

## Agenda Item 10 – Live Streaming of Council Meetings

### Background:

#### Minute number 80/23      LIVE STREAMING OF COUNCIL MEETINGS:

Councillor Stanier reported that public participation had increased greatly during lockdown when meetings were held on Zoom and having an online platform for people to watch from would be good for engagement. Only a simple system should be used with minimal equipment and cost.

Members resolved to agree to instruct staff to investigate and cost suitable options for live streaming/recording of meetings on Youtube or a similar channel. The decision on which system to use should be brought back to council at a future meeting.

#### Option 1:

##### Spedal 4K Model 931

- webcam with dual microphone and tripod, 120° Wide Angle Webcam with Remote and Software Control, 4X Zoom, Streaming HD Web camera for PC/Mac Conferencing, Compatible with Skype Zoom Facetime.
- USB-C connector, 1.6m cable, low light correction. Software needs downloading, microphone good for 3 metres. Remote has mute button. Good reviews.



£87.99 (£73.33 excl VAT)

#### Option 2:

##### Logitech BCC950 | ConferenceCam

- All-In-One Design: Combines HD video with high-quality audio clarity for business-grade video conferencing—with Carl Zeiss lens, 1080p HD and 30 fps, 78° angle. Camera can pan 180°.
- Built-In, full Duplex Speakerphone and Noise-Cancelling Microphone: All meeting participants hear and are heard clearly up to 2.4 metres (8 feet) away from the base.
- Omnidirectional Sound and Echo-Cancellation Audio: It seems like the conversations are happening in the same room.
- Quickly Control the Call : With remote control and base button control options for camera pan, tilt and zoom, volume up/down, mute and answer/hang-up functions.



£175 excl VAT

### Option 3:

#### Toucan Video Conference System HD

- **HD STREAMING VIDEO:** The Toucan Video Conference System HD comes with Full HD camera that streams at 1080p 60 FPS or 1440p 30 FPS. Coupled with 89-degree wide angle field of view and excellent low-light performance, it is perfect for video conferencing.
- **PROFESSIONAL CONFERENCE CALL QUALITY:** With the built-in echo cancelling omnidirectional microphones, the system will pick up anyone speaking from different parts of the room ensuring that every voice can be heard clearly. Matched with a 5-watt speaker provides loud and clear sound quality.
- **FLEXIBLE MOUNTING OPTIONS:** The camera not only mounts directly on the speaker but can be easily detached and mounted anywhere using the included monitor mount and 2m USB cable. It has a small footprint and fits elegantly on any monitor and conference table.
- **PLUG AND PLAY, NO SOFTWARE REQUIRED:** This system is plug and play via the included 2m USB cable and it is compatible with most conference software.



£229 (excl VAT £190.83)

#### Officer recommendation:

Option 1 is the lowest cost and has a wide camera angle and a good microphone however, it is more complicated to set up and less flexible. The microphone is on the camera so both would be fixed in one position.

Option 2 was recommended by our IT consultant as it doesn't require other software and is an all-in-one system; it is easy to move from room to room and is essentially 'plug and play'. The microphone is high quality which is important for streaming. The camera can be repositioned during recording.

Option 3 is also a plug and play option but the camera can be detached and moved elsewhere which could be useful in larger rooms. It has a wider camera angle than option 2. The microphone could then be moved to a more central position. The IT consultant says he has heard good reports of these but hasn't used them himself.

Note: Prices are changing frequently according to special offers.

**a) Members to agree to the live streaming of council meetings via YouTube.**

**b) Members to resolve to approve the purchase of a Toucan Video Conference System HD.**

## **Agenda item 11 - Local Council Award Scheme Application**

### **Background:**

The Local Council Award Scheme (LCAS) has been designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, put in place the conditions for continued improvement and celebrate the commitment and hard work of councillors and officers. For more details of the scheme: <https://www.nalc.gov.uk/our-work/local-council-award-scheme>

RTC has previously held the Foundation Award, but this expired in 2021. The Foundation Award is given to councils that demonstrate having the documentation and information in place for operating lawfully and according to standard practice.

To achieve the Quality Award, which is the next highest level, the council must demonstrate that it meets all of the Foundation level requirements and also has additional documentation and information in place for good governance, effective community engagement and council improvement. The Quality Award criteria includes the eligibility criteria for the General Power of Competence.

The awards last for four years and the council can seek re-accreditation at the same level after that time or apply for the higher level. The council can also apply for the higher level at any time within the four years too.

Apart from an Action Plan and the resolutions to be agreed listed below, the Council has everything in place to achieve the Foundation Level award. It is very close to being able to achieve the Quality Award, please see the further work required below and the enclosed table.

### **Process:**

- 1) The Council registers its intention to apply for a specified award with NALC: The cost is £55 and the next deadlines are 5<sup>th</sup> May 2023 then 8<sup>th</sup> September 2023.
- 2) To submit an application, the Clerk notifies the panel co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for the specified award and then submits the completed application form with any additional documentation required.
- 3) The Council must confirm by resolution that it meets the criteria for the Foundation level which covers the legal requirements, and if applying for the higher level the Council must additionally confirm by resolution that it meets the criteria for the Quality level.
- 4) The Council pays the accreditation fee which covers the costs of administering the local service – £80-£100 for Quality Award.
- 5) When the panel has made its decision it informs the Council and NALC who update national records – Panel results by 4<sup>th</sup> August 2023 (for May submission), 8<sup>th</sup> December 2023 (for September submission).

## **Foundation Level Application:**

Officers believe that there is only one outstanding matter before the criteria for this application has been met:

The council must have an Action Plan for the current year listing its objectives (draft enclosed). Members need to resolve to adopt the action plan into the workings of the council to enable the application to be made.

Members will also need to make the following resolutions:

### **Resolution for Foundation Level Application:**

#### **Foundation Level:**

**The Council confirms by resolution that it recognises its duties in relation to bio-diversity and crime and disorder, and that it meets the criteria for the Foundation level and publishes the information on its website (see attached criteria).**

**The Council further confirms by resolution that the following are in place**

- **A Risk Management Scheme**
- **A Register of Assets**
- **Contracts for all members of staff**
- **Up to date insurance policies to mitigate risk to public money**
- **Disciplinary and Grievance procedures**
- **A Policy for training and development of staff and councillors**
- **A record of all training undertaken by staff and councillors in the last year**
- **A clerk who has achieved 12CPD points in the last year**

## **Quality Level Application:**

Further work is required for the Council to meet the criteria for the Quality level:

- a) Action Plan with related budget responding to community engagement and setting out a timetable for action and review.  
This is more detailed than the action plan required for the Foundation Level and can only be prepared and agreed after undertaking community consultation (see point b).
- b) Evidence of consulting the community - the panel expects to see that the council consults the community in **at least three** different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.
- c) Councillor profiles to include photos – these are being collected.
- d) Grant Awarding Policy – This is on the agenda for discussion.

**Resolution for Quality Level Application requires all the above as detailed for the Foundation Level and furthermore:**

### **Quality Level:**

**The Council confirms by resolution that it meets the criteria for the Quality level and publishes the information on its website (see attached criteria).**

**The Council further confirms by resolution that the following are in place**

- **A scheme of delegation where relevant**
- **At least two-thirds of its councillors who stood for election**
- **An annual report that is effectively shared with the community**
- **Evidence of customer service in how the Council deals with correspondence from the public**
- **A qualified clerk**
- **A formal appraisal process for all staff**
- **A training policy and records for councillors and staff**

### **Options:**

Members are to resolve to either:

- a) Review and resolve to approve the adoption of the action plan into the workings of the council; and then make the necessary resolutions to enable the council to apply for the Foundation Level Award for Local Councils; or
- b) Work towards gaining the Quality Award for Local Councils and apply at a later date.

## **Agenda Item 12**

### **Royston Town Council Protocol for Filming & Recording at Council Meetings Approved by Full Council 20<sup>th</sup> March 2023    Minute number XX/XX Review date March 2026**

Royston Town Council is committed to being open and transparent in the way it conducts its decision making. Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public subject to the following rules:

1. Anyone wishing to record must let the Chair/Clerk of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.
2. In accordance with Government guidelines, Council policy does not permit the filming or photographing of persons under the age of eighteen or vulnerable adults without permission of a responsible adult. Any persons who object to being filmed or photographed and have moved to an area designated for this purpose should also not be filmed or photographed. However, the Council cannot guarantee that anyone will not be filmed or photographed.
3. At the beginning of each meeting, the Chair will make an announcement that the meeting may be filmed or recorded and invite any members of the public not wishing to be filmed or photographed to move to the designated area. We ensure that agendas for, and signage at, council meetings make it clear that recording can take place.
4. Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment that they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.
5. The Chair of the meeting has absolute discretion to stop or suspend recording if in their opinion continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules. The circumstances in which this might occur might include:
  - recording is disrupting the proceedings of the meeting
  - there is public disturbance or a suspension of the meeting
  - the meeting has resolved to exclude the public for reasons which are set down in the Council's Standing Orders.This list is not exhaustive.
6. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

7. Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010 and the laws of libel and defamation.

8. If the Committee needs to discuss confidential or exempt information and the public are excluded from the meeting, then all recording equipment will need to be switched off and removed immediately from the room.

