

**Agenda item 8**

**Request for an Extension to the Entertainment Licence and an Alcohol Licence for Royston Picture Palace (at Royston Town Hall)**

In December 2019, Saffron Screen took over the operation of Royston Picture Palace (RPP) and now wish to upgrade the facilities available to customers. This involves both increasing the number and range of screenings and enhancing the refreshment offerings.

**Extension to the Entertainment Licence**

The current Premises Licence allows for film screenings:

Thursday	14:00 – 22:30
Friday	12:00 – 22:30
Saturday	12:00 – 22:30
Sunday	14:30 – 22:00

We would like to request an extension of this to 11am – 11pm every day.

This does not mean that we expect to screen films every day in these hours, by any means. The hall is still used by many other groups and is frequently not available, and this would not be the best business model anyway. But we think it is better to apply for a blanket entertainment licence to allow flexibility in the discussions between the Saffron Screen programming team and the Royston Town Council booking team.

In particular, Arts on Screen such as relays of operas, plays and ballets are often midweek and we would like to have the opportunity to share these with the RPP customers.

Whatever bookings we make, we and the front of house staff at RPP will of course work with RTC to ensure public safety and to make sure there are not problems with noise or any other aspects of this timing.

**Alcohol licence**

With regards to refreshments, we plan to provide better products, sourced mainly from local companies at reasonable prices. Essential to this will be the provision of alcohol at selected screenings. In particular, we will be showing live events from organisations such as the National Theatre and the Royal Opera House. These events often have intervals and we would hope to provide alcohol during these times.

We do not intend to run a full bar. In line with our Saffron Screen concessions, we will usually only offer wine or beer. Occasionally we may provide cocktails for appropriate screenings. At Saffron Screen we have a number of staff with Personal Alcohol Licences and will add any extra needed for operating at Royston. We already have a procedure for selling alcohol and ensure any staff or volunteers selling alcohol have read and understand the procedure. We will deploy this procedure at RPP. Alcohol will not be served for screenings aimed at children. The Saffron Screen/RPP Business Manager will be responsible for the Licence.

Now more than ever, managing costs at RPP will be essential to keeping a vibrant and community-led cinema for the local communities. Selling alcohol will contribute a significant amount to balancing the books (it is well known that cinemas cannot survive on ticket sales

alone). We therefore request an alcohol licence at Royston Town Hall for use by Royston Picture Palace. The licence will be 11am to 11pm every day.

The proposed changes will mean that a completely new licence will need to be applied for. Costs associated with these changes are £190 for the licence application and approximately £250 for the advertising plus RTC staff time to complete the licence application.

The Saffron Screen business manager will be obtaining a personal licence and will be the Designated Premises Supervisor for the licence application.

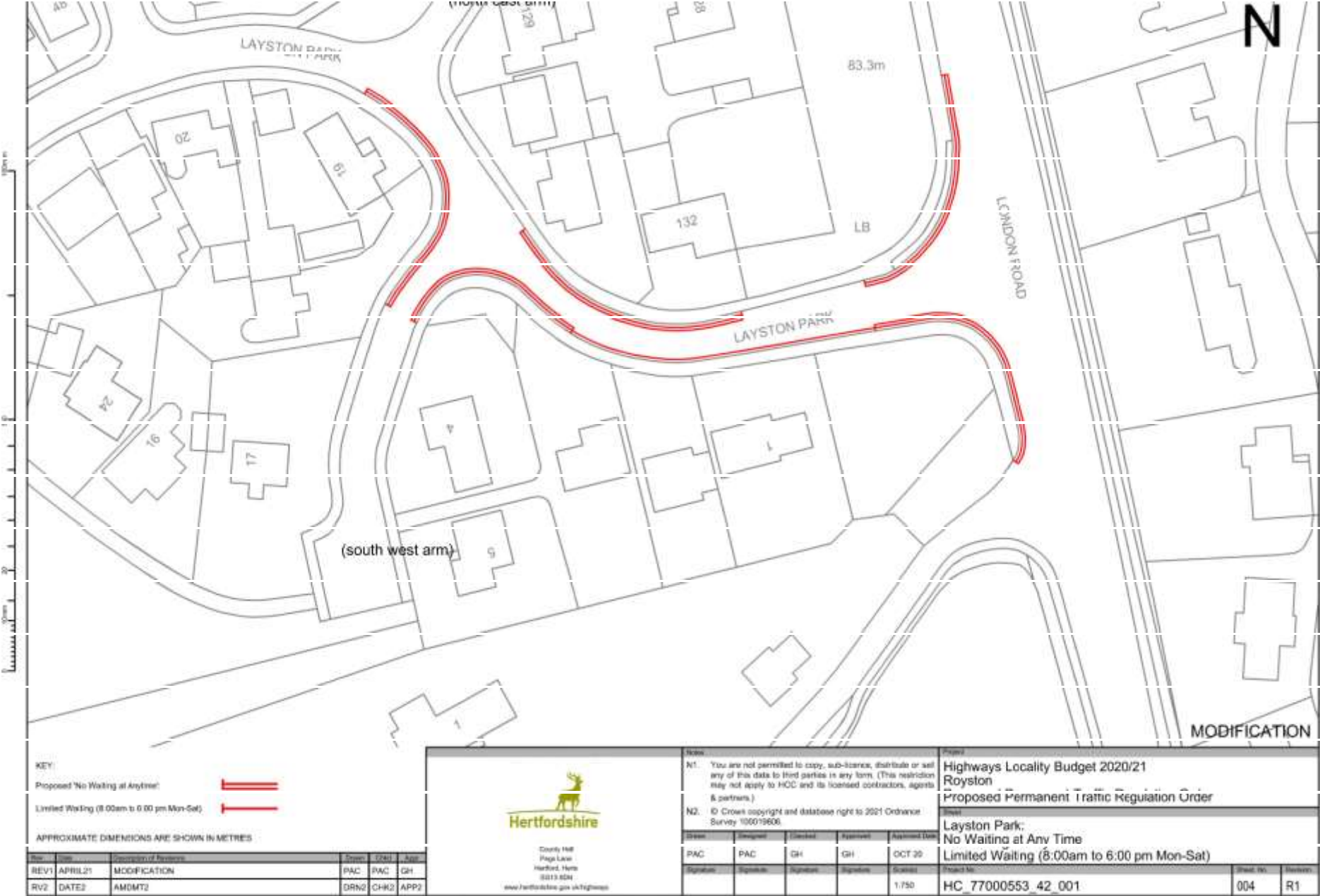
Saffron Screen – 8<sup>th</sup> September 2021

### **Resolutions**

**Members are to discuss whether to agree to the licensing changes at the Town Hall.**

**If the licensing changes are agreed, Members are to decide who should pay for the costs associated with the application.**

Agenda Item 9 - The Hertfordshire (London Road and Layston Park, Royston) (restriction of waiting) order 2021:



**HERTFORDSHIRE COUNTY COUNCIL**  
**THE HERTFORDSHIRE (LONDON ROAD AND LAYSTON PARK, ROYSTON) (RESTRICTION OF WAITING) ORDER 2021**

NOTICE is given that the Hertfordshire County Council proposes to introduce waiting restrictions in parts of Royston as specified in the Schedules to this Notice. This Order forms part of the proposals originally published on 7 January 2021

under The Hertfordshire (Various Roads, Ashwell, Royston and Baldock) (Prohibition and Restriction of Stopping and Waiting) Order 2021, which were deferred pending further consideration under the terms of The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.

Documents giving more detailed particulars of the proposals may be inspected from 9 September 2021 during normal office hours, at Main Reception, Hertfordshire County Council, County Hall, Pegs Lane, Hertford, or may be viewed on line at [www.hertfordshire.gov.uk/trafficorders](http://www.hertfordshire.gov.uk/trafficorders) by selecting North Herts and looking at Ref: NH01420b

General enquiries relating to the proposals should be referred to the Engineer concerned Philip Camp tel: 01992 658314 or [philip.camp@hertfordshire.gov.uk](mailto:philip.camp@hertfordshire.gov.uk)

Objections to the proposals should be made **in writing** to Terry Curtis, Postal Point (CHO242), First Floor, East Link Corridor, County Hall, Pegs Lane, Hertford, Herts, SG13 8DN or [tro.team@hertfordshire.gov.uk](mailto:tro.team@hertfordshire.gov.uk) by 30 September 2021 stating the grounds on which they are made.

Objections to the proposed modification should be made **in writing** to Terry Curtis, Postal Point (CHO242), First Floor, East Link Corridor, County Hall, Pegs Lane, Hertford, Herts, SG13 8DN or [tro.team@hertfordshire.gov.uk](mailto:tro.team@hertfordshire.gov.uk) by 30 September 2021 stating the grounds on which they are made.

