

## NORTHSTOWE TOWN COUNCIL

You are hereby summoned to attend the Northstowe Town Council **Full Council Meeting** to be held on **Wednesday 27<sup>th</sup> April 2022, 7-9 PM**, at **The Wing**, Pathfinder School, Northstowe (Large Hall).

Signed: *Mark Nokkert* 22<sup>nd</sup> April 2022

Mark Nokkert, Town Clerk & Responsible Financial Officer to Northstowe Town Council  
[townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk) 07724588949

The public and press are always welcome to attend the meeting. If you wish to speak, please email the Town Clerk to register your request before 5 pm on the day of the meeting. You may speak, for up to 3 minutes, under the standing item 'Public Participation' in relation to items on the agenda.

Due to ongoing Coronavirus concerns, the Town Council may limit public attendance at the meeting; any restrictions will be made clear on arrival. If you have any Covid-19 symptoms, please do not attend.

### AGENDA

#### **01/22-23 APOLOGIES FOR ABSENCE**

- 1) To receive any apologies for absence received prior to the meeting.

#### **02/22-23 DECLARATIONS OF INTEREST**

- a) Councillors to declare any pecuniary or personal interest in any items on the agenda.
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.

#### **03/22-23 PUBLIC PARTICIPATION**

- 1) To adjourn the meeting for up to 15 minutes to allow any members of the public, and Councillors declaring a prejudicial interest, to address the meeting in relation to the business to be transacted at that meeting.
- 2) To reconvene the meeting.

#### **04/22-23 MINUTES OF THE MEETING OF 30<sup>th</sup> MARCH 2022**

- 1) To approve the minutes of the meeting of 30<sup>th</sup> March 2022 as a true record of that meeting.

#### **05/22-23 REPORTS FROM COUNTY AND DISTRICT COUNCIL COUNCILLORS**

- 1) To receive a report from Cllr Firouz Thompson – Cambridgeshire County Council.
- 2) To receive a report from Cllr Sarah Cheung Johnson & Cllr Alex Malyon – South Cambs District Council. *NB: As this meeting is being held within the pre-election period, this report is for Councillors' information only.*

#### **06/22-23 REPORT FROM SOUTH CAMBS DC'S OFFICERS**

- 1) To receive a report from Mihaela Stan and Kathryn Beck, SCDC Phase 1 & Phase 2 Community Development Officers.

#### **07/22-23 REPORT FROM TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER**

- 1) To receive a report from Mark Nokkert, Town Clerk & RFO to Northstowe Town Council (reporting period: March 2022).

#### **08/22-23 COMMITTEE MEETINGS**

To receive and note minutes from the following Committee meetings held:

- a) Events and Markets Committee – 5<sup>th</sup> April 2022 (status: draft)
- b) Planning Committee – 12<sup>th</sup> April 2022 (status: draft)
- c) Finance and Governance Committee – 19<sup>th</sup> April 2022 (status: draft)

**09/22-23 TOR HOMES ENGLAND QUARTERLY MEETINGS**

- 1) To discuss Homes England's draft Terms of Reference (ToR) for their quarterly meetings with Town and Parish Councils (attached).
- 2) To provide feedback to Homes England on their draft ToR.

**10/22-23 FINANCE – TO APPROVE EXPENDITURE**

- i) Purchase of Book of Condolence – Condolence Folder and condolence sheets £374.23

*NB: This, following approval of purchase of these items following a resolution towards this at the Finance and Governance Committee meeting held on 19th April 2022 (item 08/22-23).*

**11/22-23 INSURANCE QUOTE – HISCOX**

- 1) To receive a report from the Clerk on changes to the insurance policy as requested.
- 2) To note and discuss the additional option of cyber security cover offered.
- 3) To approve payment of the insurance, as quoted, for the period 07<sup>th</sup> May 2022 – 06<sup>th</sup> May 2023.

**To resolve to move into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed under item 12/22-23.**

**12/22-23 PERFORMANCE MANAGEMENT**

***Item deferred from non-quotate Personnel Committee 24<sup>th</sup> February 2022 [Item 33/21-22]***

- 1) To approve a staff appraisal form, for end-of probation period, as a Town Council form to be used for future staff appraisals.
- 2) To decide on the Town Council's annual appraisals to take place in September or October each year, as this timing would coincide with the start of the budget review. *NB: appraisals could potentially lead to job description changes, changes in staff FTEs or staff payment scales, and could help identify training and development needs and opportunities, all of which would normally have an effect on the budget to be set.*
- 3) To receive a report on the end-of-probation staff appraisal meeting held between the Clerk and the Vice-Chair of the Personnel Committee, held on 8th February 2022.
- 4) To approve the conclusions made in the report, and let the Clerk & RFO know in writing of the outcomes.
- 5) To approve the current employee's performance management Objectives and Priorities for the period February – October 2022 (see report).

**13/22-23 DELEGATED POWERS UNDER COVID RESTRICTIONS**

- 1) To give full delegated powers to the Clerk in the event that the Council could not meet due to Covid restrictions, or due to a period of national mourning. Delegated powers to last until the next meeting of the Full Council.

**14/22-23 MEETINGS FROM OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION**

To receive minutes, notes or updates from meetings of the following outside bodies with official Northstowe TC representation;

- a) 24<sup>th</sup> March 2022 - Phase 1 Open Spaces Management and Maintenance Steering Group (attended by Cllrs Bros Sabria; Littlemore; Owen) – minutes attached.
- b) 29<sup>th</sup> March 2022 - Northstowe/Longstanton Heritage Group (attended by the Clerk) - no minutes received.
- c) 13<sup>th</sup> April 2022 - Northstowe Community Networkers/ focus on Northstowe Day (attended by the Clerk) – no minutes received yet.
- d) 21<sup>st</sup> April 2022 - Phase 1 Open Spaces Management and Maintenance Steering Group (attended by the Clerk) – no minutes received yet.

**15/22-23 DATES MEETINGS OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION**

To note;

- a) *[for information]* 26<sup>th</sup> April 2022 at 9:15 am - Northstowe/Longstanton Heritage Group.
- b) 12<sup>th</sup> May 2022 at 10 am - Phase 1 Open Spaces Management and Maintenance Steering Group.
- c) 17<sup>th</sup> May 2022 at 13:30 - Northstowe Support Partnership.
- d) 31<sup>st</sup> May at 09:15 am - Northstowe/Longstanton Heritage Group.

**16/22-23 DATES OTHER MEETINGS EXTERNAL BODIES WITH NORTHSTOWE TC INVITED**

To note;

- a) *[for information]* - 26th April at 7 pm - Northstowe Travel Partnership Steering Group.
- b) 20th May at 13:30 pm - Quarterly meeting Homes England.
- c) 9th June 2022 at 17:30 - Stagecoach quarterly meeting.

**17/22-23 DATES OF NEXT MEETINGS**

Annual Meeting of the Town Council: Wed 11<sup>th</sup> May 2022 at 7PM – The Wing

Full Council: Wed 25<sup>th</sup> May 2022 at 7PM – The Wing.

For all Council meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk).