

NORTHSTOWE TOWN COUNCIL: ANNUAL SUBSCRIPTIONS/MEMBERSHIP/KEY CORE COSTS – '24-'25

Northstowe Town Council incurs the following **regularly occurring subscriptions and core costs** (outside of staff salary and salary-related costs):

This document last updated: Town Clerk; 22nd February 2024.

SUBSCRIPTION	COSTS ('22-'23)	COSTS ('23-'24)	COSTS ('24-'25) <i>expected</i>	(ANNUAL) START DATE	APPROVAL BY NTC	COMMENTS
	Annually					
Office hire	N/A	£250/month (no VAT charged) – since mid Sep. '23.	£3,000/annum – [£250/month (no VAT charged)]	[15 th Sep.]	Monthly invoices from SCDC are routinely presented to the Finance and Governance Committee meeting for that same month.	NTC has taken office premises (Office 2 at The Cabin) since 15th September 2023. Lease agreement signed for 3 years (expiring 14 th September 2026).
Photocopier 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%]	[21 st Aug.]	Retrospective approval of Direct Debits (quarterly), brought to the next Finance and Governance Committee meeting.	Lease agreement signed for five-years (from 21 st August 2023). Paid via CF Corporate Finance; quarterly bill by Direct Debit.
PAT testing	N/A	£147.00 (Posh Electrical Services)	Circa £170	November	Invoice to be presented to next Finance and Governance Committee – expected Dec. '24.	PAT testing of electrical equipment in office – to be done annually. '24-'25 increase includes expected increase in electrical equipment.
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]	£35.00 [by Direct Debit, to come out on or around 5 th April]	5 th April (by Direct Debit)	Retrospective approval of Direct Debit ('23-'24) - brought to Full Council 25 th Apr. '23 (due to cancellation of Finance & Governance Committee, 18 Apr. '23).	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

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					Costs for '24-'25 to be brought to Finance and Governance Committee, in Apr. or May '24, for retrospective approval.	Information) Regulations 2018 an annual data protection fee is due. Northstowe Town Council is a public authority under the Freedom of Information Act 2000.
Mobile Phone costs (OLD)	£72 (£6.00/month)	(£6.00/month) – last bill was for July 2023.	N/A	N/A	Claimed through staff expenses, via Finance & Governance Committee meetings for approval.	Old account was through Giffgaff for £6/month.
Mobile Phone – SIM costs (NEW)	N/A	EE Limited - Mobile phones, monthly fee: £22.00 (+VAT) – from Aug. '23 onwards.	EE Limited - Mobile phones, monthly fee: £22.00 (+VAT at 20%) for x2 existing phones. £15.00 + VAT at 20%) for further members of staff.	[20 th July] - Two-year contract for x2 existing members of staff.	By Direct Debit, monthly; brought to next Finance and Governance Committee meeting for retrospective approval.	Changed to EE from 20 th 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. NB: Additional costs for additional members of staff to be joining in '24-'25 (NB: rate has since increased to £15.00 + VAT for new customers). - TBC - Market Manager starting 1st March 2024. TBC - 'Community Asset Manager' to start Sep. 2024.
Insurance	£532.58	Insurance premium: £564.65 (Full Council meeting 25 th April 2023). Plus one-off insurance upgrade (item 159/23-24, FC meeting 31 st Oct. '23) – for:	Expected circa £610 (TBC)	7 th May	Full Council, 25th April 2023 – new insurance policy proposal & payment approved. New insurance policy proposal to be brought to Full Council in March or April '24 - with costs to be presented to that meeting or Finance and	Legal requirement to hold insurance. Insurance premium for period 07/05/23 to 06/05/24 provided via insurance broker Gallagher. NTC insured with: Hiscox Insurance Company Ltd. [Insurance is part of AJG Community Schemes, delivered by Hiscox Insurance Company Limited].

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		£26.88, to increase cover for office contents.			Governance Committee meetings thereafter.	
Unity Trust Bank 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]	N/A	Finance & Governance Committee meetings – throughout the year for retrospective DD approval.	£18.00/quarter fee for account; plus £3/month for credit card for Town Clerk's use. Business Saving Accounts are to be set up in 2024, which may incur further regular costs.
Scribe (Accounting system)	£561.60	£673.92 (£46.80 + VAT/ month)	£673.92 (£46.80 + VAT/ month)	1 st April	Finance & Governance Committee, 21 st Feb. '23 – payment approved for Apr. '23 – Mar. '24. Finance and Governance Committee, 13 th Feb. '24 – payment has been approved for Apr. '24- Mar. '25.	Accounting software. Scribe Accounts Annual Software Licence. Unlimited Users.
Microsoft 365 Business Premium (licenses)	N/A	Purchased in May 2023, for x2 members of staff at £217.20 each.	£217.20 per existing (and new) members of staff.	4 th May [NB: payment renews automatically on 5 th April]	In 2023 purchased by Clerk and claimed back as expenses via Finance and Governance Committee. To be presented to next Finance & Governance Committee meeting (April or May), for retrospective DD approval.	Purchased in 2023, see Full Council, 25 th April 2023, item 24/23-24. Payment details have since been changed to NTC's credit card for Direct Debit for new annual payment. NB: Additional costs for additional members of staff to be joining in '24-'25. TBC - Market Manager starting 1st March 2024. TBC - 'Community Asset Manager' to start Sep. 2024.

