

NORTHSTOWE TOWN COUNCIL: ANNUAL SUBSCRIPTIONS/MEMBERSHIP/KEY CORE COSTS

This document last updated: Town Clerk; 23rd February 2023.

The following **regularly occurring subscriptions and core costs** (outside of staff-related costs) are paid for by Northstowe Town Council:

SUBSCRIPTION	AMOUNT ('22-'23)	AMOUNT ('23-'24) <i>expected</i>	(ANNUAL) START DATE	WHEN BROUGHT TO MEETING FOR APPROVAL	COMMENTS
	Annually				
ICO (Information Commissioner's Office)	£35.00 (comes out via Direct Debit – NB: £5 reduction fee when paying by Direct Debit)	£35.00 [by Direct Debit, to come out on or around 5 th April]	5 th April	Finance & Governance Committee, 18 April 2023, retrospective DD approval.	Legal requirement for all Local Councils as we hold personal data for staff, residents and anyone who communicates with the Council. Organisations that process personal data are subject to the General Protection Regulation (GDPR) and the Data Protection Act 2018; under the Data Protection (Charges and Information) Regulations 2018 an annual data protection fee is due. Northstowe Town Council is a public authority under the Freedom of Information Act 2000.
Unity Trust Bank	£72.00/annum [Direct Debit]	£108.00/annum [by Direct Debit]	N/A	Finance & Governance Committee meetings – throughout the year (monthly and quarterly, respectively) for retrospective DD approval.	£18.00/quarter fee for account; plus £3/month for credit card for Town Clerk's use.
Mobile Phone	£72 (£6.00/month)	£72 (£6.00/month) – likely to increase with new phone & provider, plus additional member of staff needs	N/A	Currently claimed through staff expenses, via Finance & Governance Committee meetings for approval.	Current account is through Giffgaff for £6/month. NB: May need to be changed to new phone provider, and to be changed to NTC's credit card as direct debit payment.
Scribe	£561.60	£673.92 (£46.80 + VAT/ month)	1 st April	Finance & Governance Committee, 21 st February 2023 – payment approved.	Accounting software. Scribe Accounts Annual Software Licence. Unlimited Users
Vision ICT	£594.00	£550.80 (includes: emails hosting;	3 rd March	Finance & Governance Committee, 21 st February	Website and email provider (.gov.uk emails).

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	[includes SSL Certificate (£50 + VAT); website hosting April – March (£175 +VAT); plus 15 emails (£270 +VAT)]	website hosting and support April 2023 – March 2024; SSL certificate Plus: £78.00 (£65 + VAT) - Biennial fee for .gov.uk domain renewal - April 2023 to March 2025		2023 – payment approved.	23-24: 18 emails: x 15 Cllrs; x2 staff members; x1 market email
Insurance (Gallagher)	£532.58	TBC – Awaiting quote, expected in March 2023	7 th May	Full Council, 28 th March or 25 th April 2023 – for approval of new insurance policy proposal & payment approval.	Legal requirement to hold insurance. Insurance is part of AJG Community Schemes, delivered by Hiscox Insurance Company Limited; this is provided via insurance broker Gallagher.
Internal Audit	['21-'22:] Year end audit (April 2022): £148.50 Mid-year audit (November 2022): £211.65 Year end audit: to take place in April 2023.	TBC - Expecting similar amounts.	1 st July	Full Council, 28 th March 2023 – for approval of continuation with current internal audit provider. Finance & Governance Committee meetings – for approval of x2 audit payments (invoices expected following the audits).	Legal requirement. '22-'23 rates charged at: £30.00/hr, plus travel expenses. CAPALC has confirmed that '23-'24 rates will stay the same as for '22-'23.
External Audit	£480	£504	N/A	Finance & Governance Committee or Full Council, September 2023 – for approval of payment.	Legal requirement. Approval to make use of nationally appointed external auditor for next five years has been agreed by NTC.

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	Annually				
					<p>Invoice expected at end of external auditing process, in September 2023.</p> <p>Fees, annually, for period 2022-23 to 2026-27 are based on bands of annual income or expenditure, whichever is the higher; relevant bands: £100-£200K: £420/annum; £200-£300K: £630/annum (+VAT; see SAAA - Fees).</p>
SLCC (Society of Local Council Clerks)	£327.00 for membership fee for M. Nokkert Aug - Jul	£337.00	1 st August	Full Council, 23 rd May or 27 th June 2023 – for approval of continuation of membership and payment.	Provides advice to the Clerk on legal and procedural matters. Access to hundreds of online resource documents, access to SLCC advisers; and active Clerk's online forum.
CAPALC (Cambridgeshire and Peterborough Association of Local Councils)	£582.55 [£532.55 Affiliation fee, plus £50 for DPO scheme opt-in]	£686.88 (TBC) (£638.88 affiliation fee, plus £50 for DPO scheme] – CAPALC is awaiting confirmation number of electors from SCDC before they can finalise the affiliation fee.	1 st April	Full Council, 28 th March 2023 – for approval of continuation of CAPALC/NALC affiliation fee & approval of payment.	<p>Provides advice to the Council and Councillors on legal and procedural matters. This includes access to NALC advice; the only way the parish council can get access to NALC (National Association for Local Councils) and model mandatory documentation. As members the Council is able to access discounted training, receives regular update, has access to template documents and access to HR advice.</p> <p>The fee includes £50 for Data Protection Officer Benefits Scheme, providing access to the Data Protection Officer.</p> <p>Affiliation fee is based on electorate number at 1st January preceding the invoice (NB: 2022-'23 fees were based on the electorate figure for Northstowe parish as of 1st January 2022 of 1,521).</p>

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					NB: info from CAPALC Dec '22 e-newsletter: NALC increased their fee to 7.71p per elector, and CAPALC increases their fee by 5%.
NABMA (The National Association of British Markets)	£384.00	£384.00	1 st April	Full Council, 28 th February 2023 – for approval of continuation of membership and payment.	Proposal to renew membership with NABMA is coming to 28 th Feb. 2023 Full Council meeting as a motion, with information about the benefits obtained from membership to date.
Rural Market Town Group	Membership provided free until end March 2023	£100.00 + VAT? (Amount TBC)	1 st April	Full Council, 28 th March 2023 – for decision regarding membership continuation and membership fee approval.	'22-'23 fees: £95.00 per annum for towns with population below 5,000; £113 for population between 5,000 and 10,000.

NB: New, additional regular costs expected in 2023-'24:

- Office space hire;
- Photocopier hire;
- Microsoft 365 and any other IT software package costs.
- Regular costs associated with weekly market.
- TBC - Regular costs associated with asset management (pavilion).