**SCHEDULE 1:** No waiting at any time restrictions – effecting those roads herein listed and as set out in the Order and accompanying plans – Parts of Layston Park and London Road, Royston.

**SCHEDULE 2:** No waiting 8.00am to 6.00pm Monday to Saturday restrictions – effecting that road herein listed and as set out in the Order and accompanying plans – parts of Layston Park, Royston.  
*Consulting on this scheme is a statutory duty of the County Council. Any personal data you provide in responding to this Notice will be treated as confidential but will be shared with HCC Officers; County Councillors and contracted third parties who are involved in the statutory process. We will not share identifiable data with third parties outside of the statutory process. Guidance on your rights in respect of personal data are published in the Privacy Policy on our website, Hertfordshire.gov.uk*

County Hall 9 September 2021  
Hertford Mark Kemp  
Herts SG13 8DN Director of Environment and Infrastructure.....

**HERTFORDSHIRE COUNTY COUNCIL**  
**ROAD TRAFFIC REGULATION ACT 1984**

Date of Order: Order No:

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

The Hertfordshire County Council in exercise of their powers under Sections 1, 2 and 3 of the Road Traffic Regulation Act 1984 (which said Act of 1984 is hereinafter referred to as “the Act of 1984”), and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 of the Act of 1984, hereby make the following Order:-

1. This Order may be cited as “The Hertfordshire (London Road and Layston Park, Royston) (Restriction of Waiting) Order 2021” and shall come into operation on

2. Save as provided in Articles 4, 5 and 6 of this Order no person shall cause or permit any vehicle to wait at any time in those lengths of road in London Road and Layston Park, Royston as specified in Schedule 1 to this Order.

3. Save as provided in Articles 4, 5 and 6 of this Order no person shall cause or permit any vehicle to wait between the hours of 8.00am to 6.00pm Monday to Saturday inclusive, in that length of Layston Park, Royston as specified in Schedule 2 to this Order.

4. (1) Nothing in Articles 2 or 3 of this Order applies to the lengths of road restricted by those Articles (which said lengths of road are referred to in this Article as “the restricted area”) in relation to –

(a) a vehicle being used for Fire and Rescue, Ambulance or Police purposes.

(b) anything done with the permission of or at the direction of a Police Constable in uniform; or with permission of a Civil Enforcement Officer as defined by the Traffic Management Act 2004 and appointed by North Hertfordshire District Council.

(c) a vehicle which is prevented from proceeding by circumstances beyond the drivers control or which has stopped in order to avoid injury or damage to persons or property or when required to do so by law;

(d) a vehicle which is stationary in order that it may be used for one or more of the purposes specified in sub-Article (2) of this Article and which cannot reasonably be used for such a purpose without stopping in the restricted area;

(e) a marked vehicle which, whilst used by a universal service provider in the course of the provision of a universal postal service, is stationary only for so long as may be reasonably necessary for postal packets to be delivered or collected;

In this Article -

The expressions “universal service provider”, “provision of a universal postal Service” and “postal packet” shall bear the same meanings as in Section 65 of the Postal Services Act 2011.

(2) The “purposes” referred to in sub-Article (1)(d) of this Article are –

(a) any operation involving building, demolition or excavation;

(b) the removal of any obstruction to traffic;

(c) the maintenance, improvement or reconstruction of a road;

(d) constructing, improving, maintaining, or cleaning of any street furniture; or

(e) the laying, erection, alteration, repair or cleaning of any sewer or of any main pipe or apparatus for the supply of gas, water or electricity, or of any telecommunications apparatus kept or installed for the purposes of a telecommunications code system or of any other telecommunications apparatus lawfully kept installed in any position.

5. Nothing in Articles 2 or 3 of this Order applies to the lengths of road restricted by those Articles (which said lengths of road are referred to in this Article as “the restricted area”) so as to render it unlawful to cause or permit any vehicle to wait only for so long as may be reasonably necessary –

(a) to enable goods to be loaded on or unloaded from the vehicle from or to premises adjacent to the restricted area; or

(b) to enable a passenger to board or alight and to load and unload any luggage.

6. (1) Nothing in Articles 2 or 3 of this Order shall render it unlawful to cause or permit a disabled person's vehicle which displays in the relevant position a disabled person's badge and a parking disc, to wait at any time in the lengths of roads specified in Schedule 1 and 2 of this Order for a period not exceeding 3 hours (not being a period separated by an interval of less than 1 hour from a previous period of waiting by the same vehicle in the same length of road).

(2) In this Article -

"disabled person's vehicle" has the same meaning as in Section 142(1) of the Act of 1984; "disabled person's badge" has the same meaning as given in Regulation 3(1) of The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000 "parking disc" has the same meaning as given in Regulation 8(5) of The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000; and

"relevant position" has the same meaning as given in Regulation 4 of The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000

7. The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

8. The restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any other regulations made or having effect as if made under the Act of 1984 or by or under any other enactment.

#### **SCHEDULE 1**

##### lengths of roads in Royston – no waiting at any time

London Road (south west side)	(a) from a point in line with the projected north west kerblines of Layston Park north westwards for 27.75 metres.  (b) from a point in line with the projected south east kerblines of Layston Park south eastwards for 25.5 metres.
Layston Park (both sides)	from a point in line with the projected south west kerblines of London Road south westwards for approximately 18.75 metres to a point 9.75 metres north east of a point in line with the north east boundary of 1 Layston Park.
(south west side)	(a) from a point 6 metres north west of a point in line with the boundary between 2 and 3 Layston Park north westwards for approximately 19.5 metres to a point in line with the projected south east kerblines of Layston Park (south west arm). (b) from a point in line with the projected north west kerblines of Layston Park (south west arm) north westwards for approximately 23.25 metres to a point in line with the projected south east kerblines of Layston Park (north east arm).
(north & north east sides)	from a point 1.5 metres south west of a point in line with the north east facade wall of 132 Layston Park south westwards and north westwards for approximately 41.25 metres to a point 3.75 metres south east of a point in line with the south east kerblines of Layston Park (south west arm).
(south west arm) (north west side)	from a point in line with the projected south west kerblines of Layston Park south westwards for approximately 18.75 metres to a point 4.5 metres north east of a point in line with the north boundary of 17 Layston Park.
(south west arm) (south east side)	from a point in line with the projected south west kerblines of Layston Park south westwards for approximately 16.5 metres to a point 0.5 metre north east of a point in line with the north boundary of 4 Layston Park.

## **SCHEDULE 2**

length of Layston Park, Royston – no waiting 8.00am to 6.00pm Monday to Saturday inclusive

Layston Park  
(south side)

from a point 18.75 metres south west of a point in line with the south west kerbline of London Road south westwards and north westwards for approximately 48.75 metres to a point 6 metres north west of a point in line with the boundary between 2 and 3 Layston Park

**Signed:**

**Quentin Baker Chief Legal Officer**

**Dated:**



## **ROYSTON TOWN COUNCIL**

**Adopted by Full Council 27<sup>th</sup> September 2021 Minute number XX/22  
Review date September 2024**

### **Policy on Display of Temporary Banners on the Town Hall**

1. Banners only to be put up by the Town Council on permission of the Town Clerk or Assistant Town Clerk.
2. Size of banner restricted to a maximum of 3m wide x 1m height.
3. Banners must be made of recyclable material **not** PVC. Unless they are reusable banners that have been displayed previously.
4. Banners are displayed at the owners risk and the Town Council accepts no responsibility for damage to or loss of banners.
5. Banners will be displayed from 4 days before the event only and will be removed the next working day after the event or as soon as possible thereafter.
6. Ex – display banners not collected from the office within 6 weeks will be sent for recycling.
7. No repeat banner within 3 months (to avoid accusations of permanence).
8. Banners accepted for display:  
Community and Charity events in Royston including on Therfield Heath  
Examples:  
May Fayre, Arts Festival, CADS pantomime, Kite Festival, Royston in Blue, School Fetes and Firework Displays. This list is not exhaustive.
9. No commercial advertising banners are allowed.
10. No automatic right to display banners.
11. The Town Clerk/Assistant Town Clerk's decision is final.



## **Agenda Item 11 – Policy for Protocol on Member/Officer Relations**



Royston Town Council  
Policy for Protocol on Member/Officer Relations  
Adopted 30<sup>th</sup> April 2018    Minute Number: 421/18  
Reviewed and adopted 27<sup>th</sup> September 2021    Minute number: XX/21  
Review date: September 2024

### **1 Introduction**

1.1 Royston Town Council exists to serve the interests of its Parish. Members (councillors) and officers have a joint responsibility to ensure that they work collaboratively to ensure an efficient, transparent and democratic Council focused on these interests.

1.1 The Town Clerk will conduct a regular review of the Member Officer Protocol policy and its application, to ensure continued high standards of relations between members and officers.

1.2 The Council has agreed the following protocol about the relationship between members and officers in order to clarify roles and responsibilities.

1.4 Given the variety and complexity of such relations, this protocol cannot be prescriptive or cover all eventualities. However, it does aim to be instructive and offer guidance on some common issues and provide points of principle that can be applied to other issues that might arise.

### **2 Roles of Members and Officers**

2.1 Members and officers depend upon each other in carrying out the work of the Council.

2.2 Members are responsible to their electorate for so long as their term of office lasts and have a duty to act in the best interests of the electorate and the Council. Officers are responsible to the Council.

2.3 Members ensure the Council and its officers are aware of the concerns of their electorate and help decide the overall direction of the Council and, where appropriate, act in a supporting role in carrying out the work of the Council. Members have personal, individual and collective responsibility for the Council and its activities. They are responsible for ensuring that adequate management and financial arrangements are in place and they monitor the performance, development, continuity and overall well-being of the Council. Members may be designated to act in a certain role or as a positive focus for a particular section of the Council's activities. However, the Council is not entitled to delegate decision-making on behalf of the Council to individual members. The Council is entitled to delegate certain decision-making and functions to an officer or to committees of members.

2.4 Officers give advice to the members and carry out the decisions and work of the Council. Officers manage and provide the services for which the Council has responsibility. They are accountable for the efficiency and effectiveness of those services and for proper professional practice in discharging their responsibilities and for taking decisions, within agreed policy. They provide advice to the public and members in respect of the services provided.

They initiate policy proposals, implement agreed policy and ensure that the Council acts lawfully and in accordance with the principles of sound financial management.

### **3 Respect and Courtesy**

3.1 Members and officers must work together in a harmonious relationship based upon mutual respect, courtesy, trust, honesty and understanding of each other's roles.

This should prevail in all meetings and contacts whether formal or informal.

3.2 Neither members nor officers should seek to take unfair advantage of their position in their dealings with each other. Members should be aware that officers, especially junior officers, may sometimes be overawed and feel at a disadvantage. Such feelings are intensified given that members make decisions that directly affect officers.

3.3 Members should not apply pressure on officers to do anything that they are unwilling to do or are not empowered to do. Similarly, officers must not seek to use influence on an individual member to make a decision in their personal favour, as opposed to in the interests of the Council.

3.4 Close personal familiarity between individual members and officers can damage the principle of mutual respect.

It could also, intentionally or unintentionally, lead to the passing of confidential information which should not properly be passed between them, such as personal details. Such familiarity could also cause embarrassment to other members and/or other officers and could even give rise to suspicions of favouritism. It should therefore be avoided.

3.5 Inappropriate relationships can be inferred from language/style. Therefore members and officers should always seek to address each other with courtesy.

3.6 Members must not obstruct the work of officers by unnecessarily taking up their time or in any way acting to impede their ability to proceed with their professional duties. Officers must equally respect the role of members and will only request additional supporting work from members where necessary or beneficial to the Council.

3.7 Members and officers must conduct themselves in a way that is acceptable within a professional environment. They must afford dignity, trust and respect to everyone and themselves. They must have awareness of the effect of their behaviour on others and only make reasonable and manageable demands. They must communicate honestly and openly, clearly stating what they mean and expect of others. They must provide honest feedback based on evidence and be open to constructive criticism. They must start from the assumption that everyone is working to the best of their ability, considering their current stage of personal and professional development.

3.8 Members and officers must not conduct themselves in an unacceptable manner. This includes discrimination which is a failure to afford equal opportunities in the workplace irrespective of disability, gender, race, religion, age, sexuality, and marital status. It includes harassment which is conduct that is unwanted and offensive and affects the dignity of an individual or group of individuals. It includes bullying which is a type of harassment consisting of persistent actions, criticism or personal abuse in public or private, which humiliate, intimidate, frighten, undermine or demean the individual. When defining behaviour in cases of harassment, it is appropriate to place emphasis on the recipient's experience rather than the perpetrator's motivation.

The following examples show the variety of ways in which unacceptable behaviour can occur. This list is neither comprehensive nor exclusive. It serves to illustrate a range of potential indicators of unacceptable behaviour.

