

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 - FULL COUNCIL EXTRAORDINARY MEETING

Tuesday 08 OCTOBER, 7 - 8 PM

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

Signed: *Mark Nokkert* *3rd October 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 make use of our 'Public Participation' item, please request a speaking slot with the Clerk before the meeting [you may speak for up to 3 minutes in total, in relation to any item(s) on this agenda].

MEMBERS: 15 QUORUM: 5 Members

AGENDA

123/24-25 APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

124/24-25 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.

125/24-25 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.

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 sensitive or commercial nature of business to be discussed under item 126/24-25.

126/24-25 APPOINTMENT OF ASSETS AND ESTATES MANAGER

Further to Full Council meeting 23rd July 2024, item 83/24-25 and Full Council meeting 24th September 2024, item 110/24-25:

- 1) To receive a recommendation from the Recruitment Panel to appoint a preferred candidate as Assets and Estates Manager (Motion paper; application information; Interview Panel report with recommendation shared with Cllrs.).
- 2) To approve the Panel's recommendation for appointment of an Assets and Estates Manager.
- 3) To approve the employment contract as drafted (draft contract shared with Cllrs.).
- 4) To delegate to the Clerk to manage and finalise remaining logistical and other arrangements, for the new member of staff to be able to start their work with Northstowe Town Council on 14th October 2024.

To resolve to end the closed session.

127/24-25 PURCHASE OF EQUIPMENT FOR NEW MEMBER OF STAFF

- 1) To approve the purchase of a laptop, plus monitor and IT accessories; a Mobile phone (i-Phone), plus accessories; an additional licence within Microsoft 365 Business Premium; and email account, for use by the Assets and Estates Manager (Motion paper with details shared with Cllrs.).

128/24-25 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

- Full Council: Tue 22nd October 2024 (7-9 pm); The Cabin, Northstowe.
[Final versions of motions & papers to be received by 12/10 at the latest].
- For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk