

To all Members of Northstowe Town Council: You are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below:

NORTHSTOWE TOWN COUNCIL
ANNUAL MEETING OF THE TOWN COUNCIL ('A.T.M.')
Tuesday 23rd MAY 2023, 7 - 9 PM
Northstowe Secondary College (2nd floor - Gym)

Signed: *Mark Nokkert* *18th May 2023*

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council
townclerk@northstowetowncouncil.gov.uk 077245 88949

We welcome the public and press attending any Council meeting.
If you wish to speak at the 'Public Participation' item, please email the Clerk to register your request before 5 pm on the day of the meeting. You may speak for up to 3 mins. in relation to any item(s) on this agenda.

MEMBERS: 15 QUORUM: 5 Members.

AGENDA

33/23-24 ELECTION OF CHAIR OF THE COUNCIL (Standing Item for A.T.M.)

- 1) To receive nominations for Chair (Mayor) of the Council.
- 2) To elect the Chair of the Council.
- 3) Elected Chair to sign Chair's Declaration of Acceptance of Office [conform Local Government Act 1972, s. 83(4)(a)].

34/23-24 ELECTION OF VICE-CHAIR OF THE COUNCIL (Standing Item for A.T.M.)

- 1) To receive nominations for Vice-Chair (Deputy-Mayor) of the Council.
- 2) To elect the Vice-Chair of the Council.

35/23-24 APOLOGIES FOR ABSENCE (Standing Item)

To record any apologies for absence received prior to the meeting.

36/23-24 DECLARATIONS OF INTEREST (Standing Item)

- 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 Chair if they wish to speak on the matter during public participation.

37/23-24 PUBLIC PARTICIPATION (Standing Item)

- a) To adjourn the meeting for up to 15 mins. to allow members of the public, and Councillors declaring a prejudicial interest, to address the meeting in relation to business to be transacted at this meeting.
- b) To reconvene the meeting.

38/23-24 REGISTERS OF INTERESTS (Standing Item for A.T.M.)

For information: Reminder to all Councillors to ensure that all check their Register of Interests at least annually to consider whether an update is needed. NB: Any changes to interests during the year, which may include changing address or employer, *must* be notified to the Monitoring Officer within 28 days – see the [relevant SCDC webpage](#) for further guidance and details.

39/23-24 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

To approve the minutes of the Full Council meeting of 25th April 2023 as a true record of the meeting (attached).

40/23-24 ELECTION OF CHAIRS & VICE-CHAIRS AT ANNUAL MEETING OF THE TOWN COUNCIL

[Attached: Motion Paper].

To decide to elect Chairs and Vice-Chairs each year at the Annual Meeting of the Town Council.

41/23-24 COMMITTEES (Standing Item for A.T.M.)

- 1) To consider continuation, or discontinuation, of the under-mentioned Committees;
 - (a) Finance and Governance Committee.
 - (b) Planning Committee.
 - (c) Personnel Committee.
 - (d) Events and Markets Committee.

NB – The activities of the Assets and Asset Transfer Committee have been paused, with any relevant business transacted at Full Council meetings until such time as the Council decides to resume this Committee (conform resolution at Full Council, item 174/21-22 (1)).
- 2) To appoint Members onto the under-mentioned Committees and decide on the numerical composition of the under-mentioned Committees;
 - (a) Finance and Governance Committee. Currently: Seats: 8. Quorum: 4. Membership: 8.
 - (b) Planning Committee. Currently: Seats: 8. Quorum: 4. Membership: 8.
 - (c) Personnel Committee. Currently: Seats: 6. Quorum: 3. Membership: 6.
 - (d) Events and Markets Committee. Currently: Seats: 8. Quorum: 4. Membership: 8.
- 3) To review the [Committees' Terms of Reference](#) and decide on Committee meeting frequency;
[Attached: Motion Paper, for below x2 change proposals]
 - (a) Finance and Governance Committee. Proposed; monthly, conform '22-'23. Proposed to change quorum from 4 to 3 – see Motion Paper for details of this proposal.
 - (b) Planning Committee: Proposed; monthly, conform '22-'23.
 - (c) Personnel Committee; Proposed; quarterly, conform '22-'23.
 - (d) Events and Markets Committee: Proposed to change frequency of meetings from every other month to quarterly – see Motion Paper for details of this proposal.
- 4) To receive nominations for Chair and Vice-Chair for the under-mentioned Committees;
(NB: pending outcomes of motion under item 40/23-24).
 - (a) Finance and Governance Committee.
 - (b) Planning Committee.
 - (c) Personnel Committee.
 - (d) Events and Markets Committee.
- 5)
 - (a) To elect the Chair of the Finance and Governance Committee.
 - (b) To elect the Vice-Chair of the Finance and Governance Committee.
 - (c) To elect the Chair of the Planning Committee.
 - (d) To elect the Vice-Chair of the Planning Committee.
 - (e) To elect the Chair of the Personnel Committee.
 - (f) To elect the Vice-Chair of the Personnel Committee.
 - (g) To elect the Chair of the Events and Markets Committee.
 - (h) To elect the Vice-Chair of the Events and Markets Committee.

42/23-24 WORKING GROUP REPRESENTATION

For information: Cllr Firouz Thompson (CCC) has stepped down from the Warm Hub Working Group.

43/23-24 WORKING GROUPS (Standing Item for A.T.M.)

- 1) To consider continuation, or discontinuation, of the under-mentioned Working Groups reporting to Full Council;
 - (a) Hydrology Working Group.
 - (b) Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion).
 - (c) Warm Hub Working Group.
 - (d) Road Safety Working Group.
 - (e) Joint Sustainability Working Group (jointly with Longstanton Parish Council).
- 2) To appoint Members and Lead Members onto the under-mentioned Working Groups;
 - (a) Hydrology Working Group. Currently: 5 Cllrs.; Lead: Cllr Littlemore.

- (b) Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion). Current membership: 5 Cllrs.; Lead: Cllr. Benedicic.
- (c) Warm Hub Working Group. Current membership: 5 Cllrs., plus x2 Northstowe residents (Hodgson and Nigam); Lead: Cllr. Benedicic.
- (d) Road Safety Working Group. Current membership: 5 Cllrs. Lead: Cllr. Susarla.
- (e) Joint Sustainability Working Group (jointly with Longstanton Parish Council). Current membership: 2 NTC Cllrs (plus LPC Cllrs.). No Lead.

44/23-24 MEETING SCHEDULE (Standing Item for A.T.M.)

- 1) To receive and approve the meeting schedule of ordinary meetings of the Council and Committees up to and including the next Annual Meeting of the Town Council, setting the dates, times and, where possible, venue (Attached: proposed meeting schedule).

45/23-24 EXTERNAL BODIES (Standing Item for A.T.M.)

