

## NORTHSTOWE TOWN COUNCIL: ANNUAL SUBSCRIPTIONS – MEMBERSHIPS - REGULAR/CORE COSTS – 2025-2026

Northstowe Town Council incurs the following **regularly occurring core costs** (outside of staff salary/tax/NIC/pension costs):

*This document (website version) last updated: Town Clerk; 8<sup>th</sup> September 2025.*

COST	'22-'23	'23-'24	'24-'25	2025-2026	(ANNUAL) START DATE	PAYMENT & APPROVAL BY NTC	FURTHER COMMENTS
Office hire In The Cabin	N/A	£250/month (no VAT charged) – since mid Sep. '23.	£3,000/annum –[£250/month (no VAT charged)]	£3,000/annum – [£250/month; VAT exempt]	15 <sup>th</sup> Sep.	Monthly invoices from SCDC.  Routinely presented to the monthly Finance, Governance and Planning Committee meetings for approval and payment.	NTC has taken office premises (Office 2 at The Cabin) - since 15th September 2023.  Lease agreement signed for 3 years (expiring 14 <sup>th</sup> September 2026). NB: to consider move to Unity Centre around March 2026 – NB: lease agreement is subject to rolling break option by either party
Room hire for meetings	Total spent for room hire for Council meetings: £1,502.88	Total spent for room hire for Council meetings: £4,964.40	Total spent for room hire for Council meetings: £4,329.50	Spend to date (Apr – Aug 2025): £2,246.63 (budget allocation 25-26: £3,900)	N/A	Monthly invoices from SCDC.  Routinely presented to the monthly Finance, Governance and Planning Committee meetings for approval and payment.	No further room hire costs expected once NTC occupies Unity Centre.
Photocopier lease/hire	N/A	Quarterly: £153.60 (NB: first quarterly bill in Oct. '23 was for £351.60 and which included one-off start- up costs).	Quarterly: £153.60 = £614.40 annually [inclusive of VAT at 20%]	Quarterly: £153.60 = £614.40 annually [inclusive of VAT at 20%]	21 <sup>st</sup> Aug.	Retrospective approval by Direct Debit (taken quarterly).  Brought to the next Finance and Governance Committee meeting for retrospective approval of payment.	Lease agreement signed for five-years – From 21 <sup>st</sup> August 2023.  Paid via CF Corporate Finance; quarterly bill paid by Direct Debit.
CBS Office Solutions	N/A	On average about £15 per month	On average about £15 per month	On average about £15 per month (including VAT)	N/A	Monthly invoices from CBS Office Solutions (following sending of	Printing costs.

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		(including VAT)	(including VAT)			printer counter details at end of previous month).  Routinely presented to the monthly Finance, Governance and Planning Committee meetings for approval and payment.	Since November 2023 (following move into NTC office in Cabin in October 2023 and subsequent lease of office printer).
PAT testing	N/A	£147.00	£184.80 (inclusive of VAT)	Circa £200 - TBC	Nov.	Invoice presented to next Finance, Governance and Planning Committee – expected November or December 2025.	PAT testing of electrical equipment – to be done annually. So far done by same, local company: Posh Electrical Services).  Annual increase primarily linked to increase of electrical equipment items to be tested.
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 <sup>th</sup> April]	£35.00 [by Direct Debit, to come out on or around 5 <sup>th</sup> April]	£47.00 (VAT exempt)	5 <sup>th</sup> Apr.	Direct Debit set up.  PAID for 2025-2026 - Brought to Finance, Governance and Planning Committee in April 2025, for retrospective 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.
Insurance	£532.58	Insurance premium: £564.65 (Full Council meeting 25 <sup>th</sup> April 2023).	Insurance premium: £874.98.	£855.92 (VAT exempt). Insurance premium for 2025-26 (until - inclusive of - 6th May 2026).	7 <sup>th</sup> May	New insurance policy proposal to be brought to Full Council in March or April - with costs to be presented and approved at same meeting, or at next	Legal requirement to hold insurance.  NTC insured with: Hiscox Insurance Company Ltd. [Insurance is part of AJG Community Schemes, delivered by Hiscox Insurance Company Limited].

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		Plus one-off insurance upgrade (item 159/23-24, FC meeting 31 <sup>st</sup> Oct. '23) – for: £26.88, to increase cover for office contents.		Further to decision made at Full Council 27th May 2025, item: 46/25-26/FC.		Finance, Governance and Planning Committee meetings thereafter.	
Mobile Phone costs (OLD – Giffgaff)	£72 (£6.00/month)	(£6.00/month) – last bill was for July 2023.	N/A	N/A	N/A	N/A	Superseded when going into contract with EE (see next line)
Mobile Phone – SIM costs	N/A	EE Limited - Mobile phones, monthly fee: £22.00 (+VAT) – from Aug. '23 onwards.	EE Limited - Mobile phones, monthly fee:  At start of year: £22.00 (+VAT at 20%) for x2 existing phones.  £15.00 + VAT at 20%) for further members of staff.  At end of year: total monthly costs: £64.46	Monthly costs until July 2025: £71.02; from August 2025: £72.04	See dates in right-hand column.	By Direct Debit, monthly - invoice is paid by Direct Debit on or after the 17th of each month. Brought to next Finance, Governance and Planning Committee meeting for retrospective approval.	Changed to EE from 20 <sup>th</sup> July 2023, with purchase of new work phones (via 360 Group) for both Clerk and Deputy Clerk. Two-year contract signed – includes unlimited calls and SMS and 10G data.  New 2-year contract instigated for Clerk and for Deputy Clerk, started 23 <sup>rd</sup> July 2025. Same package as before, new monthly costs: £13.00 + VAT (x2).  Current contract end dates: Market Manager: 8 <sup>th</sup> March 2026. Assets and Estates Manager: 10 <sup>th</sup> October 2026 Clerk: 23 Jul 2027 Deputy Clerk: 23 Jul 2027

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			(new phone contract for Market Manager from 8 <sup>th</sup> March 2024; new phone contract for Assets & Estates Manager from 10 <sup>th</sup> October 2024).				
Unity Trust Bank charges (plus linked Lloyds credit card charges)	£72.00/annum [Direct Debit]	£108.00/annum [Direct Debit]	£108.00/annum [Direct Debit] [by Direct Debit - monthly for credit card fee and quarterly for banking fee]	Circa £10/month – for Unity Trust Current Account monthly service charge; plus fixed £3.00/month for Lloyds credit card	N/A	<p>Paid by Direct Debit, monthly on last day of the month following the one for which Current Account service charges were incurred.</p> <p>Credit card costs (Lloyds, linked to Unity trust account) comes out automatically, monthly on or around 16<sup>h</sup> or 17<sup>th</sup> each month.</p> <p>Brought to next Finance, Governance and Planning Committee meeting for retrospective approval.</p>	£18.00/quarter fee for account; plus £3/month for credit card for Town Clerk's use.
Scribe (Accounting system)	£561.60	£673.92 (£46.80 + VAT/ month)	£673.92 (£46.80 + VAT/ month)	<p>£673.92 (inclusive of VAT).</p> <p>PAID – for period 1st April 2025 - 31st March 2026.</p>	1 <sup>st</sup> Apr.	Annual subscription/license fees brought to Finance & Governance Committee in February each year.	Accounting software. Scribe Accounts Annual Software Licence. Unlimited Users.

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Microsoft 365 Business Premium (licenses)	N/A	Purchased in May 2023, for x2 members of staff at £217.20/ann um each.	Total costs: £928.31, includes new licenses for x2 new members of staff: who joined in '24-'25: Market Manager started March 2024; Assets and Estates Manager October 2024 – both with Microsoft 365 Business Premium licenses.	N/A	4 <sup>th</sup> May [NB: payment renewed automatically on 5 <sup>th</sup> April]	In 2023 purchased by Clerk and claimed back as expenses via Finance and Governance Committee.  Later on presented to Finance & Governance Committee meeting (April or May), for retrospective DD approval.  Presented to Full Council for additional subscriptions for new members of staff to be added.	Purchased first in 2023, see Full Council, 25 <sup>th</sup> April 2023, item 24/23-24. Payment initially claiming back via clerk's expenses; details have since changed to NTC's credit card for Direct Debit for new annual payment.  All Microsoft licensing costs have been superseded by Cloudy Group Ltd. IT support services, started in January 2025 (which has taken over Microsoft subscriptions from when these expired on 5 <sup>th</sup> April 2025).
Cloudy Group Limited	N/A	N/A	One off set up costs: £2,877.50	Costs to date (Apr – Aug 2025): £1,932.87.  Ongoing monthly costs: Support contract, monthly costs: £422.21 (including VAT).		Monthly invoices presented to the next monthly Finance, Governance and Planning Committee meeting for approval and payment.	Full Council meeting Dec 2024, item 184/24-25 – approval of going into contract with Cloudy IT for IT support services. Initial set up costs Dec 2024 – Mar 2025; changeover of IT (including taking over Microsoft 365 subscriptions and Vision ICT email management, amongst others) started mid-March 2025
Vision ICT (gov.uk emails and	£594.00 [includes SSL Certificate	£550.80 (includes: emails hosting;	Total costs: £465.99 (includes website	Bill expected in Feb 2026 for website hosting costs for period	Feb: annual website hosting bill,	Invoices presented to the next monthly Finance, Governance and Planning Committee	Initially engaged for both website and email provider (.gov.uk emails) - 15 Cllr emails plus staff emails.

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website hosting)	(£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  Plus £108 (£90 + VAT) hosting x5 further emails – July 2024.	hosting costs for period April 2025 – March 2026 - PAID	April 2026 – March 2027 – expected to be circa £270.00	start date 1 <sup>st</sup> April  [1 <sup>st</sup> Feb. – annual costs and main batch of email hosting; 1 <sup>st</sup> July: second batch of email hosting]	meeting for approval and payment.	From March 2025: Vision ICT only used as website provider; other elements incorporated into Cloudy IT support services contract.
Internal Audit (CAPALC)	Year end audit for '21-'22 (carried out in April 2022): £148.50  Mid-year audit (November 2022): £211.65	End-of-year internal audit for '22-'23 (took place in May '23): £197.10  Mid-year audit (Nov. '23): £233.40	End-of-year internal audit for '23-'24 (in May 2024): £197.10.  Mid-year audit (Nov. '24): £219.00	Year-end audit, carried out in May 2025: £210.25 (no VAT charged). Nov mid-year audit: expected to be circa £230	In May and November.  May 2025 PAID	Proposals for internal auditor brought to Full Council annually – most recent one:  presented to the next monthly Finance, Governance and Planning Committee meeting for approval and payment	Legal requirement.  Three years in-principle approval has been given to automatically renew the appointment of the chosen Internal Auditor for the following three years (until end '25-'26), subject to a satisfactory outcome of an annual review with regard to the company's personal independence, financial independence and professional independence – See minutes FC 25 <sup>th</sup> April 2023 for further

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	Year end audit: to take place in April 2023.						details as to how this is to be presented to future Council meetings.
External Audit (PKF Littlejohn)	£480	£504 (£420 + VAT at 20%)	£630 +VAT at 20%	£504.00 (incl. VAT) – invoice to be processed in Sep 2025, following finalisation of external audit	N/A	Presented to Finance, Governance and Planning Committee in September (or Oct.) for approval of payment.  Report(s) from external auditor to be presented to Full Council meeting in September (or Oct.) for consideration.	Legal requirement. Approval to make use of nationally appointed external auditor (PKF Littlejohn LLP) for next five years (until end of 2026-'27) has been agreed by NTC.  Invoice sent following completion of external auditing services related to Annual Governance & Accountability Return.  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 Audit Fees   Smaller Authorities' Audit Appointments (saaa.co.uk). NB: fees have been frozen until 2026-27.
WorkNest	N/A	N/A	£2680.80 - HR Consultancy support services, year 1 (of 5) - period Oct 2024 - Sep 2025 (PAID – in Oct 2024)	Expected bill: £2,364 (to be received in Sep/Oct 2025)	7 <sup>th</sup> October	Approved by Full Council in Sep 2024, item 107/24-25.	Went into contract with WorkNest for HR-services in autumn of 2024, for a five-year contract (until 6 <sup>th</sup> October 2029; with 3-year break-out clause)
CAPALC (Cambridges hire and	£582.55 [£532.55 Affiliation fee,	£686.88 (£638.88 affiliation fee,	Affiliation fee - £717.92 + DPO - £50	815.41 (VAT exempt)	1 <sup>st</sup> April	Invoice for annual membership/affiliation fees brought to Full	Provides advice to the Council and Councillors on legal and procedural matters. This includes access to NALC