9. The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

10. The Council takes no responsibility for any recording made by others. It also takes no responsibility where a recording which it makes is subsequently used by any third party. Any third party making or editing a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making or use of that recording.

11. The Council may itself photograph, film, record or broadcast at its meetings and may retain, use or dispose of such material in accordance with its retention and disposal policies

Please contact Royston Town Council on 01763 245484 in advance of the meeting you wish to record, if the recording you wish to make involves large equipment or special requirements.

A failure to follow these requirements may lead to a request to record being refused.

# ROYSTON TOWN COUNCIL

## Community Grants Policy

Adopted by Full Council 20<sup>th</sup> March 2023

Minute number /23

Review date March 2026

### Introduction

1.1 Royston Town Council wishes to encourage, support and promote volunteer organisations, clubs, groups and charities within Royston for the benefit of the Town. The Town Council makes an annual budget provision for Community Grants to help meet its aims.

1.2 Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.

1.3 Decisions related to Community Grants will be made by the Full Council. This policy is designed to act as guidance for both applicants and councillors when considering applications.

1.4 Applicants are encouraged to look at alternative sources of funding in addition to this scheme. The Town Council would not normally expect to be asked to fund 100% of the cost of any project.

1.5 The Town Council seeks to provide grants which meet at least one of the following outcomes:

- a. Provides a new, or improves an existing asset or service which will benefit a significant percentage of Royston residents
- b. Enhances the profile and/or reputation of Royston
- c. Assists local organisations to develop and achieve their aims and objectives that benefit the whole or part of the community of Royston
- d. Supports community and voluntary groups in the town who provide community activities

### Grant Scheme

2.1 The Grant Scheme is for grants of a value up to £500. Applications for this scheme are considered four times per year, June, September, January and March at Full Council meetings.

### Eligibility

3.1 The scheme is only open to: community organisations, local charities, clubs and voluntary groups within the area administered by Royston Town Council.

3.2 Grants will not be made to individuals.

3.3 The applicant must not clearly fall within the remit of some other statutory agency, e.g. hospital or school.

3.4 Bodies must have a bank account in their own name.

3.5 Projects must deliver a benefit to the residents of Royston.

3.6 The Town Council will not fund: hospitality, salaries, ongoing revenue costs, religious organisations (unless for non-religious activities), core school expenditure or projects with party political links.

3.7 The Town Council will only consider one application from an organisation within any financial year. Preference may be given to those organisations that have not received prior funding from Royston Town Council.

3.8 Applications cannot be made by organisations that already receive funding from the Town Council.



## **Applying for a Grant**

4.1 Applications should be made on the application form via the Town Council website and include all information requested on the form. An application will not normally go to council until all required information has been provided.

4.2 Applicants must supply the previous financial year's accounts and a recent (within three months) bank statement. New/start-up organisations should submit a financial statement containing their proposed budget.

4.3 For grants exceeding £250 the applicant should demonstrate that best value has been sought by submitting at least two quotations.

## **Grant Award Process**

5.1 Grant applications will be considered four times per year by the Full Council. The meeting dates and submission deadlines will be published on the Town Council website. Any application received after a submission deadline will be retained and referred to the next relevant meeting.

5.2 Applicants must attend the committee meeting where their grant will be considered to answer any questions which may arise.

5.3 The council will assess the applications on the following criteria:

*Achieves Outcomes:* The application meets the outcomes as detailed in section 1.5  
The application must meet at least one outcome fully, and provide a legacy of benefits to the community.

*Value for money:* The application is either collaborative with other organisations or supplemented by other funding sources. It must provide a cost effective use of council funds.

*Strong governance:* The applicant has good control structures within its organisation, and experienced individuals leading the project. If relevant, insurance arrangements must be in place.

*Fits well with Town Council strategic aims:* The application is a good fit with the strategic aims of Royston Town Council.

## **Grant Evaluations**

6.1. Recipients receiving a grant shall provide an evaluation within twelve months of receipt of the grant on the prescribed form.

6.2. Receipts for all expenditure shall be provided as part of the evaluation to demonstrate the grant was spent appropriately.

## **Conditions of Grants**

7.1 Recipients shall complete an evaluation as required.

7.2 The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.

7.3 Recipients should acknowledge the financial support received from the Council in press releases and publicity.

7.4 Recipients must seek permission from the Council prior to disposing of any resources or equipment funded/part-funded by the Council as part of a grant application within three years.

7.6 The Council may apply any additional conditions it deems necessary as part of the grant award.

**Receipt of Grant**

8.1 Successful applicants will be required to sign an agreement to the grant conditions in advance of receipt of the grant.

8.2 Payments shall be made to the organisation within four weeks of receipt of the agreement.

8.3 Payments shall only be made to an organisation. The Council will not issue grants to an individual.