- 1) For information: to receive Terms of Reference, where available, for under-mentioned bodies (x9 documents shared with Cllrs.).
- 2) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- 3) To appoint Members to represent the Town Council on the under-mentioned external bodies;
 - (a) Northstowe Delivery Group.
 - Coordinated by SCDC. Monthly, usually 3rd Thursday of the month; 11:30 – 12:30 AM or 13:30 – 14:30 PM (mixture of virtual and in-person).
 - Currently: 2 Cllrs represented.
 - (b) Northstowe Phase 1 Open Space Maintenance & Management Steering Group.
 - Coordinated by SCDC. Monthly, first Thursday of the month; 10:00 – 11:30AM (virtual).
 - Currently: 6 Cllrs. represented.
 - (c) Northstowe Support Partnership.
 - Coordinated by CCC. Quarterly, usually on Tuesdays; 13:30 – 15:00 (virtual).
 - Currently: 1 Cllr. represented.
 - (d) Northstowe Community Networkers.
 - Coordinated by SCDC & CCC. Irregularly; in practice usually every other month; Wednesdays 19:00 – 21:00 (virtual).
 - Currently: 3 Cllrs. represented.
 - (e) Northstowe Faith Strategy Group.
 - Coordinated by SCDC. Meets as and when relevant (in practice usually quarterly); Wednesdays 17:30 – 19:00 (virtual).
 - Currently: 4 Cllrs. represented.
 - (f) Plastic Free Longstanton and Northstowe Steering Group (Community Group Sustainable Northstowe).
 - Coordinated by Sustainable Northstowe. Meets monthly, usually third Thursday of the month; 19:00 – 20:00 (virtual).
 - Currently: 2 Cllrs. represented.
 - (g) Northstowe & Longstanton Heritage Stakeholder Group.
 - Coordinated by CCC. Monthly. Usually Tuesdays 9:15 – 10:30 AM (mixture of virtual and in-person).
 - NB: in practice meetings are often cancelled;
 - Currently: 2 Cllrs. represented.
 - (h) Northstowe Youth Partnership / Northstowe Youth Hive.
 - Coordinated by CCC. Meets as and when relevant (mixture of in-person and virtual).
 - NB: NTC representation onto this partnership has not yet been formalised (see item 120/21-22).
 - Currently: 2 Cllrs. liaising with relevant partners re: youth work.
 - (i) Homes England Parish and Town Council Liaison meetings.
 - Coordinated by Homes England. Quarterly (mixture of in-person and virtual).

NB: meetings have been paused by Homes England.

- Currently: 6 Cllrs. represented.
- (j) Stagecoach - Northstowe and Longstanton Cllr meeting.
 - Coordinated by Stagecoach. Quarterly (virtual).
 - NB: no meeting has been called for a while.
 - Currently: 4 Cllrs. represented.
- (k) South Cambs DC Parish/Cabinet Liaison meeting.
 - Coordinated by SCDC. Meets as and when relevant (usually virtual; occasionally in-person)
 - No Cllrs. allocated to represent NTC.

46/23-24 GENERAL POWER OF COMPETENCE (Standing Item for A.T.M.)

- 1) To review and make arrangements to reaffirm eligibility, or non-eligibility, for exercising the General Power of Competence.

47/23-24 REVIEW OF POLICIES (Standing Item for A.T.M.)

- 1) To review Northstowe Town Council's [Standing Orders](#) (last updated Oct. '22).
- 2) To review Northstowe Town Council's [Financial Regulations](#) (last updated Mar. '23).
- 3) To review Northstowe Town Council's [Scheme of Delegation](#) (last updated May '22).
- 4) To review Northstowe Town Council's [Terms of Reference](#) for Committees (last updated May '22).
- 5) To review all other Northstowe Town Council's [Policies and Protocols](#).

48/23-24 YEAR END ACCOUNTS FOR YEAR ENDING MARCH 2023 (Standing Item for A.T.M.)

- 1) To receive and approve and sign the Statement of Accounts – y/e 31st March 2023 (Attached).
NB: this was previously presented, for information, to the Finance and Governance Committee meeting held on 16th May 2023 (item 06/23-24(1)).
- 2) For the Chair to countersign the Statement of Accounts for the year ending 31st March 2023.

49/23-24 INTERNAL AUDIT REPORT & INTERNAL AUDITOR (Standing Item for A.T.M.)

- 1) To receive and formally approve the Internal Audit Report for end-of-year '22-'23 (report and cover letter from internal auditor CAPALC attached).
NB: this was previously presented, for information, to the Finance and Governance Committee meeting held on 16th May '23 (item 07/23-24(1)).
- 2) To note the formal appointment of Internal Auditor for 2023-24.
NB: this has already been approved at the Full Council meeting held on 28th March '23, item 259/22-23 (2).

50/23-24 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 22-23 (Standing Item for A.T.M.)

