memorial Account			
Receipts		Payments	
B/F	3,385.29	B/F	-
August Receipts		August Payments	
	3,385.29		-
Receipts to date	3,385.29		
Less Payments to date	-		
	3,385.29		
	In Treasurers BPA	In Current	Total
RTC War Memorial	3,206.00	179.29	3,385.29
			3,385.29
		Unpresented cheques	-
			3,385.29
Petty Cash for noting	01/08/2020	31/08/2020	
Office	100.06	100.06	
Museum	90.09	90.09	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	£ 295.15	£ 295.15	

Royston Town Council 2020-2021

Charity Accounts - August 2020

Cave Account

<u>Receipts</u>		<u>Payments</u>	
B/F	34,895.46	B/F	-
August Receipts		August Payments	
	34,895.46		-
Receipts to date	34,895.46		
Less Payments to date	-		
	34,895.46		
Represented by			
RTC - Cave Account	34,895.46		
Less un-cleared Chqs	-		
		£ 34,895.46	

Leete Account

<u>Receipts</u>		<u>Payments</u>	
B/F	19,541.34	B/F	19.75
August Receipts	160.60	August Payments	6.35
	19,701.94		26.10
Receipts to date	19,701.94		
Less Payments to date	26.10		
	19,675.84		
Represented by			
RTC - Leete Account	19,675.84		
Less un-cleared Chqs			
		£ 19,675.84	

Town Mayor's Community Trust Fund

<u>Receipts</u>		<u>Payments</u>	
B/F	21,163.21	B/F	19.95
Receipts	0.30	Payments	7.00
	21,163.51		26.95
Receipts to date	21,163.51		
Less Payments to date	26.95		
	21,136.56		
Represented by			
Mayor's Charity monies	178.47		
Community Fund	20,958.09		
Less un-cleared Chqs			
		£ 21,136.56	

Bank reconciliation September 2020

Royston Town Council 2020-2021			
Bank Reconciliation September 2020			
<u>Receipts</u>		<u>Payments</u>	
B/F	747,539.01	B/F	158,736.78
September income	215,341.05	September payments	57,501.27
	962,880.06		216,238.05
Receipts to date	962,880.06		
Less Payments to date	216,238.05		
	746,642.01		
Represented by			
RTC Current Account -		46,936.32	
Less un-cleared Chqs		- 26,915.22	
		20,021.10	
Business Premium account		9,695.05	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		551,203.86	
Public Sector Deposit Fund		100,000.00	
Takings Account			
		746,642.01	
War Memorial Account			
<u>Receipts</u>		<u>Payments</u>	
B/F	3,385.29	B/F	-
September Receipts	0.02	September Payments	
	3,385.31		-
Receipts to date	3,385.31		
Less Payments to date	-		
	3,385.31		
	In Treasurers BPA	In Current	Total
RTC War Memorial	3,206.00	179.31	3,385.31
			3,385.31
		Unpresented cheques	-
			3,385.31
Petty Cash for noting	01/09/2020	30/09/2020	
Office	100.06	100.06	
Museum	90.09	90.09	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	£ 295.15	£ 295.15	

Royston Town Council 2020-2021
Charity Accounts - September 2020

Cave Account

<u>Receipts</u>		<u>Payments</u>	
B/F	34,895.46	B/F	-
September Receipts		September Payments	
	34,895.46		-
Receipts to date	34,895.46		
Less Payments to date	-		
	34,895.46		
Represented by			
RTC - Cave Account	34,895.46		
Less un-cleared Chqs	-		
		£ 34,895.46	

Leete Account

<u>Receipts</u>		<u>Payments</u>	
B/F	19,701.94	B/F	26.10
September Receipts	0.21	September Payments	1,579.70
	19,702.15		1,605.80
Receipts to date	19,702.15		
Less Payments to date	1,605.80		
	18,096.35		
Represented by			
RTC - Leete Account	18,546.35		
Less un-cleared Chqs	450.00		
		£ 18,096.35	

Town Mayor's Community Trust Fund

<u>Receipts</u>		<u>Payments</u>	
B/F	21,163.51	B/F	26.95
Receipts	-	Payments	6.00
	21,163.51		32.95
Receipts to date	21,163.51		
Less Payments to date	32.95		
	21,130.56		
Represented by			
Mayor's Charity monies	178.47		
Community Fund	20,952.09		
Less un-cleared Chqs			
		£ 21,130.56	

Income and expenditure 2020-2021 Year to date

ROYSTON TOWN COUNCIL																				
Summary of Royston Town Council Income & Expenditure for 2020-2021 to-date against allocated budget																				
EXPENDITURE		Quarter 1					Quarter 2					Quarter 3			Quarter 4					
		April	May	June	Estimated Quarterly Budget	QTD Variance	July	Aug	Sept	Estimated Quarterly Budget	QTD Variance	Oct	Nov	Dec	Jan	Feb	March	Year to Date	Agreed Budget	YTD Budget variance
Admin/Democracy		9,561	8,955	8,588	31,863	85%	9,649	9,486	17,866	27,165	136%	-	-	-	-	-	-	64,105	117,443	109%
Museum		6,636	6,244	7,654	25,132	82%	6,069	3,497	7,129	25,286	66%	-	-	-	-	-	-	37,229	100,819	74%
Town Hall		3,553	2,810	2,980	14,871	63%	2,626	2,853	3,184	11,444	76%	-	-	-	-	-	-	18,007	57,337	63%
Priory Rooms		334	353	319	1,136	89%	319	319	375	938	108%	-	-	-	-	-	-	2,019	14,428	28%
Market Hill Rooms		4,866	1,247	1,553	3,141	244%	1,702	1,423	804	3,724	105%	-	-	-	-	-	-	11,595	23,853	97%
Other Expenses		2,847	668	-	7,800	45%	-	-	-	9,950	0%	-	-	-	-	-	-	3,515	35,385	20%
Royston Cave		726	839	623	5,672	39%	637	987	717	5,168	45%	-	-	-	-	-	-	4,530	19,224	47%
Allotments		353	235	757	860	156%	213	213	250	1,246	54%	-	-	-	-	-	-	2,021	4,409	92%
War Memorial		597	118	106	1,897	43%	106	106	125	309	109%	-	-	-	-	-	-	1,158	2,864	81%
30 Kneesworth Street		371	59	53	1,065	45%	53	53	63	302	56%	-	-	-	-	-	-	652	2,010	65%
Plantations		776	235	840	2,279	81%	806	213	563	1,918	83%	-	-	-	-	-	-	3,433	18,039	38%
Public Conveniences		167	177	159	1,112	45%	159	159	188	1,626	31%	-	-	-	-	-	-	1,009	5,084	40%
Markets and Parking		3,498	3,539	3,680	11,423	94%	13,137	3,535	3,891	22,518	91%	-	-	-	-	-	-	31,280	67,200	93%
TOTAL EXPENDITURE		34,285	25,480	27,312	108,250	80%	35,476	22,844	35,155	111,596		-	-	-	-	-	-	180,553	468,095	
INCOME		Quarter 1					Quarter 2					Quarter 3			Quarter 4					
		April	May	June	Estimated Quarterly Budget	QTD Variance	July	Aug	Sept	Estimated Quarterly Budget	QTD Variance	Oct	Nov	Dec	Jan	Feb	March	Year to Date	Agreed Budget	
Interest		50	66	59	383	46%	25	16	145	376	49%							361	1,500	48%
Town Hall		-	-	-	6,110	0%	-	-	1,041	4,806	22%	-	-	-	-	-	-	1,041	22,600	9%
Priory Centre		-	-	-	1,055	0%	-	-	-	1,122	0%	-	-	-	-	-	-	-	6,200	0%
Market Hill Rooms		- 30	-	-	4,461	-1%	-	-	122	3,473	4%	-	-	-	-	-	-	92	14,600	1%
Cave		-	-	-	4,684	0%	-	-	-	6,691	0%	-	-	-	-	-	-	-	12,000	0%
Allotments		261	66	77	295	137%	194	41	24	305	85%	-	-	-	-	-	-	662	5,399	25%
30 Kneesworth Street		-	-	4,128	4,117	100%	-	-	3,813	-	-	-	-	-	-	-	-	7,940	15,565	102%
Museum		-	-	4	128	3%	-	-	538	688	78%	-	-	-	-	-	-	542	1,000	108%
Markets and Parking		3,953	1,415	1,863	16,213	45%	3,962	2,425	8,876	14,509	105%	-	-	-	-	-	-	22,494	60,000	75%
TOTAL INCOME		4,234	1,547	6,129	37,447	32%	4,181	2,482	14,558	31,970		-	-	-	-	-	-	33,131	138,864	
PRECEPT		158,955							158,955									317,910	317,910	
CTRS grants		5,661							5,661									11,322	11,321	
Balance																		£ 181,811	£ -	

Agenda item 9 – Revised budget 2020-2021

Royston Town Council - Draft Budget 2020-2021, revised forecast

<u>Summary</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2020-2021 YTD</u>	<u>2020-2021</u>	<u>2019-2020</u>	<u>2018-2019</u>	<u>2017-2018</u>
	<u>Revised forecast</u>	<u>Revised forecast worst case scenario for income</u>	<u>Year to Date - 6 months to 30.09.20</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>	<u>Year End</u>
<u>EXPENDITURE</u>							
Admin/Democracy	128,229	128,229	64,107	117,443	96,707	102,486	109,171
Museum	100,060	100,060	37,229	100,819	83,841	83,466	87,419
Town Hall	52,705	52,705	18,006	57,337	48,512	47,701	45,707
Priory Rooms	12,928	12,928	2,019	14,428	12,007	12,053	10,473
Market Hill Rooms	23,454	23,454	11,595	23,853	28,918	23,296	29,191
Plantations	18,019	18,019	3,433	18,039	17,304	16,314	15,752
Other Expenses	32,585	32,585	3,515	35,385	13,115	11,992	11,084
Royston Cave	12,974	12,974	4,530	19,224	16,029	10,498	6,015
Allotments	4,409	4,409	2,021	4,409	3,847	4,037	3,703
War Memorial	2,875	2,875	1,158	2,864	2,416	3,530	4,007
30 Kneesworth St	2,010	2,010	652	2,010	866	913	3,283
Town Manager(LGA 72 s144)	0	0	0	0	13,200	10,000	10,000
Public Conveniences	3,584	3,584	1,009	5,084	3,095	3,365	17,039
Markets and Parking	66,144	66,144	31,280	67,200	59,788	49,432	54,911
Extraordinary expenditure from reserves					45,345		
TOTAL EXPENDITURE	459,976	459,976	180,554	468,095	444,990	379,083	407,755
<u>INCOME</u>							
Interest	300	300	216	1,500	2,482	1,823	550
Museum	542	542	542	1,000	749	796	903
Town Hall	9,000	1,041	1,041	22,600	31,554	28,627	35,128
Priory Centre	1,000	0	0	6,200	5,272	5,909	7,093
Market Hill Rooms	2,470	92	92	14,600	15,481	17,612	15,280
Allotments	5,399	5,399	662	5,399	5,631	5,579	5,410
30 Kneesworth St	15,565	15,565	7,940	15,565	15,550	15,567	15,555
Royston Cave	0	0	0	12,000	11,871	120	
Markets and Parking	38,000	22,494	22,494	60,000	68,707	61,351	57,263
TOTAL INCOME	72,276	45,433	32,987	138,864	157,297	137,384	137,182
NET EXPENDITURE	387,700	414,543	147,567	329,231	287,693	241,699	270,573
Precept	317,910	317,910	158,955	317,910	305,934	272,270	269,313
CTRS Grant	11,321	11,321	5,661	11,321	11,404	11,339	11,450
1% NHDC overcharge					0	2,718	
Net difference	-58,469	-85,312	17,049	0	29,645	44,628	10,190

**Melbourn Area Youth Development (MAYD)
proposal for
Royston Town Council
19th October 2020**

Background

Royston Town Council has been approached by Melbourn Area Youth Development (MAYD) to ask if we would consider supporting their youth club, as a significant number of young people attending live in Royston. The club is now preparing to reopen following an interruption due to Covid-19.

Current situation

There is very little for young people outside of school time and MAYD fills an important gap in provision. Groundwork, the organisation that runs the youth club, is a respected and tried and tested community development provider. We're at an important point now in terms of Covid having limited many opportunities for social and personal development, and for young people to gain that experience in a safe environment. Groundwork has the resource and confidence to re-open this youth club safely.

The MAYD Joint Committee, made up of representatives from Melbourn, Meldreth, Shepreth and Foxton Parish Councils, met on 7th October with a view to discussing resumption of youth club activities in Melbourn.

Funding

Currently, participating Parish Council's contribute towards the cost of the youth club based on attendances by young people from their respective villages. However, as this is an open access youth club, young people from other villages are welcome to attend and the cost is distributed proportionally between the contributing members.

Attendances at Melbourn youth club by young people from Royston has risen steadily and, for the year ended August 2019, there were 96 attendances from Royston which represented 14.2% of total attendances, coming second only to Melbourn. This is driven by an increase in students from Royston attending Melbourn Village College, where they become an important part of the local community through the friendship groups created. The cost of attendances from young people resident in Royston equates to approximately £1,350, a cost which is currently absorbed by contributing members, including many small Parish Councils (see attached spreadsheet for more details).

Request of RTC

MAYD are delighted that young people from Royston are accessing the youth club. However, to more equitably share the financial burden, they are inviting Royston Town Council to consider joining the Joint Committee. This would enable Royston Town Council to represent the best interests of our young people and also provide opportunities for greater collaboration across our communities.

Members are to resolve that Royston Town Council:

- a. joins the MAYD Joint Committee
- b. contributes financially to the cost of this service in proportion to the attendances by young people from Royston.

MAYD - proposed charges per member Parishes & Foxton for 2020/21 AMENDED

(Based on youth club attendance in academic year Sept 2018 to Aug 2019)

MAYD member		Apportionment of Groundwork costs based on attendance		Reallocation of 'Elsewhere' to MAYD members	Proposed MAYD Charges 2020-21	Original version 2020-21 (invoiced)	MAYD Charges 2019-20
		% of	%	% of			
<u>Total sessions attended</u>		677	9,529	2,195.75			
Barrington		36	5.3%	508.71			
Fowlmere		21	3.1%	295.58			
Melbourn	Y	456	67.4%	6,418.35	1,955.59	8,374	14,325
Meldreth	Y	55	8.1%	774.14	235.87	1,010	2,972
Royston		96	14.2%	1,351.23			
Foxton	Note	9	1.3%	128.68		127	363
Shepreth	Y	1	0.1%	14.08	4.29	18	29
Cambridge		3	0.4%	42.23			
		677	100%	9,529.00	2,195.75	9,529	17,688
			MAYD	7,206.57			17,115
			Elsewhere	2,195.75			
Total		677	Foxton	128.68			
"Elsewhere"		156		9,529.00			
Foxton	Note	9					
MAYD member		512					

MAYD attendance Sept 2017 to March 2019 (breakdown from Groundworks of session attendance per village)											
								MAYD members	MAYD + Royston	Total Royston children	
1	<u>Sep-17</u>	3 sessions		<u>Total sessions attended</u>	% of	% of	% of				
	Young people	Sessions			1171	969	1098				
	Foxton	1	1	Barrington	46	3.9%				June	4
	Melbourn	21	39	Fowlmere	26	2.2%				July	4
	Meldreth	10	14	Melbourn	752	64.2%	77.61%	68.49%		September	5
				Meldreth	188	16.1%	19.40%	17.12%		October	6
				Royston	129	11.0%		11.75%		November	6
2	<u>October</u>	3 sessions		Foxton	28	2.4%	2.89%	2.55%		December	6
	Young people	Sessions		Shepreth	1	0.1%	0.10%	0.09%		January	4
	Barrington	2	3	Cambridge	1	0.1%				February	7
	Foxton	1	1							March	6
	Melbourn	24	55	Total	1171					Total Royston attendances	74
	Meldreth	9	21	"Elsewhere"	202					Average Royston children per month	4.11
	Royston	5	8								
				4 PC total	969						
3	<u>November</u>	4 sessions		Elsewhere	73						
	Young people	Sessions		(excl Royston)							
	Barrington	3	7								
	Foxton	2	5	4 PC + Royston	1098						
	Melbourn	26	70	total							
	Meldreth	9	25								
4	<u>December</u>	2 sessions									
	Young people	Sessions									
	Barrington	3	3								
	Foxton	1	1								
	Melbourn	21	26								
	Meldreth	9	12								
5	<u>Jan-18</u>	3 sessions									
	Young people	Sessions									
	Foxton	2	3								
	Melbourn	24	52								
	Meldreth	6	9								
	Royston	6	12								
6	<u>February</u>	2 sessions									
	Young people	Sessions									
	Foxton	1	1								
	Melbourn	14	19								
	Meldreth	3	4								
	Royston	2	3								
7	<u>March</u>	4 sessions									
	Young people	Sessions									
	Barrington	2	3								
	Fowlmere	1	4								
	Foxton	2	6								
	Melbourn	19	59								
	Meldreth	6	11								
	Royston	2	7								
8	<u>April</u>	2 sessions									
	Fowlmere	1	1								
	Foxton	1	1								
	Melbourn	17	27								
	Meldreth	3	5								
	Royston	5	6								