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					To be presented to Full Council for additional subscriptions for new members of staff to be added.	
Vision ICT (gov.uk emails and website hosting)	£594.00 [includes SSL Certificate (£50 + VAT); website hosting April – March (£175 +VAT); plus 15 emails (£270 +VAT)]	£550.80 (includes: emails hosting; 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.	£550.80 (includes: x13 emails hosting; website hosting and support Apr. '24 – Mar. '25; SSL certificate). Second batch of x5 emails – bill expected in July '24 – for £100 (+VAT).	1 st February – annual costs and main batch of email hosting; 1 st July: second batch of email hosting.	Finance & Governance Committee, 21 st February 2023 – payment approved for Mar. '23 – Feb. '24. Additional x5 email hosting approved at July 2023 Finance and Governance Committee meeting. Finance & Governance Committee, 13 th Feb. '24 – payment has been approved for Mar. '24 – Feb. '25. Second invoice to be approved by Finance and Governance Committee in July '24.	Website and email provider (.gov.uk emails). '23-'24 – continuing in '24-'25: 18 emails: x 15 Cllrs; x2 staff members; x1 market email Additional emails x2 to be created for new members of staff, which will incur further costs (at a new, higher rate of £20 + VAT instead of £18 + VAT per email address; new prices are from 1st April 2024).
Internal Audit	Year end audit for '21-'22 (carried out in April 2022): £148.50	End-of-year internal audit for '22-'23 (took place in May '23): £197.10	Expecting similar amounts as last year - total circa £450 (TBC).	In May and November	Full Council, 25 th April 2023: continuation with current internal audit provider approved for '23-'24. Finance & Governance Committee meetings – for approval of x2 audit	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.

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	Mid-year audit (November 2022): £211.65 Year end audit: to take place in April 2023.	Mid-year audit (Nov. '23): £233.40			payments (invoices received following the audits). '24-'25: proposal to be brought to Full Council in April 2024, with expected costs to be presented to that meeting or next Finance and Governance Committee meetings thereafter.	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 25th April 2023 for further details as to how this is to be presented to future Council meetings.
External Audit	£480	£504 (£420 + VAT at 20%)	£630 +VAT at 20%	N/A	Finance & Governance Committee or Full Council, likely in September or October '24 for approval of payment.	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 will be 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.

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SLCC (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.	31 st July	<p>Full Council, 27th June 2023 (item 83/23-24) – approval of continuation of membership and payment approved</p> <p>Full Council, 27th June 2023 (item 83/23-24) – new membership for Deputy Clerk approved and payment approved.</p> <p>To be brought to Full Council in June '24 for approval, with costs to be presented to that meeting or Finance and Governance Committee meetings 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.
CAPALC (Cambridgeshire and Peterborough Association of Local Councils)	£582.55 [£532.55 Affiliation fee, plus £50 for DPO scheme opt-in]	£686.88 (£638.88 affiliation fee, plus £50 for DPO scheme membership – (Full Council meeting 25 th April 2023).	Affiliation fee - £717.92 + DPO - £50 Total - £767.92 <i>(NB: provisional figures – final figures to be confirmed shortly by CAPALC)</i>	1 st April	<p>Full Council, 25th April 2023 – continuation of CAPALC/NALC affiliation fee & payment approved.</p> <p>'24-'25: To be brought to Full Council in March or April 2024, for information, with costs to be presented to next Finance and Governance Committee meetings thereafter.</p>	<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>

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						<p>Affiliation fee is based on electorate number on 1st 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 <u>minutes FC meeting 25th April 2023, item 20/23-24.</u></p>
NABMA (The National Association of British Markets)	£384.00	£384.00	£384.00	1 st April	<p>Full Council, 28th February 2023 (item 239/22-23(2)) – continuation of membership for another year ('23-'24) and payment approved.</p> <p>'24-'25: proposal to be brought to Full Council in Feb. '24, with costs to be presented to next Finance and Governance Committee meetings thereafter.</p>	<p>Continuation dependent on satisfactory monitoring and evaluation of usefulness of membership for NTC (see <u>minutes FC meeting 28th Feb 2023, item 239/22-23.</u></p>