

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)**

**Thursday 14<sup>th</sup> AUGUST 2025, 7 - 9 PM**

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

Signed: *Mark Nokkert* *8<sup>th</sup> August 2025*

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council  
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We welcome members of the public or press to any of our Council meetings. If you wish to make use of the '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].

**AGENDA**

MEMBERS: 14 (Seats: 15)

QUORUM: 5 Members

**117/25-26/FC APOLOGIES FOR ABSENCE** (Standing Item)

To record apologies for absence received prior to the meeting.

**118/25-26/FC 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.

**119/25-26/FC PUBLIC PARTICIPATION** (Standing Item)

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 (maximum 3 minutes per person; up to 15 minutes in total).

**120/25-26/FC MINUTES OF PREVIOUS FULL COUNCIL MEETINGS** (Standing item)

- 1) To receive draft minutes of the 24<sup>th</sup> June 2025 Full Council meeting and to resolve to accept these as a correct record (attached).

NB: minutes of the 22<sup>nd</sup> July 2025 Full Council meeting are to follow.

**121/25-26/FC NTC STAFF REPORT** (Standing Item)

- 1) To receive a report on NTC staff activities for period: July 2025 (attached).

**122/25-26/FC APPOINTMENT OF LOCUM CLERK AND RESPONSIBLE FINANCIAL OFFICER**

Further to discussions at 71/25-26/FC (24<sup>th</sup> June 2025); and 101/25-26/FC(3) and 103/25-25/FC(2) (22<sup>nd</sup> July 2025):

- 1) To consider the two candidates put forward by Local Council Consultancy, Jack Turner and Belina Boyer, and decide which candidate to progress as the Council's preferred Locum Clerk & Responsible Financial Officer (Motion paper, LCC proposal and CVs shared with Cllrs.).
- 2) To appoint the preferred candidate as Locum Clerk & Responsible Financial Officer for up to 15 hours per week for an initial period of three months.

**123/25-26/FC LEGAL REPRESENTATIVE FOR UNITY CENTRE ASSET TRANSFER**

Further to discussions and proposals at 101/25-26/FC(3) (22<sup>nd</sup> July 2025):

- 1) To consider the legal representation options from Surrey Hills Solicitors, Wellers Law, and Geldards and decide which firm to appoint as the preferred legal advisor for the Community Asset Transfer and lease of the Unity Centre (Motion paper, background document and quotes shared with Cllrs.).
- 2) To appoint the preferred firm as legal advisor to Northstowe Town Council for the Unity Centre asset transfer and lease negotiation on the terms quoted, and to delegate authority to the Proper Officer to finalise and execute the engagement.

**124/25-26/FC ENGAGEMENT OF CONTRACTOR FOR UNITY CENTRE CAFÉ OPERATOR TENDER**

- 1) To appoint Rob Dean of saffron DEVELOPMENT to undertake the initial preparation of the café operator bid and tender process for the Unity Centre, up to a maximum of 10 days' work at £500/day + VAT (Motion paper shared with Cllrs.).
- 2) To delegate to the Proper Officer authority to finalise and execute the engagement letter with saffron DEVELOPMENT on the terms quoted.

### **125/25-26/FC UPDATE ON CLERK RECRUITMENT**

*Further to 34/25-26/PER(5) (8<sup>th</sup> July 2025) and decision-making at 103/25-25/FC(2,3) (22<sup>nd</sup> July 2025):*

- 1) To receive an update on recruitment activities for the permanent Clerk/RFO position.

### **126/25-26/FC ITEMS FOR INFORMATION – FINANCES**

*Further to item 167/22-23(3) (Finance & Governance Committee, 22<sup>nd</sup> November 2022):*

- 1) For information: the 2025-2026 National Pay Agreement for 2025-2026 has been reached (information shared with Cllrs.). See also NALC and SLCC announcements of 24<sup>th</sup> July 2025. New pay scales – SLCC webpage. NB: changes have been implemented with this month's staff payments.

*Further to 69/25-26/FC(3), 24<sup>th</sup> June 2025):*

- 2) Agreement reached with contractor for non-payment need for market support work from Phoenix (East) Ltd. for the period July to September 2025, considering the market was paused at end of June 2024.

### **127/25-26/FC FINANCE (Standing Item)**

*NB: added here as there is no Finance, Governance and Planning Committee meeting scheduled in August.*

#### **1) BANK STATEMENTS & BALANCES**

- i) To receive Bank Statements for 31<sup>st</sup> July 2025 (shared with Cllrs.).
- ii) To approve, and for the Chair to sign, the Bank Reconciliation for 31<sup>st</sup> July 2025 (attached).

#### **2) RECEIPTS AND PAYMENTS REPORTS**

- i) To receive the Receipts and Payments Report, dated to 31<sup>st</sup> July 2025 (attached).

#### **3) INCOME**

- i) To receive **Supporting document A** for an overview of income received (attached).

#### **4) EXPENDITURE**

- i) To approve retrospective and new payments; see **Supporting document A** for payments overview (attached).
- ii) To allocate 2 Councillors to sign paperwork for afore-mentioned payments and to carry out bank authorisation.

### **128/25-26/FC COMMITTEE MEETINGS (Standing Item)**

To receive minutes from committee meetings held:

- a) Personnel Committee 8<sup>th</sup> July 2025 (draft minutes attached);
- b) Finance, Governance and Planning Committee 15<sup>th</sup> July 2025 (draft minutes attached);

### **129/25-26/FC WORKING GROUPS (Standing Item)**

To receive updates from Working Groups reporting to Full Council (where not already covered on the agenda):

- a) Asset Transfer Working Group.
- b) Community Lounge Working Group.
- c) Market Development Working Group.

### **130/25-26/FC DATES OF NEXT MEETINGS (Standing item)**

- Full Council Meeting: Tue 23<sup>rd</sup> September 2025, 7-9 pm; The Cabin, Northstowe.  
*[Final versions of motions & papers to be received by 13/09 at the latest].*
- For all Council meetings and annual meeting schedule, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)