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Peterborough Association of Local Councils) – includes NALC membership/affiliation	plus £50 for DPO scheme opt-in]	plus £50 for DPO scheme membership – (Full Council meeting 25 <sup>th</sup> April 2023).	Total - £767.92	CAPALC/NALC affiliation fee for 2025-26, including DPO membership. [Approved at Full Council, 25 <sup>th</sup> March 2025, item 273/24-25(2)] - PAID		Council meeting, usually in March.	<p>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 on 1<sup>st</sup> January preceding the invoice.</p> <p>Approval given to automatically renew the affiliation membership and payment for the following three years (until end '25-'26) – see minutes FC meeting 25<sup>th</sup> April 2023, item 20/23-24.</p>
SLCC membership (Society of Local Council Clerks)	£327.00 for membership fee for M. Nokkert Aug - Jul	£337.00 – for M. Nokkert + £222.00 per year (plus one-off £15.00 joining fee) – for P. Sawyer.	£337.00 – for Town Clerk; plus £222.00 per year for Deputy Clerk.	£240 for Deputy Clerk and £360 for Clerk (VAT exempt)	31 <sup>st</sup> July [Period 1st Aug. 2025 - 31st July 2026].  PAID for 25-26	Brought to Full Council in June or July each year for approval, with invoices to be presented to the next Finance, Governance and Planning Committee meeting thereafter.	<p>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.</p> <p>Clerk and Deputy Clerk are both SLCC Members.</p>



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NABMA (The National Association of British Markets)	£384.00	£384.00	£384.00	£484.00 (VAT exempt)	1 <sup>st</sup> April	Brought to Full Council for approval of membership.  Invoices presented to the next Finance, Governance and Planning Committee meeting thereafter.	Continuation dependent on satisfactory monitoring and evaluation of usefulness of membership for NTC (see minutes FC meeting 28 <sup>th</sup> Feb 2023, item 239/22-23).  Note: written confirmation received that membership is to be stopped automatically at end of March 2026.
Brookfield Contracting & Farming Ltd	N/A (verges cut through Longstanton PC, with NTC paying LPC part of costs)	N/A (verges cut through Longstanton PC, with NTC paying LPC part of costs)	Total costs: £648.00 (including VAT)	To date (period Apr – Aug 2025): £720.00  Total Cost of Contract (per annum): £1,600.00 +VAT (for up to 8 cuts)	March	Brought to Full Council for approval of contract.  Invoices presented to the next Finance, Governance and Planning Committee meeting thereafter.	Road verges along Station Road (B1050). Agreement for (up to) 8 cuts per annum (March – November period).  Council has approved contractor for 3 seasons: 2025 – 2026 – 2027.
Northstowe News	N/A	N/A	N/A	To date (Apr – Aug): £200.00 paid. Expected: £600 in total	N/A	Invoices presented to the next Finance, Governance and Planning Committee meeting thereafter.	£100 per issue (x6 per year) - Donation to Northstowe News towards costs of Northstowe News magazine. Further to resolution passed at Full Council meeting 25th March 2025, item 272/24-25.
Longstanton-Northstowe ParkPlay	N/A	£5,000 - For Park Play Leader remuneration for first year. Approved at Full Council, 27th June 2023, item 86/23-24(3).	£5,000 - For Park Play Leader remuneration for second year. PAID until 30 <sup>th</sup> September 2025.	TBC – to appear at Full Council meeting on 23 <sup>rd</sup> September 2025, for Council to consider renewing for another year.	1 <sup>st</sup> October	Brought to Full Council for approval of contributions.  Invoice presented to the next Finance, Governance and Planning Committee meeting thereafter.	Approved to pay for £100 per weekly session (50 in total per annum).  Funds coming from S106 contributions (earmarked reserves)
Hope Against Poverty CIC	N/A	N/A	Mobile Food Hub – initial six month trial,	Paid to date: £1,200 (period Apr-Jun 2025).	28 <sup>th</sup> February	Initial (trial) approved in July 2024: 184853-	Approved to pay for £100 per weekly session (50 in total per annum).

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			weekly Friday sessions at £100 for a total of 24 weeks (see Full Council June 2024 for Resolution towards this)- £2,400	Total costs expected: £5,000		<p>NTC_2024_JUL_23_Full_Council_Minutes.pdf</p> <p>Latest approval: Full Council 25<sup>th</sup> February 2025, for a one-year extension.</p> <p>Invoices presented to the next Finance, Governance and Planning Committee meeting.</p>	Funds coming from S106 contributions (earmarked reserves)
Christmas Decorators	£2,904.00 (incl. VAT)	£2,904.00 (incl. VAT)	£2,904.00 (incl. VAT)	£2,380 + VAT.	N/A	<p>Invoice to be received around Christmas 2025.</p> <p>Invoices presented to the next Finance, Governance and Planning Committee meeting.</p>	At Full Council, on 22 <sup>nd</sup> July 2025 (item 97/25-26/FC), a decision was made to go with The Christmas Decorators for a further 3-year contract (following a one-off in 2021 and then 3-year contract with the same company, for Xmas tree & decorations in 22-23-24) - Standard tree 18 feet, including lit star and baubles , warm white lights with twinkle, at £2,380 + VAT per year.