- Using aggressive language, threatening, ridiculing, ignoring people, or shouting
- Shifting blame to others
- Phoning people at home unnecessarily (especially demanding work when the person is absent due to sickness or ill health)
- Focusing only on weaknesses
- Bringing up details of someone's private life inappropriately
  
- Leaving impossibly long lists of tasks and making unreasonable demands
- Criticising people in their absence

- Frequent comments about aspects of physical appearance or using forms of address that are demeaning
- Threatening or implying that you will cause the person to lose their job or fail to get a promotion or suffer some other form of career difficulty or financial disadvantage
- Using language or gestures in such a way that someone fears for their personal safety
- Coercing someone to join the harassment/bullying of another person

#### **4 Officer Support to the Council**

4.1 It is clearly important that there should be a close working relationship between members and the officers who support and/or interact with them. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the officers ability to deal impartially with other members.

4.2 Whilst members might be consulted as part of the process of drawing up proposals for consideration on the agenda of a forthcoming meeting, it must be recognised that officers are under a professional duty to provide an agenda. Officers also submit reports based on their professional judgment to the Council. The Clerk and Assistant Clerk will always be responsible for the contents of any report submitted in their names. This means that any such report will be amended only where the amendment reflects the professional judgment of the author of the report. Any issues arising between a member and the Clerk should be resolved informally if possible using appropriate line management and, where appropriate progressing through relevant Council procedures where more formal resolution becomes necessary.

4.3 Officer advice must be full and impartial and should include all relevant options to enable a full considered decision of the Council.

#### **5 Members Access to Documents**

5.1 Members' right to inspect Council documents is restricted and will not apply to certain items, for example because they relate to individual employees. Officers will provide documents to view in the Town Council office or by email, which are, on the face of it, reasonably necessary to enable members properly to perform their duties for the Council. This is often referred to as the "need to know" principle. However, members do not have a "roving commission" to examine any documents nor access the computers of the Council. Mere curiosity is not sufficient.

5.2 A member requesting access to documents should direct their enquiry to the Clerk. Officers will be concerned to furnish Council members with such information, advice and access to documents which they require for the proper performance of their duties conducted for the Council. If disclosure of a document is in the officer's view either not required or not appropriate, they will inform the member and will give reasons why disclosure would not be appropriate.

5.3 Any dispute regarding a member's access to a document should be referred for resolution using appropriate line management and, where needed, through formal Council procedures.

#### **6 Information and Advice to Members**

6.1 Any Council information provided to a member must only be used by that member for the purpose for which it was provided, namely in connection with the member's duties as a member of the Council, unless the information is already in the public domain.

6.2 Members must not disclose information given to them in confidence by anyone without the consent of the person authorised to give it, or unless they are required to do so.

Equally, members must not prevent other persons from gaining access to information to which those persons are entitled by law.

6.3 In order to safeguard against possible breaches of the Data Protection Act (which applies to all information of a personal nature) members should always seek advice from the Clerk before disclosing confidential or sensitive information. Generally, personal information cannot be released without the consent of the person to whom it relates. Improper disclosure of confidential information can put the member and the Council at legal and financial risk.

6.4 Regular contact between members and officers is necessary to ensure the efficient working of the Council and should occur on a planned and reasonable basis in order that it is constructive and not destructive to the ability of officers to perform their duties on behalf of the Council. Planned appointments, where meetings are needed to further the interests of the Council, are the best way of arranging contact between members and officers. This protects the interests of the Council and its employment responsibilities by ensuring that the ability of the officer to carry out the work of the Council is not impeded and to ensure that the officer can set aside an appropriate amount of time to meet with and concentrate on a member or group of members.

## **7 Representing Interests**

7.1 Officers are neutral in that they serve the whole Council and not a particular sector or political group. Members might have an affiliation with a particular group within the public but should be making decisions based on their responsibility to the Council and its electorate as a whole. This does not preclude members and officers from reacting to a political issue where it affects the interests of the electorate in that area.

## **8 Communication and Advice**

8.1 Save in exceptional circumstances, all letters and other communications on official Council business should be sent out only in the name of the Proper Officer. Communications which create obligations or give instructions on behalf of the Council should never be sent out under the name of a member.

## **9 Public Relations and Press Releases**

9.1 The Clerk has overall responsibility for public relations and press releases on behalf of the Council. Political and lobby/action group press releases and publicity must not be issued at the initiative of individual.