

Agenda item 8 – Internal Audit report



**ROYSTON TOWN COUNCIL  
INTERNAL AUDIT REPORT YEAR ENDING 31<sup>ST</sup> MARCH 2021**

The final internal audit was carried out on 24<sup>th</sup> May 2021 at the offices of Royston Town Council.

**Work Done**

**Bank Reconciliations**

The year-end bank reconciliations were reviewed and agreed to ensure that they had been prepared correctly. Cut off of bank receipts and payments were confirmed.

**Trade Debtors**

Trade debtor balances were reviewed for reasonableness and to ensure that there were no outstanding balances that require doubtful debt provisions.

**Trade Creditors**

Trade creditors were reviewed to ensure that the balance was reasonable and that all creditors were payable by the Council.

**Income & Expenditure Cut-off**

Sales invoices and purchase invoices were reviewed to ensure that all income and expenditure had been allocated to the correct accounting period.

**Wages & PAYE**

Payroll calculations were checked during the interim audit. Year end liabilities were confirmed to the balance sheet and expenditure reviewed for reasonableness.

**Stock**

Stock balance was reviewed for reasonableness and controls over stock reviewed to ensure adequate.

**Review of VAT returns**

VAT returns for the year were reviewed and the closing balance was reconciled to the financial statements.

**Review of Risk Assessment**

It was confirmed that the Council has documented and agreed in Council meetings the risk assessment.

**Fixed Asset Register**

The fixed asset register was reviewed to ensure that it was complete, accurate and properly maintained. New additions acquired in the financial year were reviewed and copies of the purchase invoice was vouched to the register.

**Insurance**

The insurance policies and schedules were reviewed to ensure the cover is sufficient.

**Meeting Minutes**

Minutes of the Finance Committee and Council meetings were reviewed to ensure that expenditure was approved and monitored and that decisions regarding the Councils' finances are documented.

**Review of Accounts**

The accounts were reviewed to ensure that they had been correctly prepared and to ensure agreement to the underlying accounting records.

**Results****Bank Reconciliations**

All year-end bank reconciliations were agreed and found to be correctly prepared. All items of the unreconciled payments were tested and 99% of those tested cleared the bank by the end of May 2021.

The online banking facility only gives access to view transactions & transfer funds between Council bank accounts.

Cut-off of cheques and paying-in slips were confirmed. The Town Clerk has good controls in place over bank accounts and reconciliations.

All Charity accounts are held separately from the Town Council. Copies of the year end statements have been included in the audit file.

We can conclude that the amount recorded in the accounts for Cash and Bank is accurate and reflects the underlying books and records of the Council.

**Trade Debtors**

All year-end balances were found to be reasonable and agreed to the financial statements. The balance at the year-end was £375.20. All debtors had paid in full at 24th May 2021, the only other outstanding balances were those who had paid in advance.

We can conclude that the amount recorded in the accounts for current debtors is reasonable and reflects the underlying books and records of the Council.



#### **Trade Creditors**

Year end balances were agreed to the financial statements. The balance at the year-end was £952.66. At 24<sup>th</sup> May 2021 all yearend Creditors outstanding are current and invoiced for March 2021. Creditors are well controlled and all payments are approved at monthly Council meetings.

We can conclude that the amount recorded in the accounts for current creditors is reasonable and reflects the underlying books and records of the Council.

#### **Wages & PAYE**

Payroll calculations were checked during the interim audit (no issues reported) and there were no year end liabilities. Payroll expenditure seems reasonable for the year and is comparative with the previous year.

We can conclude that the amount recorded in the accounts for payroll is reasonable and reflects the underlying books and records of the Council.

#### **Stock**

Stock relates to items held in the Museum shop and is valued at the lower of cost and net realisable value. A stock take was carried out by the Centre staff at the year end, which was reviewed.

We can conclude that the amount recorded in the accounts as stock is reasonable and reflects the underlying books & records of the Council.

#### **VAT**

VAT returns have been correctly prepared during the year. A VAT control was prepared and agreed to the financial statements. There has not been a VAT inspection during the year. The council have previously had professional advice from a company specialising in VAT (VAT Support & Solutions) regarding VAT calculations which is being followed. As the VAT incurred for exempt activities is less than £7,500 all input VAT can be recovered.

We can conclude that the amount recorded in the accounts as a VAT debtor is reasonable and reflects the underlying books and records of the Council.

#### **Risk Assessment**

The Council risk assessments are updated annually and agreed by the Finance committee. Assessments were viewed and appear to be comprehensive covering all areas of Council activity. These were then reviewed and approved by the full committee in January 2021.

We can conclude that the Council is assessing risks and reviewing the effectiveness of its control arrangements on a regular basis.



#### **Fixed Assets**

The fixed asset inventory and details of costs were reviewed. These were considered to be reasonable and agreed to the additional information included in the financial statements. Assets are held at cost with new assets added when they are purchased. The Council does not depreciate its assets. They are effectively expensed as incurred but carried on this schedule at cost values.

We can conclude that the amount recorded in the accounts for fixed assets is reasonable and reflects the underlying books and records of the Council.

#### **Insurance**

All insurance was provided by Zurich Municipal, a renewed long term agreement policy taken out for a period of three years. Various areas are covered by the insurance. It was agreed in the council's minutes to extend the agreement with Zurich Municipal for a further three years.

We can conclude that the insurance requirements have been assessed by the council and the insurance cover is deemed sufficient.

#### **Meeting Minutes**

Council expenditure is approved on a monthly basis and accounts are reviewed and approved by the council. The budget is also reviewed monthly. Minutes since our last visit were reviewed, points of note include:

- Budget increases for 2021/22 expected:
  - Precept agreed at £342,648 (last year at £329,231) it represents a 4.97% annual rise
  - Band "D" (Property's) agreed at £50.90 per calendar month, which is an £2.41 increase from the previous year.

We can conclude that a complete and accurate record of all the Council meetings is being prepared by the Council.

#### **Review of Accounts**

The analytical review produced by the deputy clerk was viewed and all explanations for variances were considered reasonable. The accounts were agreed to the balance sheet produced on the Sage accounting system.

Budget for 2021/22 and actual spend for 2020/21 compared to budget was reviewed and accepted as reasonable.

We can conclude that the Council is preparing adequate accounting records and maintains sufficient controls over its annual budget.



**Conclusion**

In our opinion, books and records are being kept in order. Appropriate risk assessment procedures and internal controls are in place and these are being adhered to by the council.

Haines Watts

Date... 25<sup>TH</sup> MAY 2021

Haines Watts  
First Floor, Woburn Court,  
2 Railton Road

Woburn Road Industrial Estate,  
Kempston, Bedford.  
MK42 7PN



**Agenda Item 9 – Accounts 2020-2021**

<b><u>Royston Town Council</u></b>		
<b>Income and Expenditure Account - Year End Accounts 31 March 2021</b>		
<b>31-Mar-20</b>	<b>INCOME</b>	<b>31-Mar-21</b>
305,934.00	Precept	317,909.54
11,404.66	CTRS Grant	11,321.46
21,054.20	Agency	14,460.33
2,481.03	Interest received	424.06
31,555.14	Town Hall lettings	4,652.81
15,928.87	Market Hill Rooms lettings	539.25
3,358.38	Priory Rooms lettings	-
- 449.54	Discounts Allowed (Lettings)	- 97.72
2,664.75	Museum sales, Exhibition Commission & Friends shop sales	586.09
1,684.96	Grants & Donations for Museum	750.00
75.00	Sales of Jack's War book	-
-	Blue plaques	-
5,865.15	Allotments rents & electric/water reimbursements	6,128.47
15,550.00	30 Kneesworth Street	15,565.00
12,721.78	Royston Cave	267.12
957.00	Miscellaneous income (grants/donations etc.)	56,000.71
1,997.10	Royston May Fayre	-
420.00	Naturally Royston	-
4,664.33	Other bank accounts (May Fayre/Museum/War Memorial)	516.70
53,240.65	Town Centre Manager/Royston First	32,556.72
68,706.80	Market Place	47,744.12
1,098.80	War Memorial	-
560,913.06		509,324.66
30.90	Increase / Decrease in Stock	-
<b>560,943.96</b>	<b>Total Income</b>	<b>509,324.66</b>

<b><u>Royston Town Council</u></b>		
<b>Income and Expenditure Account - Year End Accounts 31 March 2021</b>		
<b>31-Mar-20</b>	<b>EXPENDITURE</b>	<b>31-Mar-21</b>
133,009.21	General Administration	154,222.27
24,663.93	Agency	18,688.34
43,613.89	Town Hall	39,175.47
26,092.20	Market Hill Rooms	19,724.63
8,620.00	Priory Rooms/Annexe	6,070.33
76,554.69	Museum	68,540.23
1,403.01	Public Toilets	0.00
1,885.40	Allotments	1,383.11
15,690.04	Royston Cave	11,261.54
4,148.00	30 Kneesworth Street	315.00
2,383.15	War Memorial	986.00
1,674.78	Civic	617.16
14,736.63	Plantations	13,949.96
3,842.30	May Fayre	0.00
57.70	Naturally Royston	220.00
2,172.00	Donations	1,625.00
2,052.28	Christmas Lights	30,262.23
114,062.74	Town Centre Manager/Royston First	1,342.02
56,572.53	Market Place	53,258.81
70.20	Miscellaneous expenditure & Mispostings	3525.79
4,890.28	Other bank accounts (May Fayre/Museum/War Memorial)	0.00
<b>538,194.96</b>	<b>Total Expenditure</b>	<b>425,167.89</b>
	<b>GENERAL FUND (Inc. Capital - Cemetery land and earmarked reserves)</b>	
406,611.52	Balance at 1 April 2020	430,230.58
560,943.96	Plus Total Income	509,324.66
538,194.96	Less Total Expenditure	425,167.89
429,360.52		514,387.35
870.06	Transfers to/from other accounts/ reserves	17,613.45
<b>430,230.58</b>	<b>Balance at 31 March 2021</b>	<b>532,000.80</b>

		<b>Royston Town Council</b>	
		<b>BALANCE SHEET AS AT 31 MARCH 2021</b>	
<b>31-Mar-20</b>		<b>LONG TERM ASSETS</b>	<b>31-Mar-21</b>
0.00	Investments		0.00
0.00	Long Term Debtors		0.00
<b>0.00</b>			<b>0.00</b>
		<b>CURRENT ASSETS</b>	
498.35	Museum Shop Stock		498.35
2,205.54	Debtors		490.00
4,156.24	VAT Recoverable		8,357.53
79,825.71	Current Account		17,798.87
9,657.17	Business Premium Account		9,695.53
271,267.00	Treasury Account		-
-	RTC Treasurers Deposit Account		430,572.00
100,000.00	Public Sector Deposit Fund		100,000.00
295.15	Cash in Hand - Petty Cash		295.15
-	Takings in office - cash and cheques unbanked as at 31st March		-
65,722.00	Stamford Yard balance		65,722.00
21,498.77	Other accounts - May Fayre/War Memorial/Museum/Tapestry		3,885.31
<b>555,125.93</b>	<b>Total current assets</b>		<b>637,314.74</b>
		<b>CURRENT LIABILITIES</b>	
2,529.62	Creditors		952.66
505.80	Receipts received in advance		114.80
<b>3,035.42</b>	<b>Total current liabilities</b>		<b>1,067.46</b>
<b>552,090.51</b>	<b>NET ASSETS</b>		<b>636,247.28</b>
		<b>REPRESENTED BY:</b>	
21,498.77	Other accounts - May Fayre/War Memorial/Museum/Tapestry		3,885.31
65,722.00	Stamford Yard Balance - capital reserve		65,722.00
430,230.57	General Fund Balance (inc. Capital - cemetery land and earmarked reserves as per supporting statement)		532,000.80
34,639.17	Capital Fund Balance		34,639.17
<b>552,090.51</b>			<b>636,247.28</b>
<b>The above statement represents fairly the financial position of the authority as at 31 March 2021 and reflects its income and expenditure during the year.</b>			
<b>Chairman</b>	<b>Signed.....</b>		
<b>Date:.....</b>			
<b>RFO</b>	<b>Signed.....</b>		
<b>Date:.....</b>			



**Agenda Item 9 – Supporting statement**

**SUPPORTING STATEMENT  
ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2021**

**ASSETS**

Assets purchased:

	<u>Item</u>	<u>Place</u>	<u>Value</u>
1)	Free standing signs	Market Place	£67.98
2)	Lenovo laptop	Room 7	£458.33
3)	Sack barrow	Market Place	£131.25
4)	Stall canopy and 2 legs	Market Place	£465.00
5)	Dell laptop	Room 7	£698.99
6)	3 office chairs	Rooms 4 & 6	£395.28
7)	Christmas lights	Contractor	£13,975.00
8)	Cash register	Museum	£249.99
9)	3 lightweight gazebos	Market Place	£927.00
10)	PVC gutters	Market Place	£120.00
11)	3 trestle tables	Market Place	£164.97
12)	Display unit	Museum	£161.90
13)	Fridge	Market Hill Rooms	£174.99
			<b>£17,990.68</b>

Assets disposed of:

	<u>Item</u>		
1)	Christmas lights	Contractor	£31,818
2)	Plantation bench	Green Walk	£310
3)	Sack barrow	Market Place	£167
4)	PC	Complex	£780
			<b>£33,075</b>

**At the 31 March 2021 the following assets were held:****COMMUNITY ASSETS**

	<u>VALUE</u>	
Stile Plantation – Community Land	£1.00	
Green Walk Plantation – Community Land	£1.00	
Green Street Allotments – Community Land	£1.00	
Royston Cave – Community Land	£1.00	
War Memorial	£168,233	
Town Hall	£1,914,458	
Market Hill Rooms	£465,804	
30 Kneesworth Street	£434,928	
Market Place	£300,000	<b>£3,283,427</b>

**OTHER FIXED ASSETS – Furniture & Equipment at:**

Town Hall	£181,161	
Market Hill Rooms	£9,184	
Museum	£84,620	
Priory/Complex/Office Rooms	£21,280	
Market stalls & equipment	£17,574	
Museum Collection	£343,715	
Civic Regalia	£5,664	
Civic name boards	£1,250	
Christmas lights	£13,975	
External notice boards	£930	
Salt bin	£205	
External benches and information boards	£5,070	<b>£684,628</b>

The basis of valuation of these assets is purchase value, with the exception of the Community Land, which are each valued at £1.

**Total of all above Assets: £3,968,055**

**Borrowings:**

Royston Town Council borrowed £300,000 from The Public Works Loan Board on 24<sup>th</sup> July 2015. The loan was taken over a 25 year term with a fixed interest rate of 4.01% and half yearly repayments are £9,557. The outstanding capital balance as at 31<sup>st</sup> March 2021 is £247,986.24.

**Leases:**

At 31 March 2021 the following leases were in operation:

**Royston Town Council as Landlord**

Tenant	Property	Rent p.a.	Year of Expiry
Lillicrap & Milijic	30 Kneesworth St	£15,250	2022

**Royston Town Council as Tenant**

Landlord	Property	Rent p.a.	Year of Expiry
NPK Holdings	Royston Museum Lower King Street	£7,500	2028

**Debts Outstanding:**

At 31 March 2021 debts of £490.00 were outstanding and due to Royston Town Council.

The age of the debts were:	No.	Value
Less than 3 months old	2	£470.00
Between 3 months and 12 months	0	
Over 12 months	1	£20.00

**Movements on the Capital Reserves:**

Opening balance: £127,047

Balance at year-end £127,047

£65,722 of the above is proceeds from the sale of Stamford Yard and £26,686 is proceeds from the sale of Wicker Hall, the remaining £34,639 is a general capital reserve.

**Earmarked Funds included in General Fund Balance:**

Museum HAMS grant	£750	Museum general grants	£577
Museum education budget	£8,215	Museum Community Cabinet grant	£284
Election costs	£19,413	Jacks War books	£2,854
Town Hall maintenance (2013-21)	£27,040	Markets contract	£39,906
Allotments	£13,343	Legacy project	£20,000
Market Place cash machine collection	£2,250	Cave maintenance	£1,500
Kneesworth Street repairs/decoration	£1,382	External notice boards	£1,000
Newsletter/surveys	£1,840	Town Council properties refurbishment	£3,000
GDPR	£1,972	Youth Council	£2,000
May Fayre account	£4,042.49	Museum Development	£10,000
Museum Tapestry account	£8,105.87	Museum Donations account	£5,981.80

**Total Earmarked Funds: £175,456.16**

**Agency Work:**

During the year the Royston Town Council undertook the following work on behalf of another authority.

<b>Commission Authority</b>	<b>Nature of Work</b>	<b>Value</b>
North Herts District Council	Repairs, utilities, admin	£14,460.33

A final claim for reimbursement has been agreed.

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**Pensions:**

For the year ended 31 March 2021 the council's contributions equalled 22.15% of employees' pensionable pay which equalled to £30,503.69.

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Signed ..... Chairman

Signed ..... Responsible Financial Officer

Date .....

## Annual Internal Audit Report 2020/21

ROYSTON TOWN COUNCIL

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During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

24<sup>TH</sup> MAY 2021

HAYNES WATTS.

Signature of person who carried out the internal audit

HAYNES WATTS.

Date

25/05/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ROYSTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

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## Section 2 – Accounting Statements 2020/21 for

ROYSTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	529341	552091	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	305934	317910	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	255010	191415	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	332623	213241	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	19114	19114	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	186457	192813	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	552091	636248	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	548266	627969	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3983851	3968055	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	256887	247986	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved



## Agenda Item 11 – Bank Reconciliation

Royston Town Council 2020-2021			
Bank Reconciliation May 2021			
<u>Receipts</u>		<u>Payments</u>	
<b>B/F</b>	<b>809,144.37</b>	<b>B/F</b>	<b>28,108.13</b>
May income	16,295.85	May payments	29,130.64
	<b>825,440.22</b>		<b>57,238.77</b>
Receipts to date	825,440.22		
Less Payments to date	57,238.77		
	<b>768,201.45</b>		
<b>Represented by</b>			
RTC Current Account -		75,534.20	
Less un-cleared Chqs		- 13,617.28	
		<b>61,916.92</b>	
Business Premium account		9,695.53	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		530,572.00	
Public Sector Deposit Fund		100,000.00	
Takings Account		295.00	
		<b>768,201.45</b>	
<b>War Memorial Account</b>			
<u>Receipts</u>		<u>Payments</u>	
<b>B/F</b>	<b>3,885.31</b>	<b>B/F</b>	<b>0.00</b>
May Receipts	0.69	May Payments	-
	<b>3,886.00</b>		-
Receipts to date	3,886.00		
Less Payments to date	0.00		
	<b>3,886.00</b>		
	<b>In Treasurers BPA</b>	<b>In Current</b>	<b>Total</b>
RTC War Memorial	3,206.00	180.00	3,386.00
			<b>3,386.00</b>
		Unpresented cheques	0.00
			<b>3,386.00</b>
Petty Cash for noting	01/05/2021	31/05/2021	
Office	100.06	100.06	
Museum	90.09	90.09	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	<b>£ 295.15</b>	<b>£ 295.15</b>	
Prepared by Town Clerk		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

<b>Royston Town Council 2020-2021</b>			
<b>Charity Accounts - May 2021</b>			
<b><u>Cave Account</u></b>			
<u>Receipts</u>		<u>Payments</u>	
B/F	<b>34,895.47</b>	B/F	<b>0.00</b>
May Receipts		May Payments	
	34,895.47		-
Receipts to date	34,895.47		
Less Payments to date	0.00		
	<b>34,895.47</b>		
<b>Represented by</b>			
RTC - Cave Account	34,895.47		
Less un-cleared Chqs	-		
		<b>£ 34,895.47</b>	
<b><u>Leete Account</u></b>			
<u>Receipts</u>		<u>Payments</u>	
B/F	<b>18,815.14</b>	B/F	<b>0.00</b>
May Receipts	147.38	May Payments	6.00
	18,962.52		6.00
Receipts to date	18,962.52		
Less Payments to date	6.00		
	<b>18,956.52</b>		
<b>Represented by</b>			
RTC - Leete Account	18,956.52		
Less un-cleared Chqs			
		<b>£ 18,956.52</b>	
<b><u>Town Mayor's Community Trust Fund</u></b>			
<u>Receipts</u>		<u>Payments</u>	
B/F	<b>21,596.38</b>	B/F	<b>1,006.00</b>
Receipts		Payments	6.00
	21,596.38		1,012.00
Receipts to date	21,596.38		
Less Payments to date	1,012.00		
	<b>20,584.38</b>		
<b>Represented by</b>			
Mayor's Charity monies	-		
Community Fund	20,584.38		
Less un-cleared Chqs			
		<b>£ 20,584.38</b>	
Prepared by Town Clerk		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

## Agenda Item 11 – Income and Expenditure Report

ROYSTON TOWN COUNCIL																		
Summary of Royston Town Council Income & Expenditure for 2021-2022 to-date against allocated budget																		
EXPENDITURE		Quarter 1					Quarter 2			Quarter 3			Quarter 4			Year to Date	Agreed Budget	YTD Budget variance
		April	May	June	Estimated Quarterly Budget	QTD Variance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March			
Admin/Democracy		8,732	6,850	-	35,153	66%	-	-	-	-	-	-	-	-	-	15,582	129,571	72%
Museum		4,115	2,686	-	22,851	45%	-	-	-	-	-	-	-	-	-	6,801	91,666	45%
Town Hall		3,005	2,348	-	15,461	52%	-	-	-	-	-	-	-	-	-	5,353	59,613	54%
Priory Rooms		314	254	-	1,142	75%	-	-	-	-	-	-	-	-	-	568	14,508	23%
Market Hill Rooms		892	1,206	-	2,672	118%	-	-	-	-	-	-	-	-	-	2,098	20,294	62%
Other Expenses		2,045	-	-	3,426	90%	-	-	-	-	-	-	-	-	-	2,045	15,543	79%
Royston Cave		1,254	624	-	5,910	48%	-	-	-	-	-	-	-	-	-	1,878	20,032	56%
Allotments		349	348	-	870	120%	-	-	-	-	-	-	-	-	-	697	4,465	94%
War Memorial		615	85	-	1,605	65%	-	-	-	-	-	-	-	-	-	700	2,423	173%
30 Kneesworth Street		382	42	-	549	116%	-	-	-	-	-	-	-	-	-	424	1,036	246%
Plantations		464	482	-	2,410	59%	-	-	-	-	-	-	-	-	-	946	19,080	30%
Public Conveniences		157	127	-	637	67%	-	-	-	-	-	-	-	-	-	284	2,913	58%
Markets and Parking		3,725	3,762	-	12,024	93%	-	-	-	-	-	-	-	-	-	7,487	70,734	64%
TOTAL EXPENDITURE		26,049	18,814	-	104,711	64%	-	-	-	-	-	-	-	-	-	44,863	451,878	60%
INCOME		Quarter 1					Quarter 2			Quarter 3			Quarter 4			Year to Date	Agreed Budget	
		April	May	June	Estimated Quarterly Budget	QTD Variance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March			
																	Budget	
Interest		4	3		77	14%										7	300	14%
Town Hall		-	1,453	-	4,055	54%	-	-	-	-	-	-	-	-	-	1,453	15,000	58%
Priory Centre		-	-	-	85	0%	-	-	-	-	-	-	-	-	-	-	500	0%
Market Hill Rooms		-	335	-	2,292	22%	-	-	-	-	-	-	-	-	-	335	7,500	27%
Cave		-	-	-	3,904	0%	-	-	-	-	-	-	-	-	-	-	10,000	0%
Allotments		166	25	-	306	94%	-	-	-	-	-	-	-	-	-	191	5,600	20%
30 Kneesworth Street		-	-	-	4,121	0%	-	-	-	-	-	-	-	-	-	-	15,580	0%
Museum		-	7	-	96	11%	-	-	-	-	-	-	-	-	-	7	750	6%
Markets and Parking		3,856	5,531	-	14,592	96%	-	-	-	-	-	-	-	-	-	9,387	54,000	104%
TOTAL INCOME		4,026	7,354	-	29,528	58%	-	-	-	-	-	-	-	-	-	11,380	109,230	63%
PRECEPT		165,734														165,734	331,469	
CTRS grants		5,590														5,590	11,179	
Balance																£ 137,841	£ -	

# Royston Town Council

## Annual Report 2020/2021

18<sup>th</sup> May 2020 – 17<sup>th</sup> May 2021



Town Hall, Melbourn Road, Royston, Herts. SG8 7DA

Tel: 01763 245484 Email: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)

[www.roystontowncouncil.gov.uk](http://www.roystontowncouncil.gov.uk)

Published June 2021

Royston Town Council's Annual Report gives a review of the activities of the Town Council during the Civic year and the financial report for the year ended 31<sup>st</sup> March 2021.

Due to the Coronavirus pandemic, the Council adapted to the restrictions and all premises were made COVID secure. New legislation was introduced which meant that council meetings were held virtually via Zoom. Once the legislation ended, the first face-to-face meeting took place successfully on 10<sup>th</sup> May 2021.

### **Statement from the Town Mayor 2021-2022**

**Councillor Mark Hughes**

**Mayor of Royston 2021-2022**



I am delighted to become Mayor of Royston at such a pivotal time for our Country. With lockdown restrictions easing, it is now time to look forward. Our Town will start to feel more like normal, and Royston will soon start to feel and look more like the place we choose to call home.

Perhaps symbolically, we will soon see the reopening of the Parish Church. Family events such as the kite festival are scheduled to take place this summer; sport whether as a spectator or a participant, will resume and this September our schools will hopefully be able to offer our children an uninterrupted school year.

Some things will be quicker to recover than others. Just as some people will be more resilient than others, we may particularly need to extend support to those who have experienced mental health challenges over the last year.

I intend to give particular attention to the needs of young people in the Town, to ensure that they have the equality of every opportunity to succeed in a safe and secure environment.

As a long-standing businessman in the Town, I want to see us take every opportunity to ensure economic success and I will ensure that we continue to improve our environment, so that we can enjoy our Town to its full potential. I was first elected as Royston's Mayor in 1990. The pre digital World was a very different place, Royston was around half its present size in terms of population, and its boundaries were much smaller. Sadly, many of the people who made up our community 30 years ago have moved on or are no longer with us. This certainly gives a feel for our own mortality.

We are custodians of our Town for such a short time, and I think that we all aspire to leave the Town better, stronger and well placed for the future.

As part of an independent nation, we should reach out to our European friends, to show that we are still good neighbours and through our Town Twinning arrangements I look forward to welcoming them to Royston again soon.

I send my best wishes to our twinning partner towns:



[Großalmerode, Hessen, Germany](#)



[La Loupe, Eure-et-Loir, France](#)



[Villanueva de la Cañada, Comunidad de Madrid, Spain](#)

My consort this year will be my wife, Hazel.

My Mayoral Charities this year will be;

After Umbrage, St John Ambulance, and The Mayor's Community Trust Fund

I look forward to serving the Community of Royston as Mayor.

**Mark Hughes**

### **Royston Town Council**

There are three tiers of local government in Royston; Town, District and County.

A new website was launched in 2020 which provides a useful resource on Royston Town Council's activities, and offers access to information regarding the committees, meetings, minutes, Town Council news and other areas of interest. Information and links are also available for other Royston organisations and community associations. [www.roystontowncouncil.gov.uk](http://www.roystontowncouncil.gov.uk)

All Town Councillors serve in a voluntary capacity and are elected for a four year term of office. Councillors are not paid and do not receive any allowances for attending meetings.

The Mayor is elected annually in May at the Annual Meeting of the Council. Ten Members serve on each principal committee: Finance, Planning and General Purpose & Highways.

The next Town Council elections will take place on Thursday 5<sup>th</sup> May 2022.

The Councillors that held office during the year 2020/2021 were:

**Mayor:** Councillor Rob Inwood

**Deputy Mayor:** Councillor Mark Hughes

**Chairman Finance Committee:** Councillor John Davison

**Chairman Planning Committee:** Councillor Marguerite Phillips

**Chairman General Purpose & Highways Committee:** Councillor Mike Harrison

### **Royston Town West**

Cllr Ruth Brown (Liberal Democrats)

Cllr John Davison (Conservative)

Cllr Emma Squire-Smith (Liberal Democrats)

### **Royston Town South**

Cllr Tom Perry (Liberal Democrats)

Cllr Carol Stanier (Liberal Democrats)



## **Royston Palace**

Cllr Brian Bylett (Conservative) Co-opted 30<sup>th</sup> November 2020

Cllr Ian Coll (Conservative)

Cllr Mark Hughes (Conservative)

Cllr Robert Inwood (Independent)

Cllr Iain Leggett (Conservative)

## **Royston Meridian**

Cllr Elizabeth Beardwell (Liberal Democrats) Elected 6<sup>th</sup> May 2021

Cllr Mike Harrison (Conservative)

Cllr Marguerite Phillips (Conservative)

Cllr F John Smith (Conservative)

Cllr Philip Smith (Conservative)

Cllr Vera Swallow (Conservative) Resigned 7<sup>th</sup> September 2020

Full Council meetings and principal committee meetings are open to all members of the public and the press. At the beginning of each meeting time is set aside to allow members of the public to make representation to the various committees about items on the agenda.

Copies of the agendas are posted on the Town Hall notice-board and Town Council web-site. A calendar detailing the meetings for the coming year is also available on the web site.

The Town Council's Planning Committee is asked to respond as a consultee and makes recommendations on the planning applications for Royston. The Committee commented on over 100 applications throughout the year. Final decisions on all applications are made by North Herts District Council (NHDC).

## **School Visits**

School visits were unable to take place due to continuing COVID 19 restrictions. These are seen as an important annual event, engaging with the community, and involving Town, District and County Councillors. It is hoped that these visits can be undertaken in 2022.

## **Green Street Allotments**

The allotment site in Royston is owned and managed by the Town Council. There are no vacant plots at the moment, if you are interested in obtaining a plot contact the Town Council by email [enquiries@roystontowncouncil.gov.uk](mailto:enquiries@roystontowncouncil.gov.uk) or call 01763 245484 to be added to the waiting list, it is approximately 3 to 4 years wait for a plot. You must be a Royston resident to rent an allotment.

## **Royston War Memorial**

Royston War Memorial in Melbourn Street was erected in 1922 in memory of the Servicemen of the town killed in the First World War. Later it was extended to include those who were killed during the Second World War. It is now a listed monument and was extensively repaired and refurbished by the Town Council in 2018.

A much smaller Remembrance Day Service was held there this year due to the pandemic however the service was live-streamed for members of the public.

## **Royston Town Market**

Fortunately, Royston market has been able to continue to operate throughout the year and it is clear from the increase in footfall on both Wednesdays and Saturdays that significant numbers of local people have re-evaluated their shopping habits.

The fresh, high quality produce available on the market has appealed to new shoppers with a number of traders having to adapt their working practices to accommodate an increase in business. This has included taking on additional staff resources and importantly making home deliveries, which although initially designed for people who were self-isolating, and therefore unable to attend the market, still continue as an option for residents. Many customers have reported feeling much safer shopping outdoors at the market.

With the return of non-essential traders from 14th April 2021 the number of pitches in use continue to expand. The market has been a real asset to Royston throughout this challenging year and it has been pleasing to see so much goodwill and support from Roystonians who have understood the importance of the Mayors message to 'think local and shop local'.



We've been busy for the last few months getting ready to welcome our volunteers back. We've been able to have a limited number of volunteers in the museum at one time and have had some really positive chats about events and exhibitions over the next few years. It's been lovely hearing how positive we are at the museum.

While we've been closed we've been sharing more of our collections online. Our photos of Royston pantomimes from previous years got a lot of people talking and sharing their memories. Lots of talk about family members who brought a smile to faces in their panto roles. We've been chatting to museums across the UK and the world over on Twitter and sharing collections and ideas. The museum community is truly a wonderful one to be a part of and if you're online, please do join us.

We're working on new displays in the museum including one about Royston Cave. We're looking forward to working closely with the Cave and offering a more rounded way to explore Royston's heritage.

We're continuing to work towards reopening and will be taking our time to make sure we do this safely for our volunteers, staff and visitors. Our priority at the moment is working with our volunteers to help them feel safe to come back to the museum and get back involved with all the exciting things coming up.

### **Royston Annual May Fayre**

Unfortunately the May Fayre had to be cancelled due to the uncertainty as to whether the Government roadmap out of lockdown restrictions would go as planned. Hopefully, the event can return on 2nd May 2022.

### **Community Halls & Royston Picture Palace**

The Town Council provides public halls which can be hired, namely the Town Hall and Market Hill Rooms. Our two community halls are hired out to various local organisations, community groups and privately to members of the public for children's parties, fitness classes and social events such as quizzes.

Due to the COVID-19 pandemic, the halls were closed for the majority of the Civic year 2020-2021. They were able to reopen to the public between September and November 2020, then briefly in December before another lockdown forced closure.

In January 2021, the Town Hall was opened up for the Royston Health Centre to carry out their COVID-19 vaccination clinics. The caretakers and cleaners have worked throughout to ensure that the halls remain COVID secure. On May 17<sup>th</sup> the halls were able to reopen to hirers as well as continuing to host the vaccination clinics.

The Town Hall is used as a state-of-the-art digital cinema on Fridays, Saturdays and Sundays throughout the year by Royston Picture Palace, who aim to show a wide and diverse programme of films and special events to suit all audiences and ages in our local communities. The cinema is wheelchair accessible, and a range of drinks and refreshments are available at every screening. Ticket and refreshment prices are kept low for the benefit of all. The cinema is run by a wonderful team of paid employees and volunteers to whom we are very grateful – without them, the show could literally not go on.

Royston Picture Palace has been closed for the majority of the 14 months to May 2021 due to COVID-19 lockdown restrictions. Now reopened once again, social distancing measures remain in place and will continue to be so, in line with government guidance.

### **The Leete Charity Trust**

The Town Council is the sole Trustee of this charity. The charity provides grants towards further education for students who live, or attend a school, in Royston. The grants are made from the interest earned on the Trust's investments. During the last year, a total of £2,265 was awarded to 6 young people going on to further education.

Details and an application form can be downloaded from the Town Council's website.

### **Green Walk Plantation & Stile Plantation**

Two small plantations link the town centre to open countryside and footpaths. These plantations are a hidden secret of the town and are used for walking and wildlife spotting. The Town Council is currently investing in a programme of cutting and planting which will ensure that these precious green spaces continue to be available for all to enjoy for many years to come.

### **Covered Bike Shelter**

Royston Town Council is pleased to announce that a bike shelter with capacity for 20 cycles has been installed in the Market Place carpark. This was funded by S106 contributions from developers that were allocated for sustainable transport. We hope that by lowering the barriers to cycling in our town we can further our ambitions to become a Sustainable Travel Town and reduce traffic congestion and air pollution for our residents.

### **Royston Cave Annual Report 20/21**

Royston Cave closed its doors in March 2020 to safeguard our staff and visitors against the outbreak of COVID-19. It remained closed throughout the year. In light of these events, we looked to new strategies for engagement.

Foremost, Royston Cave's website was improved to make information more accessible. A 'Conservation' section was added to inform visitors about the current challenges facing the cave; an 'About' section was introduced to make details about our operation and governance more transparent; and a research facility was created to make research of Royston Cave easier.

In June 2020, an online archive was established to collate news, research and resources about Royston Cave. Articles about the cave and its themes are regularly added as it aims to become a comprehensive database of information that can be easily searched, read and referenced by everyone. Since its creation, there have been 563 views across 9 articles.

The highly anticipated 3D, 360 degree digital replica of Royston Cave was launched. The Virtual Experience had originally been designed for use at Royston Museum but, due to the pandemic, was successfully deployed online instead. It was free to access for everyone between 21st August and 4th October 2020. In its first week of launch, over 1000 visitors explored Royston Cave virtually. It was subsequently deployed periodically for free general access throughout the remainder of the year. In total, 2541 people visited from across the globe. It received commendation from members of the public, heritage sites and notable academics.

In January 2021, the self-guided Virtual Experience was succeeded by the launch of guided virtual tours. These were presented live by the Cave Manager and utilised The Virtual Experience software. 50 individuals and 10 households attended across 12 tours, including 2 private tours. Going forward, these virtual tours will work in tandem with physical tours.

Professional photography was commissioned in October 2020 to be used in new marketing strategies, as well as providing an up-to-date photographic record of the cave. This photography also forms the basis of our new professional Image Service which was launched in March 2021 and provides licensed access to high-quality imagery of Royston Cave for commercial and non-commercial use.

In April 2021, new visitor access resources were introduced including an Access Statement, Visual Story and Sensory Map. These resources will ensure that Royston Cave is more welcoming to anyone who finds visiting attractions more difficult. Later that month, a new Environmental Policy was introduced, to solidify our commitment to reducing the impact that our operations have on the environment, and maintenance was done to the cave's visitor entrance.

Our increased activity online this past year has seen our digital engagement increase dramatically, with a 43% increase in our social media following.

We are currently preparing for a number of upcoming projects, notably vital maintenance to the access steps, the delayed launch of the permanent cave exhibition at Royston Museum and a project with the Hertfordshire Geological Society to study the chalk bedrock in which Royston Cave sits. The report will outline the age and fossil content of the chalk and provide a better understanding of Royston's geological history. For more information, visit [roystoncave.co.uk](http://roystoncave.co.uk).

### **Annual Town Meeting 2021**

The Annual Town meeting was held virtually via Zoom on 11th March 2021 and was attended by 30 members of the public. Community Trust Fund Grants were awarded to:

<b>ORGANISATION</b>	<b>PURPOSE OF GRANT</b>	<b>AMOUNT AWARDED</b>
National Childbirth Trust	To establish a breast feeding drop in support group in Royston.	£500.00
Royston and District Community Transport	Contribution towards the running costs of the wheelchair accessible vehicles.	£500.00
Royston Arts Society	To assist with the cost of hiring the Heritage Hall for the annual autumn art exhibition which forms part of the Royston Arts Festival.	£265.00

Royston Photographic Society	To assist with the cost of hiring the Town Hall for the Royston Arts Festival Exhibition.	£250.00
Royston Rockets BMX Racing Club	For a technology upgrade.	£500.00
Royston Twinning Association	To fund the costs of twinning civic receptions	£250.00

The Town Mayor, Councillor Rob Inwood, presented Community Service Awards to:

**Brian Norwood** – in recognition of his many years of dedication to the Royston Methodist Church and the wider community of Royston.

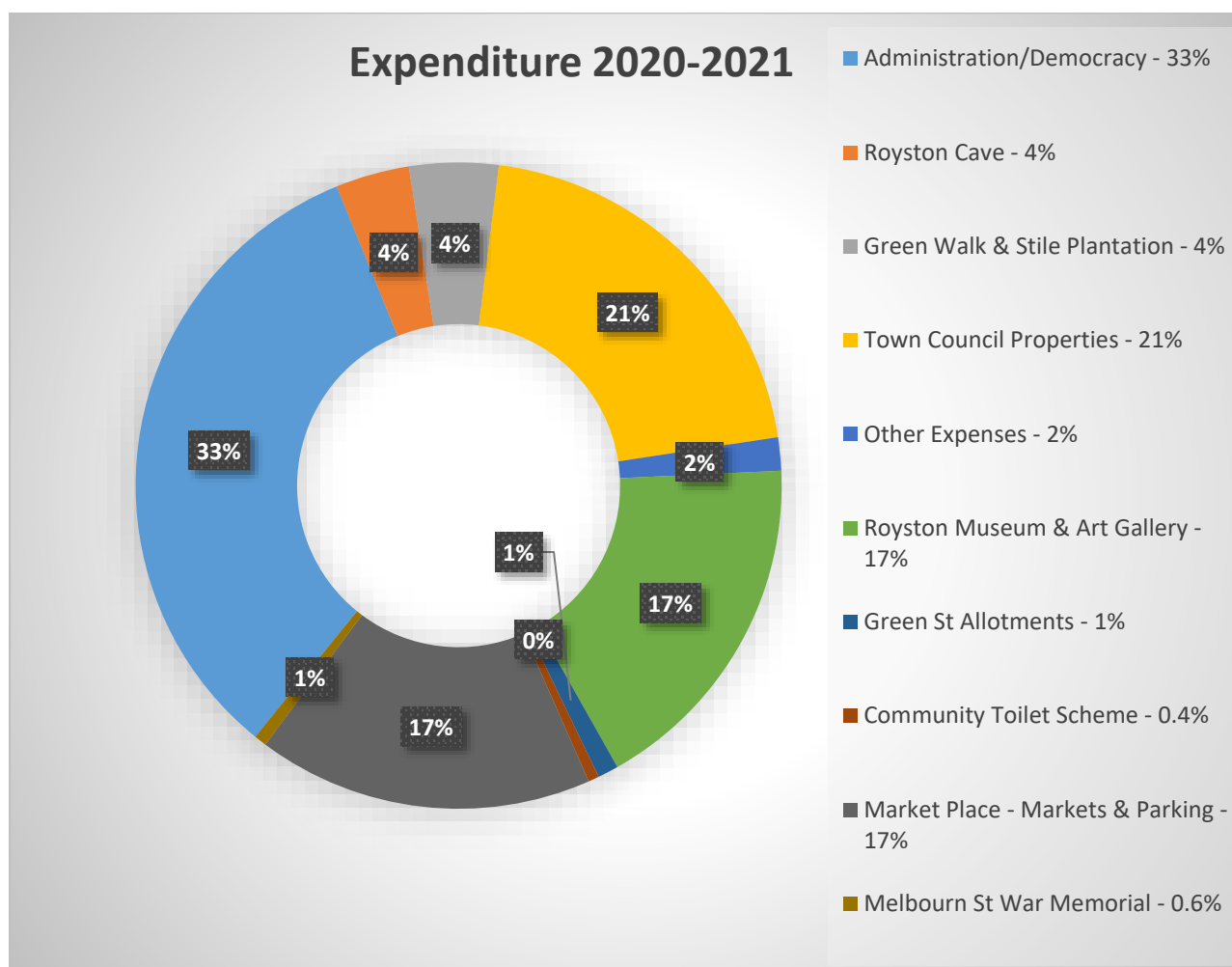
**Andy & Viv Williams** – in recognition of their immeasurable contribution to our local community for the past 20 years beginning with setting up and running the Open House Project and later the Royston Foodbank.

**Mike Lawrence** – in recognition of his hard work and continuing support for the Royston & District Museum.

## Royston Town Council Finances 2020-2021

### **EXPENDITURE**

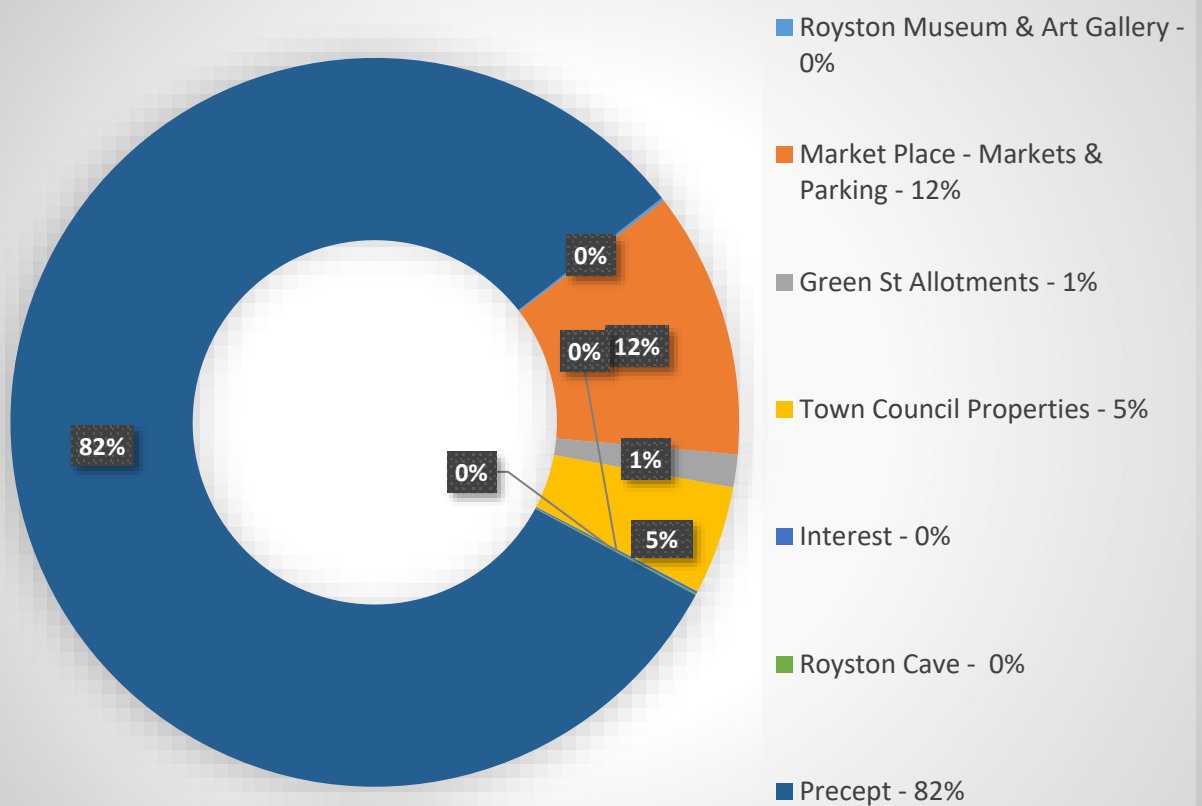
	<b>Budget</b>	<b>Actual</b>
Administration/Democracy	117,443	122,935
Royston Museum & Art Gallery	100,819	65,385
Town Council Properties	97,628	76,754
Green Walk & Stile Plantation	18,039	16,624
Other Expenses (Civic, May Fayre, Christmas Lights etc.)	35,385	6,190
Royston Cave	19,224	13,753
Green St Allotments	4,409	3,878
Melbourn St War Memorial	2,864	2,322
Community Toilet scheme	5,084	2,003
Market Place - Markets and Parking	67,200	62,612
<b>TOTAL EXPENDITURE</b>	<b>468,095</b>	<b>372,456</b>





**INCOME**

	Budget	Actual
Interest	1500	424
Market Place - markets/parking	60,000	47,745
Royston Museum & Art Gallery	1000	542
Town Council Properties	58,965	19,459
Green St Allotments	5,399	5,876
Royston Cave	12,000	268
Precept	329,231	329,231
<b>TOTAL INCOME</b>	<b>468,095</b>	<b>403,545</b>

**Income 2020-2021**

## **Royston Town Council Finances 2021-2022**

The Royston Town Council part of the Council Tax for 2021-2022 is £50.90 per Band D household.

### **Royston Town Council Budget & Precept 2021-2022**

#### **Expenditure**

Administration/Democracy	129,571
Royston & District Museum & Art Gallery	91,666
Royston Town Hall	59,613
Priory Centre Rooms	14,508
Market Hill Rooms	20,294
Green Walk and Stile Plantations	19,080
Other Expenses	15,543
Royston Cave	20,032
Green St Allotments	4,465
Royston War Memorial	2,423
30 Kneesworth Street	1,036
Public conveniences	2,913
Markets and Parking	70,734
<b>TOTAL EXPENDITURE</b>	<b>451,878</b>

#### **Income**

Interest	300
Royston & District Museum & Art Gallery	750
Royston Town Hall	15,000
Priory Centre Rooms	500
Market Hill Rooms	7,500
Green St Allotments	5,600
30 Kneesworth Street	15,580
Royston Cave	10,000
Markets and Parking	54,000

<b>TOTAL INCOME</b>	<b>109,230</b>
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<b>Net Expenditure</b>	<b>342,648</b>
------------------------	----------------

Precept	331,469
CTRS Grant	11,179
	<b>342,648</b>

## Agenda Item 14 – Royston Museum Transition Road Map and Costs –

### ROYSTON MUSEUM

### TRANSITION ROAD MAP

### KEY STEPS 2021/22

Meetings	Tasks	Consultancy days
11 May 2021	Attend meeting, overnight and travel	1
June 2021 Working Party	Agree remit of the Working Party Agree road map for transition Agree CIO foundation and membership options Discuss CIO charitable objectives and powers Discuss Museum vision, mission and values	2
	<i>Survey other North Herts charities</i> <i>Draft CIO constitution</i> <i>Prepare and issue papers for July Working Party</i>	3
July 2021 Working Party	Agree CIO charitable objectives and powers Agree CIO articles Agree CIO first trustees Agree trustee roles and duties	1
	<i>Prepare and issue papers for August Working Party</i>	2
August 2021 Working Party or by email exchange	Agree Vision and Mission and Values Agree acquisition and disposal policy/ Agree draft budget projections	1
	<i>Consult CIO constitution</i> <i>Submit CIO Constitution to Charity Commission with supporting documents including follow up with Charity Commission</i> <i>Mail skills and experience audit to first trustees for self- completion</i> <i>Prepare and issue papers for September Working Party</i>	5
September 2021 Working Party	Agree SLA and lease terms with Town Council Agree loan agreement with RDLHS and other lenders Agree management arrangements and delegations Agree asset transfers with Town Council / RDLHS Agree recruitment procedure for additional trustee positions and skills/ experience needed	1
	<i>Prepare trustee advertisements and placements</i> <i>Support selection/interviews</i> <i>Prepare and issue papers for October/November CIO Board</i>	5
October/November 2021 CIO Board (Date subject to Charity Commission Registration of the CIO)	Recruit additional trustees Set up bank account and agree financial procedures Confirm SLA, lease, loan agreements and asset transfers	1

	<i>Set up trustee recruitment and placements</i> <i>Prepare and issue papers for December/January CIO Board</i>	4
December/January 2021/22 CIO Board	Appoint additional Trustees Agree curator/manager post, role and remuneration Agree recruitment process for curator/manager Agree HR support and pension arrangements	1
	<i>Prepare curator/manager recruitment material and placements</i> <i>Support selection/ interviews</i> <i>Draft business plan and service offer</i> <i>Prepare trustee training session</i>	5
January/February 2022	Trustee training session Appoint key trust officers Agree business plan and service offer	1
	<i>Prepare and issue papers for CIO Board</i> <i>Produce exit report</i>	1
February/March 2022	Vesting of Museum from Town Council to CIO	1
TOTAL	Say 35 days@ £400 = £14,000 + say 11 visits @£100 = £1,100 + say 9 overnights @£50 =£450 + client liaison 2 days @ £400= £800 <b>TOTAL = £16,350</b>	

This is an estimate for transitioning to CIO and setting up new governance and management arrangements. Sequencing of tasks may change. The number of days and timing is indicative; much will depend on how much discussion is required to come to decisions. An allowance has been made for email exchange and booked calls, issuing agendas and minute taking. Consultancy tasks in *italics* are outside meetings.

Any changes to current Covid regulations need to be taken into account. Zoom offers an alternative.

It is suggested that the programme is reviewed with the Town Council after the first Working Party meeting, and again in late Autumn to effect any adjustments.

Tasks not forming part of this consultancy include:

- Setting up insurances – public liability and indemnity
- Staff transfer arrangements and arrangements with the LGPS if relevant.
- Re-assignment of any service contracts and lease if not retained by RTC
- Production of press statements
- Development of new website and social media contacts
- Induction of curator/ manager
- Re-application to ACE for Accreditation
- Recruitment and training /induction of volunteer teams
- Develop gallery refurbishment project

These would be undertaken by CIO Board when formed, supported by the curator / manager in liaison with the Town Council where relevant.

Note that the Museum Advisory Committee will no longer meet and the CIO Board replaces The Working Party when the CIO is registered by the Charity Commission.

**Royston Town Council**

**Councillor Code of Conduct**

**Adopted by Full Council 21<sup>st</sup> June 2021 – Minute number XX/21**

**Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

**Introduction**

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit for purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

**Definitions**

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.



You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

**As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's policies and procedures.

#### **2. Bullying, harassment and discrimination**

**As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls,

happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

**As a councillor:**

#### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

**As a councillor:**

#### **4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**
  - ii. I am required by law to do so;**
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - iv. the disclosure is:**
    - 1. reasonable and in the public interest; and**
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - 3. I have consulted the Town Clerk and the Monitoring Officer prior to its release.**

#### **4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

#### **4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

**As a councillor:**

### **5.1 I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

**As a councillor:**

### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities As**

**a councillor:**

### **7.1 I do not misuse council resources.**

### **7.2 I will, when using the resources of the local authority or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct**

### **As a Councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

### **Protecting your reputation and the reputation of the local authority**

## **9. Interests**

### **As a councillor:**

**9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B** sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

## **10. Gifts and hospitality As a councillor:**

**10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

**10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

**10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room (this includes virtual meeting rooms) unless you have been granted a dispensation by the Clerk or the Council. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

### Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting, and subject to any speaking rights you may have in Standing Orders, but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

### Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

7. Where a matter arises at a meeting which **affects** –
  - a your own financial interest or well-being;
  - b a financial interest or well-being of a relative, close associate; or
  - c a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

8. Where a matter **affects** your financial interest or well-being:
  - a to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

9. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

### Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

If you have any of the following pecuniary interests, they are your **Disclosable Pecuniary Interests** under the national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

<p><b>Employment, office, trade, profession or vocation</b></p> <p>Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.</p>
<p><b>Other payments received</b></p> <p>Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your Disclosable Pecuniary Interests following your election or re-election, or when you became aware you had a Disclosable Pecuniary Interest relating to a matter on which you were acting alone.</p>
<p><b>Contracts</b></p> <p>Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority:</p> <ul style="list-style-type: none"> <li>• under which goods or services are to be provided or works are to be executed; &amp;</li> <li>• which has not been fully discharged.</li> </ul>
<p><b>Land</b></p> <p>Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.</p>

<p><b>Licences</b></p> <p>Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.</p>
<p><b>Corporate tenancies</b></p> <p>Any tenancy where (to your knowledge) –</p> <ul style="list-style-type: none"> <li>• the landlord is your council or authority; and</li> <li>• the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.</li> </ul>
<p><b>Securities (means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society)</b></p> <p>Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where –</p> <p>(a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and</p> <p>(b) either –</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

**Table 2: Other Registrable Interests**

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <p>a) any body of which you are in general control or management and to which you are nominated or appointed by your authority</p> <p>b) any body</p> <p>(i) exercising functions of a public nature</p> <p>(ii) any body directed to charitable purposes or</p> <p>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</p>
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## **Appendix C – the Committee on Standards in Public Life**

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished



The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

**Best practice 1:** Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

**Best practice 2:** Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

**Best practice 3:** Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

**Best practice 4:** An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

**Best practice 5:** Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

**Best practice 6:** Councils should publish a clear and straightforward public interest test against which allegations are filtered.

**Best practice 7:** Local authorities should have access to at least two Independent Persons.

**Best practice 8:** An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

**Best practice 9:** Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

**Best practice 10:** A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

**Best practice 11:** Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

**Best practice 12:** Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

**Best practice 13:** A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

**Best practice 14:** Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

**Best practice 15:** Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

***The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.***

#### **Appendix D - Dispensations**

Reference to 'dispensation' in the code means under section 33 of the Localism Act 2011.

If you would like the authority to consider granting you a dispensation where you have a DPI or Other Interest, you must make a prior written request to the Clerk. The grounds under which such an application will be considered are detailed below:

#### **Dispensation grounds**

A dispensation may be granted only if, after having had regard to all relevant circumstances, the Clerk considers that—

- a. without the dispensation the number of Councillors prohibited from participating in any particular business, would be so great a proportion of the body transacting the business, as to impede the transaction of the business;
- b. without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business;
- c. granting the dispensation is in the interests of persons living in the authority's area;
- d. it is otherwise considered appropriate to grant a dispensation.

A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.

**Agenda Item 16 – North Hertfordshire Local Plan 2011-2031**

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**

*Correspondence address:*

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Telephone: (01462) 474000

DX 324201, Nottingham 59



12 May 2021

Dear Sir/Madam

**North Hertfordshire Local Plan 2011 – 2031 – Consultation on the Further Proposed Main Modifications and Additional Work produced by the Council**

**Wednesday 12<sup>th</sup> May to Thursday 24<sup>th</sup> June 2021**

Following the recent Local Plan Examination hearing sessions in 2020 and 2021, the Inspector has issued a schedule of Further Proposed Main Modifications to the emerging Local Plan. The further proposed main modifications have been drafted to ensure that the policies set out in the Local Plan Proposed Submission Version and examined by the Inspector are sound.

Consultation on the Further Proposed Main Modifications and the additional work submitted to the examination by the Council will take place between Wednesday 12<sup>th</sup> May and Thursday 24<sup>th</sup> June 2021. The schedule of Further Proposed Main Modifications, the Sustainability Appraisal Addendum and the additional work produced by the Council are available to view on our website: [www.north-herts.gov.uk/localplan](http://www.north-herts.gov.uk/localplan).

The consultation documents are currently only available on the Council's website because of the temporary Covid-19 regulations for local plan consultations which are in place until December 2021. If this causes any issue, please contact us by email or in writing using the contact details above.

Our preferred method for accepting your representations is through our website, using our [consultation portal](#). There are also guidance notes to help use the software available on the website.

You can also send representations by

- email: [local.plans@north-herts.gov.uk](mailto:local.plans@north-herts.gov.uk); or
- post: Strategic Planning and Projects Group, North Hertfordshire District Council, PO Box 10613, Nottingham, NG6 6DW.

Please note that only responses to the Further Proposed Main Modifications and the accompanying list of Examination Documents submitted to the examination by NHDC will be accepted. Responses to any other documents will not be accepted.

All representations relating to the legality and soundness of the Further Proposed Main Modifications or to the examination documents submitted to the examination by NHDC submitted within the consultation period will be logged by the Council and will be forwarded to the Programme Officer for consideration by the Inspector. Please note that all representations will need to be processed, and they will not be published until after the end of the consultation period.

If you have any queries with regards to this consultation, or if you would like to be removed from the mailing list, please send an email to [local.plans@north-herts.gov.uk](mailto:local.plans@north-herts.gov.uk) or call us on 01462 – 474000.

Yours sincerely

Clare Skeels Senior Planning Officer