9	<u>May</u>	4 sessions							
	Young people	Sessions							
	Barrington	2	4						
	Cambridge	1	1						
	Fowlmere	1	3						
	Foxton	2	3						
	Melbourn	24	68						
	Meldreth	6	12						
	Royston	6	15						
	Shepreth	1	1						
10	<u>June</u>	3 sessions							
	Young people	Sessions							
	Barrington	3	4						
	Fowlmere	1	2						
	Melbourn	20	52						
	Meldreth	8	22						
	Royston	4	12						
11	<u>July</u>	3 sessions							
	Young people	Sessions							
	Barrington	2	4						
	Fowlmere	1	2						
	Melbourn	16	30						
	Meldreth	5	13						
	Royston	4	10						
	<u>August</u>	0 sessions							
12	<u>September</u>	3 Sessions							
	Young people	Sessions							
	Barrington	4	7						
	Fowlmere	1	1						
	Foxton	1	1						
	Melbourn	27	55						
	Meldreth	7	11						
	Royston	5	10						
13	<u>October</u>								
	Young people	Sessions							
	Barrington	1	1						
	Fowlmere	1	2						
	Foxton	1	2						
	Melbourn	33	59						
	Meldreth	6	10						
	Royston	6	13						
14	<u>November</u>	4 Sessions							
	Young people	Sessions							
	Barrington	3	3						
	Fowlmere	2	6						
	Melbourn	23	51						
	Meldreth	5	8						
	Royston	6	12						
15	<u>December</u>	3 Sessions		17	<u>February</u>				
	Young people	Sessions			Young people	Sessions			
	Barrington	2	4		Barrington	1	1		
	Fowlmere	1	2		Fowlmere	0	0		
	Foxton	1	1		Foxton	1	1		
	Melbourn	23	43		Melbourn	20	27		
	Meldreth	3	4		Meldreth	4	4		
	Royston	6	12		Royston	7	9		
16	<u>January</u>	3 Sessions		18	<u>March</u>				
	Young people	Sessions				4 Sessions			
	Barrington	2	3		Young people	Sessions			
	Fowlmere	2	3		Barrington	1	4		
	Foxton	1	2		Fowlmere	1	1		
	Melbourn	23	47		Foxton	1	1		
	Meldreth	3	7		Cambridge	1	1		
	Royston	4	9		Melbourn	26	56		
					Meldreth	4	8		
					Royston	6	10		

Agenda item 13 - Council meetings

Royston Town Council

Full Council meeting 19th October 2020

Agenda item 13 – Council meetings

Guidance for face to face meetings

Notice of Council Meeting

A Covid-19 protocol notice to be added to public notification of meeting on Council website and notice boards

Explain:

Temperature will be taken before they enter the building and they will then be invited to use the touch free hand sanitiser

Masks are optional but should be provided by the member of public if required (It should be possible to maintain a 2m distance at all times)

No refreshments can be provided but if they bring their own water bottles or similar, they must take away with them at the end of the meeting.

They should take away or place any Council agenda/paperwork in the receptacle provided at the end of the meeting.

Toilets can be used at own risk.

Day before the meeting - Councillors

Councillors and staff to notify the Clerk if they plan to attend the Council meeting. A telephone number should already be known where they can be contacted in the event of a Covid outbreak. This will assist with supporting the NHS track and trace service.

Explain:

Temperature will be taken before they enter the building and they will then be invited to use the touch free hand sanitiser

Masks are optional but should be provided by the Councillor if required (It should be possible to maintain a 2m distance at all times)

No refreshments can be provided but Councillors may bring their own water bottles which they must take away with them at the end of the meeting.

Councillors should also bring their own pen and paper as these cannot currently be provided.

They should take away or place any Council agenda/paperwork in the receptacle provided at the end of the meeting.

Toilets can be used at own risk.

Day of meeting

Before allowing entry to the Council Chamber, ensure that meeting room door is left open to allow hand free access to a reception area.

Members of the Council, staff and public to be greeted by Council staff. Take temperature before they enter the Council chamber – record the temperature along with a contact telephone number.

Stand back and invite client to sanitise their hands.

Ask client to enter the Council Chamber and take a designated seat (socially distanced at least 2m)

After the public part of the meeting ask members of the public to leave via a door open so that this can be done exiting without having to touch anything. They can use hand sanitiser again before leaving if required.

Anti-bac wipes should be used to clean chairs and table in the Council chamber at the end of the meeting.

Proposal – The Council will return to face to face meetings for Full Council and Committees from 1st January 2021, however for the remainder of the current civic year the option of a hybrid meeting will be offered, allowing Councillors and members of the public to access the meeting via zoom if they choose.

Councillor Mark Hughes

September 2020

Agenda item 15 – Diversity Forum

Terms of reference for the Diversity Forum Working Party -

- a) The working party will contain three 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 four members will constitute a quorum for meetings. This will include a minimum of two councillors and any two other members of the working group.
- 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.

Motions

- a) Members are to resolve to agree the terms of reference for the Diversity Forum Working Party (copy enclosed).
- b) Members are to resolve that Royston Town Council use its social media channels and website, as well as any other channels available to it, to promote the Diversity Forum and aid in recruitment of representative townsfolk.

Agenda item 17 – Capability procedure

Royston Town Council

Capability Procedure

Adopted by Full Council: 19th October 2020 = Minute number XX/XX

1. Purpose and Scope

1.1 The primary aim of this Capability Procedure is to provide a framework in which Royston Town Council can work with members of staff to maintain satisfactory performance standards and as necessary encourage improvement.

1.2 Royston Town Council recognises the differences between capability and misconduct, which is normally a deliberate failure on the part of the member of staff to observe the Council's rules and standards, and in which case the Council will use the Disciplinary Procedure. A capability case is where the member of staff appears incapable and for whatever reasons is unable to perform to the standard required. In this situation, the Council should use this Capability Procedure to try to remedy matters and to improve performance.

1.3 Royston Town Council recognises that during employment a member of staff's capability to carry out their duties may deteriorate for several personal or organisational reasons or when their job changes over a period of time and they fail to keep pace with the changes or their circumstances or health change and they can no longer cope with the work.

1.4 The Capability Procedure may also be used if the Council is concerned about a member of staff's attendance record or if they are experiencing long term absence from work due to illness or injury and in such circumstances particular consideration will be given if the work difficulties are associated with a permanent disability.

2. Procedures

2.1 Informal Resolution

2.1.1 Minor capability issues will be dealt with informally by informal discussion between the member of staff and their Line Manager and/or the Town Clerk with a view to clarifying the required work standards and the level of performance or reliability expected of the member of staff, identifying any areas of concern, establishing the likely causes of poor performance, identifying any further training or supervision needs, setting targets for improvement and agreeing a time scale for review.

2.2 Formal Procedure - General

2.2.1 In cases where informal discussion does not lead to a satisfactory improvement in performance or reliability or where the performance concerns are more serious, the following formal Capability Procedure will be followed. At all stages of the Procedure set out below an appropriate investigation will be undertaken into the allegations of poor performance and evidence obtained to justify using and/or moving through the Capability Procedure.

2.2.2 The Council will notify the member of staff in writing of their concerns over performance or reliability and the basis for those concerns and will invite the member of staff to a capability meeting to discuss the matter which will be conducted by the Town Clerk or a designated Panel of three

members of the Council particularly in the case of the Town Clerk. At all meetings as part of this Procedure the member of staff will be given the opportunity to respond to the concerns and may be accompanied, if they wish, by a work colleague or trade union official or representative of their choice. The member of staff must take all reasonable steps to attend all meetings to which they are invited.

2.2.3 The Town Clerk or the Panel will be accompanied by another person to take notes of the meeting. An external independent third party may be engaged to advise on the implementation of any stage of this Procedure and/or assist with an investigation or capability meetings.

2.2.4 The purpose and format of the various capability meetings include:-

- to set out the alleged performance failing and/or the required standards or targets that the Council considers the member of staff has not met;
- to present the evidence that the Council relies on to prove these failings;
- to establish the likely causes of the poor performance or reliability (including any reasons why any measures taken so far have not lead to the required improvement);
- to allow the member of staff the opportunity to respond to the allegations and explain their poor performance and offer any mitigation and to ask any relevant questions;
- to consider measures, such as additional training or supervision, to improve performance;
- if appropriate, to agree to obtain relevant external specialist advice e.g. a medical report and/or referral to an occupational health adviser;
- to set targets for improvement and/or a reasonable time scale for review;
- in a case where dismissal is possible to establish whether there are any further steps that could reasonably be taken to rectify the poor performance or reliability;
- to establish whether there is any reasonable likelihood of the required standards of performance or reliability being met within a reasonable time;
- if appropriate to discuss at the final stage of the Procedure the termination of employment where there is no any practical alternative to dismissal.

3. Formal Procedure Stages and Outcomes

3.1 The member of staff will be invited in writing to each capability meeting and following each meeting, they will be informed in writing of the decision in accordance, where appropriate, with the below range of outcomes and penalties which in every case should be reasonable and proportionate to the performance failing. The decision letter confirming the outcome should not only state, when relevant, the penalty being imposed but also notify the member of staff's right to appeal against the decision.

(a) First capability meeting and first written warning

If appropriate, at the first capability meeting the member of staff may be given a formal capability warning, setting out the areas in which they have not met the required performance standards, the targets for improvement, any measures (such as additional training or supervision) which will be taken with a view to helping to improve performance, an appropriate time scale for review and the likely consequences of failing to improve to the required standards within the review period. The written capability warning will be live for twelve months, be issued within 5 days of the meeting and placed on the member of staff's personnel file. Subject to satisfactory performance it will be nullified and removed from the personnel file at the end of the twelve months period.

The member of staff's performance will be monitored with them during any review period set and, at the end of the review period or earlier if necessary, the Council will advise them of the outcome of such monitoring. If the Council is satisfied with the member of staff's improved performance, no further action will be taken. If, however, the Council is not satisfied with the member of staff's performance, the matter may be progressed to the next stage which would normally be a further capability meeting. If the Council feels that there has been a substantial but insufficient improvement, the review period may be extended before a decision is taken on further action.

(b) Second capability meeting and final written capability warning

Failure to improve performance in response to the first written warning will result in a further capability meeting and if appropriate a final written capability warning being issued. This will again set out the areas in which the member of staff has still not met the required performance standards and any targets for improvement despite any measures, such as additional training or supervision, having been taken with a view to improving performance. A time scale for further review and the likely consequences of failing to improve to the required standards within the further review period i.e. that dismissal will probably result, will be explained. The final capability written warning will be issued as above and again nullified after twelve months, subject to satisfactory performance.

The member of staff's performance will again be monitored with them and, at the end of the review period or earlier if necessary, the Council will discuss it with the member of staff and write to advise them of the outcome. If the Council is satisfied with the member of staff's improved performance, no further action will be taken. If, however, the Council is still not satisfied with the member of staff's performance, the matter will be progressed to the next stage in accordance with one of the options set out above except that the outcome could be a final written capability warning and the situation may progress to a final capability meeting where the possibility of dismissal may be considered.

(c) Final capability meeting and dismissal

If there is still a continued failure to improve performance in response to the procedure to date the member of staff will be invited to a final capability meeting and it may lead to dismissal, with appropriate notice. Before dismissal is determined the Council will first consider redeploying the member of staff by agreement to another job, if appropriate and one is available, which is more suited to their capability. Whatever the situation a dismissal decision will only be made after a full investigation and consideration of all possible alternatives and options. If dismissal is determined, the member of staff will then be informed in writing of the reasons for dismissal, the appropriate period notice, the date on which the employment will terminate, any payments due and how they can appeal against the dismissal decision.

4. Appeal

4.1 The member of staff may appeal against any decision under this Capability Procedure, including dismissal, which must be lodged in writing within five (5) working days of the decision. Appeals should be made in writing to the Town Clerk and state the grounds for appeal.

4.2 As soon as practicable the member of staff will be invited to attend a meeting of an Appeals Panel made up of three Members of the Council who have not been involved in the matter to that date. At the appeal meeting, the member of staff will be given the chance to outline the grounds of their appeal state, call any relevant witnesses on their behalf and will have the right to be accompanied by a work colleague or trade union representative of their choice. Following the appeal meeting, the

member of staff will be informed of the appeal decision, which will be final, and the reasons for it, in writing and normally within five (5) working days of the meeting.

5. Medical Conditions or Disability

5.1 If the member of staff's lack of capability to do the job is impaired due to a medical condition or a permanent disability, the Council will obtain independent medical or other specialist occupational health advice before reaching any decision as part of this Procedure. The member of staff will be asked for their consent for the Council (or an independent occupational health adviser) to approach their own medical adviser for access to their medical records. The member of staff has the right to refuse the Council access to such records but the Council will then only be able to make decisions based on the available information.

5.2 When appropriate, the Council will give consideration to whether the unsatisfactory performance is related to a permanent disability and, if so, whether there are any reasonable adjustments that could be made to the requirements of the job or other aspects of the working arrangements.

5.3 If appropriate the Council will consider, in agreement with the member of staff, making any reasonable and feasible adjustments to the member of staff's job role, working environment, hours and times of work and any other practical aids and adaptations to assist them to carry out the job role and/or to return to work.

5.3 If despite these measures the member of staff's work performance continues to be below acceptable standards then the Council will follow the Procedure through to a possible dismissal on the grounds of incapacity to carry out the job but this will only be done as a last resort and after all other options have been explored with the member of staff and always in the light of the medical advice received.

6. Review

6.1 The Capability Procedure is non-contractual and does not form part of any member of staff's contract of employment.

6.2 The Capability Procedure will be reviewed periodically and as appropriate to assess its effectiveness or if required by law. Any appropriate changes may then be implemented following consultation with all members of staff.

7. Approval

7.1 This Procedure was adopted by Royston Town Council at the Full Council meeting held on 19th October 2020.

Agenda item 18 – Twinning Funding proposal

Twining Funding proposal Royston Town Council 19th October 2020

The Twinning Association's **Objectives** are (from the Constitution dated June 2012):

"To foster friendship and promote and encourage as many links as possible between the people of Royston and the surrounding area and the peoples of Großalmerode, La Loupe and Villanueva de la Cañada, on behalf of the Royston Town Council."

What we do

Since 1974 the Association has been organising twinning trips and visits, enabling residents to travel to our twin towns and stay with host families, and enabling visitors from our twin towns to experience life in Royston. This promotes cultural understanding and enriches the life of the town, thus benefiting the whole community.

We also help to organise school group visits, such as (in 2019) a visit of 40 students aged 14 to 16 from Großalmerode. In addition we have facilitated a number of individual exchange visits.

We also have a Pétanque team and organise publicity, fund-raising, and social events for our members.

Funding

We have received no financial support from Royston Town Council since 2013 (before this time we were awarded £250pa), despite providing a civic function. We pay the Town Council for room hire and for a pitch at the May Fayre.

We have had no grant funding since 2017, when we received £250 from NHDC.

Twinning trips from Royston to our twin towns aim to break even. However each biannual twinning visit from our 3 twin towns costs around £1000 to £2000, depending on the number of visitors as we cover the cost of their meals and entry fees. These visits are becoming increasingly popular and hence the costs, which are met from membership fees, fund-raising and reserves, have risen. Over the last 6 years we have spent on average £540 per year putting on one or two civic receptions for visitors on behalf of Royston Town Council.

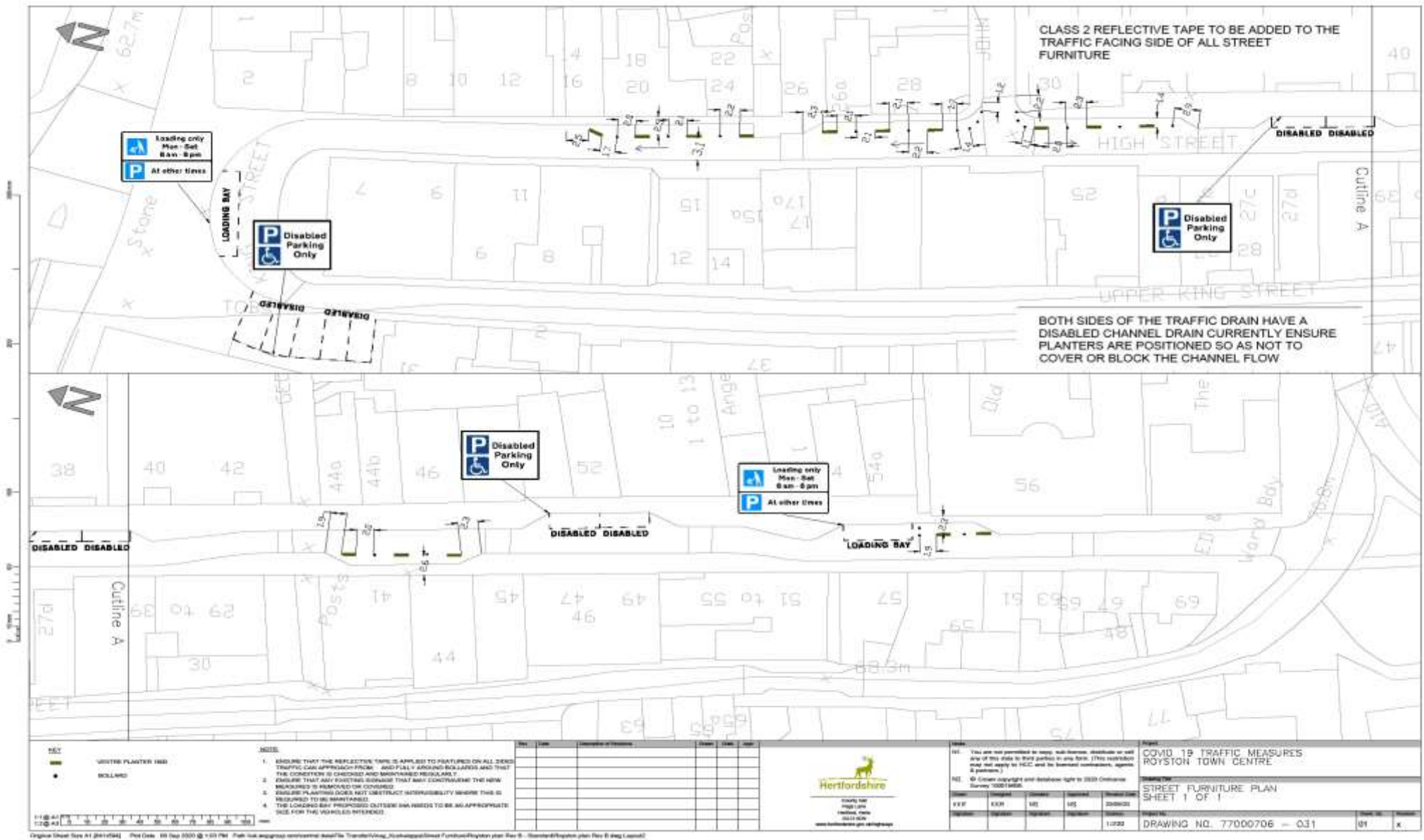
Reserves currently stand at about £4800. This is slightly lower than what we aim for because of losing £1000 this year on the cancelled French trip. We need reserves as we sometimes have to pay out for coach hire (~ £4000) before being reimbursed by those travelling. We are seeking grant funding to avoid reducing our reserves any further.

Request of RTC

We would like a grant of £300 per year towards the cost of laying on civic receptions for visitors from our three twin towns.

- a) Members are to resolve that the council should support the Royston & District Twinning Association Civic receptions for visitors from our twin towns by budgeting annually.

Agenda item 19 – Replacement social distancing measures in Royston




RECOMMENDED SPECIES

PLANT NOW

ID	Latin name	Common Name	Photo	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
1	<i>Amelanchier canadensis</i>	Amelanchier													
2	<i>Geranium japonicum</i>	Geranium													
3	<i>Stipa capensis</i>	Stipa													
4	<i>Coronilla varia</i>	Coronilla													
5	<i>Heuchera</i>	Heuchera													
13	<i>Viola</i>	Viola													
10	<i>Linum catharticum</i>	Linum													

PLANT IN SPRING

6	<i>Anemone</i>	Anemone													
7	<i>Spring</i>	Spring													
8	<i>Verbena</i>	Verbena													
9	<i>Adonis</i>	Adonis													
11	<i>Gaillardia</i>	Gaillardia													
12	<i>Thymus</i>	Thymus													

LEGEND

foliage	flowers/fruit
	

RECOMMENDED SPECIES DISTRIBUTION

- Follow recommendation on ID number to select species for each planter
- Follow recommendation on minimum number of plants for each planter
- Follow recommendation on maximum number of species per planter

ID: 3, 5, 10, 13



Min. tot 2 plants
Max. 1 or 2 species
per planter

VROOM SMALL

ID: 3, 5, 10, 13



Min. tot 3 plants
Max. 1 or 2 species
per planter

VESTRE BLOC 6

ID: 2, 3, 5, 8, 9, 10, 11, 13



Min. tot 7 plants
Max. 2 or 3 species
per planter

VROOM LARGE

ID: 2, 3, 4, 5, 6, 7, 8, 9, 11, 12



Min. tot 5 plants
Max. 2 or 3 species
per planter

VESTRE BLOC 9

ID: 1, 4, 5, 6, 7, 8, 9, 11, 12



1 tree +
Min. tot 4 plants
Max. 3 or 4 species
per planter

BOURNEVILLE

ID: 2, 4, 5, 6, 7, 8, 9, 11, 12



Min. tot 8 plants
Max. 2 or 3 species
per planter

VESTRE BLOC 12

ID: 2, 3, 4, 5, 6, 7, 8, 9, 11, 12



Min. tot 8 plants
Max. 2 or 3 species
per planter

TAUTON

ROYSTON TOWN COUNCIL
Protocol and guidance on meetings with developers
Adopted by Full Council 19th October 2020 – Minute number xx/xx

PURPOSE

Royston Town Council (the 'Council'), acknowledge that developers, may wish to present proposals at different planning application stages to the Council.

The National Planning Policy Framework states: "Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community."

The Council welcomes the desire of developers to consult with the Council and the local community more widely. However, the Council is also aware of the importance of public perception in planning and the critical need to avoid any appearance that the Council is conducting secretive negotiations or, colluding with developers or their Agents. In order to avoid improper lobbying by a developer or creating a perception that the Council has a predetermined position about a proposed development, we will follow this protocol guidance.

This protocol has been prepared to ensure that in the planning process there are no grounds for suggesting that a decision taken by the Town Council has been biased, partial or not well founded and that the Councillors are aware of their role within the planning process.

The designated authority for all local planning decisions is North Hertfordshire District Council. The Town Council is a statutory consultee.

SCOPE

This document applies to all Town Councillors, its Committees, employees and contractual third parties and agents of the Council who work and act on behalf of the Council. This document also applies to all developers, landowners, their employees and agents that act on their behalf.

DEVELOPERS BRIEFINGS WITH TOWN COUNCILLORS

A developer's briefing is a meeting of the Council at which a developer provides information on their proposed planning application to the Town Council and members of the public.

The Council is, in general, willing to hold meetings with developers/agents. If the Clerk receives a request from a developer/agent to meet with the Council to discuss a development, the Clerk will inform the Chair and Vice-Chair of the Planning Committee.

The Clerk will ask the developer/agent in advance of any meeting to provide information about the proposed development affecting the town and any information received will be forwarded to all members of the Planning Committee.

The Council will consider any material provided by the developer/agent as public information which the Council may make available to the public.

All information held by the Town Council about a proposed development is subject to disclosure under the Freedom of Information Act 2000.

Communications between the developer and the Council about a pre-planning application development will not bind the Council into making any decision. Any views expressed are, at best, provisional because not all the relevant information will be available to the Council and formal consultations will not have taken place at this stage.

PROTOCOL FOR DEVELOPERS BRIEFING

Developers are invited to provide the Town Council with a development briefing that is:

- Without prejudice and not binding in respect of the formal response the Town Council will make to the planning application consultation.
- Held in advance of a meeting of the Planning Committee.
- Advertised on the public meeting agenda.
- The presentation should not normally last longer than 15 minutes plus time for questions and answers.
- The meeting will be open to members of the public in accordance with the Public Bodies (Admission to Meetings) Act 1960.

PROTOCOL & GUIDANCE FOR COUNCILLORS

The Town Council's role as a consultee, is for Councillors collectively to make planning decisions openly, impartially, with sound judgement and for justifiable reasons during Town Council Meetings.

Councillors are reminded that a presentation by a developer or their agent at this stage is not part of the formal planning process. A presentation is a form of lobbying, therefore Councillors must not express any strong view or state how they might vote if a planning application is submitted in the future.

The role of the Members at the meeting is to learn about the emerging proposal, identify outstanding issues to be dealt with, but not to form or express a view on the proposal which would pre-determine their participation in making a representation on any formal application. In this respect Members are at liberty to identify elements which they believe the community would be likely to be supportive of or have concerns about.

Members will be able to ask questions following the presentation but must refrain from entering into debate directly with the applicant or giving advice that indicates a prejudging of the proposals. However, this is all about achieving a balance and there is no reason why a Member should not advise what they believe the community will be concerned about, as long as this is framed in a suitable manner.

Quite clearly statements such as 'I will never support this scheme' should be best avoided, however, advice such as 'I believe that local residents will be very concerned about the increased traffic and therefore we would want this issue to be fully explored further should you submit an application' is acceptable.

Members must maintain an impartial listening role and avoid expressing an opinion to the application which could be regarded as pre-judging the proposal. Questions and comments should focus upon clarifying aspects of the proposal or to flag up issues of concern but must not develop into negotiations. It is equally important at this stage for Members not to have closed minds as to the merits of the proposal.

Declaration of Interests

The Law and the Code of Conduct sets out the requirements and guidance for Councillors on declaring personal and prejudicial interests and the consequences of those interests.

Councillors must disclose the existence and nature of any interest at any relevant meeting, whether a Full Council Meeting, Committee Meeting or a meeting with a developer/agent. Preferably, disclosing the interest at the beginning of the meeting and not just at the commencement of discussion on that item. If a Councillor is in any doubt about the application of this Protocol to their own circumstances, they should seek advice early on if they think they are required to declare any personal or pecuniary interests. Initially they can ask for guidance from the Town Clerk or contact the NHDC Monitoring Officer for further guidance.

Pre-determination

In all meetings with developers, Town Council Members, Employees and Professionals working on the Councils behalf are reminded of the critical importance of not pre-determining the position on any possible future planning application.

For individual Town Councillors in particular, this could require them to take no part in the discussion/decision making, when an application becomes live and appears on the Town Council agenda for consideration. It is noted, however, that expressing a pre-disposition, for example of either 'welcome in principle' or 'concerns because of x, y or z', is permissible.

Councillors Code of Conduct

Town Councillors will, when having meetings with developers:

1. Always apply the rules in the Councillors Code of Conduct.
2. Always apply the guidance in this Protocol, which seeks to explain and supplement the Councillors Code of Conduct for the purposes of making impartial decisions.

If a Councillor does not abide by this Protocol and the Code of Conduct, they may:

1. Put the Town Council at risk of proceedings on the legality or maladministration of any decisions made.
2. Put themselves at risk of being challenged with an allegation of misconduct in not complying with the Protocol and/or Code of Conduct

Individual Councillor discussions/meetings

Individual Councillors may be approached by developers for informal discussions and meetings for possible future applications. Such informal discussions and meetings should not take place unless expressly authorised by the Council.

Review date: October 2022