

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:

ANNUAL MEETING OF THE TOWN COUNCIL

Tuesday 28th MAY 2024, 7 - 9 PM

The Cabin, Northstowe (1, The Green; Pathfinder Way; Northstowe CB24 1FD. Assembly Room 2)

Signed: *Mark Nokkert* *22nd May 2024*

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

We always welcome members of the public or press to any of our Council meetings.
If you wish to speak at our standard 'Public Participation' item [you may speak for up to 3 mins. in relation to any item(s) on this agenda], please request a speaking slot with the Clerk before the meeting starts.

MEMBERS: 15 QUORUM: 5 Members

AGENDA

NB: Order of items 21/24-25 to 37/24-25 follows requirements for the Annual Meeting of the Town Council.

21/24-25 ELECTION OF CHAIR OF THE COUNCIL

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

22/24-25 ELECTION OF VICE-CHAIR OF THE COUNCIL

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

23/24-25 APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

24/24-25 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.

25/24-25 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.

26/24-25 COUNCILLORS' REGISTER OF INTERESTS

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 [SCDC Parish Council webpage](#) for guidance and details.

27/24-25 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

To approve minutes of the Full Council meeting of 23rd April '24 as a true record of the meeting ([attached](#)).

28/24-25 COMMITTEES

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

- 2) To receive a report of Councillors who have put themselves forward to sit on each of the committees (shared with Cllrs.).
- 3) To decide on the numerical composition of the committees (NB: Members seats currently available are 8 for: Planning; Finance; Events and Markets; 6 for Personnel).
- 4) To decide to change the quorum for the Planning Committee and Events and Markets Committee from 4 to 3, to reduce the chance of meetings being inquorate.
- 5) To approve the appointments as specified in the report (shared with Cllrs.).

29/24-25 MEETING SCHEDULE

- 1) To receive and approve the proposed 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 venue (attached).

30/24-25 WORKING GROUPS

- 1) To consider continuation of the under-mentioned Working Groups reporting to Full Council;
 - (a) Community Lounge Working Group.
 - (b) Asset Transfer Opportunities Working Group.
 - (c) Road Safety Working Group.
- 2) To receive a report of Councillors who have put themselves forward to sit on each of the Working Groups (shared with Cllrs.).
- 3) To approve the Member appointments as specified in the report (shared with Cllrs.).
- 4) To appoint Lead Members for each of the Working Groups.

31/24-25 EXTERNAL BODIES

- 1) To receive a report of Councillors who have put themselves forward to represent the Town Council on each of the under-mentioned external bodies (shared with Cllrs.):
 - (a) Northstowe Delivery Group.
 - (b) Northstowe Phase 1 Open Space Maintenance & Management Steering Group.
 - (c) Northstowe Support Partnership.
 - (d) Northstowe Community Networkers.
 - (e) Northstowe Faith Strategy Group.
 - (f) Plastic Free Longstanton and Northstowe Steering Group (Sustainable Northstowe).
 - (g) Northstowe & Longstanton Heritage Stakeholder Group.
 - (h) Northstowe Youth Partnership / Northstowe Youth Hive.
 - (i) Homes England Parish and Town Council Liaison meetings.
 - (j) South Cambs DC Parish/Cabinet Liaison meeting.
 - (k) Temporary Community Centre Board Meeting.
 - (l) Pavilion Management Board Meeting.
- 2)
 - a) To decide on reserve member for Northstowe Delivery Group, Community Centre Board and Pavilion Management board (where more than one Councillor has come forward in the report).
 - b) To approve the appointment of Member representatives as specified in the report (shared with Cllrs.).

32/24-25 GENERAL POWER OF COMPETENCE

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

33/24-25 REVIEW OF POLICIES

- 1) To receive proposals for an updated Standing Orders (attached), and to adopt the updated Standing Orders with the proposed changes.
- 2) To receive an overview from the Clerk of the Town Council's current Policies and Protocols, with an understanding which other documents are to be updated in the near future (attached).
- 3) To review all Northstowe Town Council's Policies and Protocols.

34/24-25 INTERNAL AUDIT REPORT & INTERNAL AUDITOR

- 1) To receive, consider and approve the Internal Audit Report for end-of-year 2023-2024. (attached: report and cover letter from internal auditor, CAPALC).
- 2) To note the formal appointment of Internal Auditor for 2024-2025 (NB: this was approved at the Full Council meeting held on 23rd April 2024, item 11/24-25).