- 1) To receive and note the AGAR's Annual Internal Audit Report 2022-23, as completed by the internal auditor (attached).
- 2) To approve and sign (by Chair and RFO) the Annual Governance Statement 2022-23 (Section 1) (attached).
- 3) To approve and sign (by Chair) the Accounting Statements 2022-23 as presented by the RFO (Section 2) (attached).

NB: Following completion of the paperwork and signing by the Chairman, the RFO will submit all required paperwork to the External Auditor, publicise the signed documents, and to make provision and set the commencement date for the exercise of electors' rights.

51/23-24 INTERNAL CONTROL (Standing Item for A.T.M.)

- 1) To review the effectiveness of the Council's Internal Control measures.
NB:
 - o The Council is to consider: Division of duties; Payroll/payment/banking controls; budgetary control & monitoring; reconciliation between records; locks and passwords.
 - o Proper Practices are specified in the 'Practitioners' Guide', March 2023 edition (attached for Cllrs' information).

- Most relevant items are covered in the Council's [Risk Assessment and Management Plan](#) – last updated Oct. 2022).
- 2) To appoint 4 Members for internal control, for Finance & Online banking - 4 signatories for the Unity Trust bank mandate/ online bank authorisations.

52/23-24 REPORTS FROM COUNTY AND DISTRICT COUNCIL WARD MEMBERS (Standing Item)

- 1) To receive a report from Cambridgeshire C.C. Division Member Cllr F. Thompson (attached).
- 2) To receive a report from South Cambs D.C. Ward Member Cllr. N. Warren-Green (attached).
- 3) To receive a report from South Cambs D.C. Ward Member Cllr. T. Bygott (attached - awaiting).

53/23-24 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

To receive a report from SCDC's Phase 1 and 2 Community Development Officers (attached).

54/23-24 NORTHSTOWE DELIVERY GROUP (Standing Item)

NB: minutes of the Northstowe Delivery Group meeting held on 13th April 2023 have not yet been formally approved and will be attached for a future meeting.

55/23-24 REPORT FROM TOWN CLERK (Standing Item)

To receive a report from the Town Clerk (period: April 2023) (attached).

56/23-24 KICKSTART FUND PANEL (Standing Item)

NB: No applications have been received by the Town Council this month.

57/23-24 MOU – MANAGEMENT BOARD FOR TEMPORARY COMMUNITY CENTRE

- 1) To receive a draft Memorandum of Understanding (MOU), received from South Cambridgeshire District Council, for the proposed Management Board for the Temporary Community Centre. In this, it is proposed that, once operational, Northstowe Town Council is to have a seat as one of the Management Board Members (Shared with Cllrs: MOU; plus background information: Schedule 1, Event Management Plan; Schedule 2, Travel Plan; Schedule 3, draft charging structure (yet to be formally agreed by SCDC); and Schedule 4, Terms and Conditions).
- 2) To agree to agree to commit to the agreement as set out in the MOU.
- 3) To decide to give the Town Clerk delegated powers to sign this MOU on behalf of Northstowe Town Council.

58/23-24 TEMPORARY OFFICE SPACE HIRE

NB: Item following from resolution passed at Full Council meeting 25th April 2023, item 22/23-24

- 1) Update from Town Clerk on progress towards task (item 22/23-24) to research alternative office hire options.
- 2) Update on latest news regarding timeline for when office may become available for hire (NB: further to information provided at item 31/23-24, Full Council 25th April 2023).
- 3) To decide to continue making use of temporary office space for staff use on Mondays, Tuesdays and Wednesdays, as has been kindly provided by Longstanton Parish Council (Mon – Tue) and SCDC (Wed) until such time as this is no longer needed or ends being available.
- 4) To agree to provide the RFO with delegated powers to hire office space as they see fit, using relevant budget headings, in the case of additional delays to the Temporary Community Centre's office space becoming available and/or current in-kind provision by either Longstanton PC or SCDC stops being available.

59/23-24 TOR FOR THE ROAD SAFETY WORKING GROUP

NB: Following discussions when Working Group was formed - Full Council 22nd Nov. '22, item 163/22-23(1)

- 1) To receive the ToR (attached: Terms of Reference; Motion Paper).
- 2) To approve the ToR for the Road Safety Working Group.

60/23-24 MOBILE PHONE CONTRACTS FOR TOWN CLERK AND DEPUTY CLERK

[Attached: Motion Paper; Appendix with options/ quotes considered]

- 1) To consider the options to purchase phones with provider contracts for Town Clerk and Deputy Clerk (as per supporting document).
- 2) To approve the purchase of 2 mobile phones, for the Town Clerk and Deputy Clerk, to be used for business purposes. The recommended brand is an Apple iPhone, with provider either EE or O2.

61/23-24 PARK PLAY

- 1) For information: update on latest developments re: Park Play.
- 2) To receive and consider a draft License Agreement received from Greenbelt for the use of Western Park for Park Play.
- 3) To decide to give the Town Clerk delegated powers to sign this license agreement on behalf of the Town Council, once a Park Play Leader is recruited and a start date for Park Play has been confirmed.
- 4) To consider setting up a Park Play Working Group, to ensure timely implementation of the plans as agreed at Full Council 20th Dec. '22, item 194-22/23.
 - 4) a) For Councillors to come forward to join the Park Play Working Group, and to appoint those Councillors to that Working Group.

62/23-24 COMMITTEE MEETINGS (Standing Item)

To receive minutes from the following committee meetings held:

- a) Personnel Committee, 18th April 2023 (attached; status: draft).
- b) Events and Markets Committee, 2nd May 2023 (NB: minutes are to follow).
- c) Planning Committee, 9th May 2023 (NB: minutes are to follow).
- d) Finance and Governance Committee (NB: minutes are to follow).

63/23-24 WORKING GROUPS (Standing Item)

To receive updates from Working Groups reporting to Full Council (where not already covered under other items on this agenda), from;

- a) Warm Hub Working Group (lead: Cllr Benedicic).
- b) Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion) (lead: Cllr Benedicic).
- c) Road Safety Working Group (lead: Cllr Susarla).
- d) Hydrology Working Group (lead: Cllr Littlemore).
- e) Sustainability Working Group (Jointly with Longstanton PC) (no lead).

64/23-24 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

To receive minutes and/or updates from attendees, from meetings of outside bodies with official Northstowe TC representation;

- a) 6th Apr. '23: Phase 1 Open Spaces Steering Group – attended by Cllr Mgaidia (minutes to follow).
- b) 19th April '23: Northstowe Faith Strategy Group – no NTC representation (minutes to follow).
- c) 4th May '23: Phase 1 Open Spaces Steering Group meeting – no NTC representation (minutes to follow).
- d) 10th May: Northstowe Community Networkers – no NTC representation (minutes attached).
- e) 17th May '23: Northstowe Faith Strategy Group meeting (minutes to follow).
- f) 18th May '23: Northstowe Delivery Group – attended by Cllrs Owen and Littlemore (minutes to follow).

65/23-24 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

To note;

- a) Mon 5th June '23, 17:30 - 20:00 (in person): SCDC Parish/Cabinet Liaison.
- b) Thu 1st June '23, 10:00 - 12:00 (virtual): Phase 1 Open Spaces Steering Group.
- c) Wed 14th June '23: 19:00 - 21:00 (virtual): Northstowe Community Networkers.
- d) Thu 15th June '23, 13:30 -14:30 (virtual): Northstowe Delivery Group.
- e) Wed. 21st June '23, 17:30 -19:00 (virtual): Northstowe Faith Strategy Group.

f) Thu 29th June '23, 10:00 - 12:00 (virtual): Phase 1 Open Spaces Steering Group.

66/23-24 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

To note;

- Full Council meeting: Tue 27th June 2023 (7-9 pm); venue: TBC
(pending approval dates under item 44/22-23)

NB: For all Council meetings, see www.northstowetowncouncil.gov.uk