35/24-25 YEAR END ACCOUNTS FOR YEAR ENDING MARCH 2024

- 1) To receive and approve the Statement of Accounts for year ending 31st March 2024 (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 2024.

36/24-25 INTERNAL CONTROL

- 1) To review the effectiveness of the Council's Internal Control measures.
NB: The Council is to consider: Division of duties; Payroll/payment/banking controls; budgetary control & monitoring; reconciliation between records; locks and passwords. Proper Practices are specified in the 'Practitioners' Guide', March 2024 edition (attached).
- 2) To (re-)appoint 4 Members for internal control, for Finance & Online banking [4 signatories for the Unity Trust bank mandate/ online bank authorisations].

37/24-25 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2023-2024

- 1) To receive and note the AGAR's Annual Internal Audit Report 2023-2024, as completed by the internal auditor (attached).
- 2) To approve and sign (by Chair and RFO) the Annual Governance Statement 2023-2024 (Section 1) (attached).
- 3) To approve and sign (by Chair) the Accounting Statements 2023-2024 as presented by the RFO (Section 2) (attached).
- 4) To approve to set the dates for the exercise of electors' rights of inspection of the accounts to be Monday 3rd June to Friday 12th July 2024.

NB: Following completion of the paperwork and signing by the Chair, the RFO will submit 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.

38/24-25 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 (report to follow).

39/24-25 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

To receive a report from South Cambs D.C.'s Community Development Officers (attached).

40/24-25 NORTHSTOWE DELIVERY GROUP (Standing Item)

To receive minutes of the Northstowe Delivery Group meeting held on 14th March 2024 (attached).

NB: April NDG meeting had been cancelled.

41/24-25 NTC STAFF REPORT (Standing Item)

To receive a report from the Town Clerk on all NTC staff activities (for period: Apr. '24) (attached).

42/24-25 ASSET REGISTER

- 1) To receive an updated Asset Register (attached; NB see current version adopted in March 2023).
- 2) To adopt the updated Asset Register.

43/24-25 NORTHSTOWE MARKET

1) Market Manager re-recruitment:

- a) To decide to re-recruit for the Market Manager position that has come available recently, with the following change in the recruitment paperwork (Job Description and in contractual conditions) from that as approved at Full Council on 19th December 2023 item 196/23-24 (all other elements to remain as before): Notice period to change from 2 to 4 weeks (Attached: Updated Job Description; Person Specification; Application Form; Equal Opportunities Form; Advert; Advertising Proposal).
- b) For the Clerk, working through the Personnel Committee, to arrange for an appropriate recruitment timeline, interview panel and to hold interviews for the Market Manager position.

2) Interim Market Delivery Model

- a) To receive and consider information about the market delivery since the start of the post-pilot phase in November 2023; reports shared with Cllrs:
 - Data on trader and customer numbers for weekly and monthly markets 1st Nov. '23 – 19th May '24;
 - Report listing traders per week and showing products of 'basic' and 'other' traders;
 - Report on traders lined up for weekly and monthly markets in June and July 2024;
 - Report from Market Manager on discussions held with traders recently;
 - Report from the Clerk with analysis of the data.
- b) To receive and consider a report on Interim Delivery Options for the market (attached).
- c) To consider the options for the market and decide on a delivery model and market frequency for the market until such time as a Market Manager is in place.

44/24-25 COMMITTEE MEETINGS (Standing Item)

To receive minutes from the following committee meetings held:

- a) Events and Markets Committee, 2nd April 2024 (attached; status: draft)
- b) Finance and Governance Committee, 9th April 2024 (attached; status: approved)
- c) Planning Committee, 9th April 2024 (attached; status: draft)
- d) Finance and Governance Committee, 14th May 2024 (Minutes to follow).

NB: Planning Committee on 14th May 2024 was cancelled as not sufficient business to be transacted.

45/24-25 WORKING GROUPS (Standing Item)

To receive an update from Working Groups reporting to Full Council (where not already covered), from;

- a) Community Lounge Working Group.
- b) Asset Transfer Opportunities Working Group.
- c) Road Safety Working Group.

46/24-25 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

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

- a) 13th Mar. '24: Northstowe Community Networkers – attended by Deputy Clerk (minutes attached).
- b) 3rd Apr. '24: Community Centre Board – attended by Clerk (minutes shared with Cllrs.).
- c) 16th Apr. '24: Northstowe Open Spaces & Landscape Steering Group (minutes attached).
- d) 17th Apr. '24: Northstowe Community Networkers – attended by Cllr Delip (minutes to follow).
- e) 18th Apr. '24: Sports Pavilion Management Board - no NTC representation (minutes shared with Cllrs.).
- f) 24th Apr. '24: Northstowe Faith Strategy Group – no NTC representation (minutes attached).
- g) 25th Apr. '24: Northstowe Youth Partnership – no NTC representation (notes shared with Cllrs.).
- h) 29th Apr. '24: Northstowe Heritage Stakeholders – no NTC representation (meeting notes and updated ToR attached).
- i) 1st May '24: Community Centre Board – attended by Clerk (minutes shared with Cllrs.)
- j) 9th May '24: Northstowe Support Partnership – attended by Cllr Mgaidia (redacted minutes attached; full minutes and updated ToR shared with Cllrs.)
- k) 16th May '24: Northstowe Delivery Group – attended by Cllrs. Littlemore and Owen (minutes to follow).
- l) 16th May '24: Pavilion Board – attended by Clerk (minutes to follow).
- m) 21st May '24: Northstowe Open Spaces & Landscape Steering Group – no NTC representation (minutes to follow).
- n) 21st May '24: Plastic Free Steering Group (Sustainable Northstowe) – (minutes to follow).

47/24-25 OTHER MEETINGS WHERE NTC HAS BEEN INVITED

- a) Homes England – Northstowe Town Centre Strategy update. Meeting held on 17th May 2024, attended by Cllrs. Littlemore and Benedicic and Clerk.
- b) 29th June 2024 – site visit to Letchworth – Cllrs. invited to join. Visit organised by resident I. Hunter in cooperation with U3A.

48/24-25 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

- a) Wed. 29th May '24, 13:00 – 14:30 (in person): Community Centre Board.
- b) Thu. 30th May '24, 10:00 – 12:00 (virtual): Northstowe Open Spaces & Landscape Steering Group.
- c) Tue. 4th Jun. '24, 10:00 – 12:00 (in person/virtual): Homes England Quarterly Town and Parish Councils.
- d) Wed. 12th Jun. '24, 19:00 – 20:30 (in person): Northstowe Community Networkers.
- e) Thu. 13th Jun. '24, 15:15 – 16:15 (in person): Pavilion Board.
- f) Mon. 17th Jun. '24, 18:00 – 20:00 (virtual): Cabinet / Parish Liaison meeting.
- g) Wed. 19th Jun. '24, 17:45 – 18:45 (in person): Faith Strategy Group.
- h) Thu. 20th Jun. '24, 11:30 – 12:30 (virtual): Northstowe Delivery Group.
- i) Wed. 26th Jun. '24, 13:00 – 14:30 (in person): Community Centre Board.
- j) (TBC) Thu. 27th Jul. '24, 10:00 – 12:00 (virtual): Northstowe Open Spaces & Landscape Steering Group.
- k) Thu. 11th Jul. '24, 13:00 – 14:30 (in person): Northstowe Support Partnership.
- l) Thu. 18th Jul. '24, 11:30 – 12:30 (virtual): Northstowe Delivery Group.
- m) Mon. 22nd Jul. '24, 12:00 – 13:30 (virtual): Northstowe Heritage Stakeholders.

49/24-25 EVENTS WITH NTC INVOLVEMENT/SUPPORT (Standing Item)

- a) Sat. 15th June '24, 10 am: The Great Big Community Litter Pick Event; organisers: Pathfinder Church with several partners (part of The Great Big Green Week, 8th – 16th June). Nb: same day also Community Skip Day, including: recycling skips, toy swap, storytelling, bike repair, 8:30am – 1pm.
- b) Sat. 22nd June '24, 3-8 pm: Midsummer Festival; organisers: Northstowe Hub & Northstowe Arts.
<https://northstowehub.org/midsummer-festival/>

50/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

- *(Pending decision under item 30/24-25) - Full Council: Tue 25th Jun. '24 (7-9 pm); The Cabin. [Final versions of motions & papers to be received by 15/06 at the latest].*
- For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk