

# NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

## (Annual Meeting of the Town Council)

**MINUTES** of the meeting held on Tuesday **28<sup>th</sup> MAY 2024** at The Cabin, Northstowe

Members: 15  
Quorum: 5 Members.  
Present: 12 Members: Cllr Littlemore (Mayor); Cllr Bros Sabria (Deputy-Mayor; from 19:10 pm); Cllr Benedicic; Cllr Castelino; Cllr Delip; Cllr Greef; Cllr Males; Cllr Mgaidia; Cllr Oluwasanya (from 19:03 pm); Cllr Owen; Cllr Sovago; Cllr Susarla (until 19:56 pm).  
Town Clerk; Deputy Clerk.  
4 Members of the public.  
Apologies: Cllr Kinnera; Cllr Nikoro.  
Absent: Cllr Panvekar.

The meeting was opened at 19:00 pm; Cllr Littlemore took the Chair.

### **21/24-25 ELECTION OF CHAIR OF THE COUNCIL**

1) *To receive nominations for Chair (Mayor) of the Town Council.*

Cllr Littlemore was nominated by Cllr Benedicic and seconded by Cllr Owen.

Cllr Delip was nominated by Cllr Sovago and seconded by Cllr Mgaidia.

2) *To elect the Chair of the Council.*

Following a secret ballot, Cllr Littlemore received 8 votes and Cllr Delip 2.

**Cllr Littlemore was re-elected as Chair of the Council.**

3) *The Chair to sign Chair's Declaration of Acceptance of Office [Local Government Act 1972, s. 83(4)(a)].*

Cllr Littlemore signed the Chair's Declaration of Acceptance of Office.

Cllr Oluwasanya joined the meeting at 19:03 pm.

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

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

Cllr Delip was nominated by Cllr Mgaidia and seconded by Cllr Sovago.

Cllr Bros Sabria was nominated by Cllr Owen and seconded by Cllr Benedicic.

2) *To elect the Vice-Chair of the Council.*

Following a secret ballot, Cllr Delip received 6 votes and Cllr Bros Sabria 5.

**Cllr Delip was elected as Vice-Chair of the Council.**

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

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

Apologies had been received and accepted from: Cllr Kinnera; Cllr Nikoro.

Apologies had also been received from CCC Member Cllr Thompson; SCDC Member Cllr Batchelor; SCDC Officer Ainsworth; and SCDC's Community Development Officers.

### **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.*

Cllr Delip declared an interest for her role in Northstowe Sports and Wellbeing but highlighted that there was no agenda item at this meeting that would be relevant. Noted.

Cllr Bros Sabria joined the meeting at 19:10 pm; they had no interests to declare.

## **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.*

The Chair adjourned the meeting for the Public Participation session.

A representative from Northstowe Hub spoke in relation to item 43/24-25 on the agenda. They set out that they would be in favour of the Town Council continuing the market on a weekly basis to keep momentum and that this would continue to benefit the Northstowe Hub-managed Community Café in The Cabin on Sundays, where there has been a close link between the market and footfall at the Sunday café. They added that they intend to keep running the café on a weekly basis in June and again in September (although with a reduced schedule in summer months). They suggested also to increase the number of hours for the Market Manager position beyond the proposed 3 days/week, to create more footfall at the market and to do more promotion. They also suggested the Council to consider waving traders' pitch fees on a temporary basis, to attract and retain more traders in light of reduced footfall.

There were no questions from Councillors. The Chair 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.*

The Chair highlighted the need to ensure that all Councillors keep their Register of Interests up-to-date.

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

*To approve minutes of the Full Council meeting of 23<sup>rd</sup> April '24 as a true record of the meeting (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, with 5 voting for and 7 abstaining, **to approve the minutes of the Full Council meeting of 23<sup>rd</sup> April 2024 as a true record of the meeting.**

## **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.*

A discussion was instigated by Cllr Benedicic who queried whether there was a need to continue the Events and Markets Committee.

Cllr Oluwasanya left the meeting at 19:16 pm.

Several Councillors joined in, whereby the following main points were raised;

- Any activities linked to the market would be better to go through Full Council going forward; its more frequent monthly schedule would help support any changes needed to the market.
- Generally limited activities from the committee over the last year would not warrant its continuation, reducing thereby also use of limited staff resources.
- A suggestion was made to focus the committee on just events. Other Councillors reacted mentioning that it is unclear what the committee has planned for the next 12 months regarding events and that there has been limited activity on events from the committee over the last 12 months, with many items such as for the Switch-on having ended up at Full Council anyway.

Cllr Oluwasanya returned to the meeting at 19:20 pm.

It was proposed by Cllr Benedicic, seconded by Cllr Males and **RESOLVED**, unanimously, **to continue the Finance and Governance Committee, Planning Committee and Personnel Committee, but to discontinue the 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.).*

Noted. There were no further changes to the proposals.

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).*

It was **agreed** to maintain the current numerical composition of the committees.

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.*

It was proposed by Cllr Benedicic, seconded by Cllr Sovago and **RESOLVED**, with 11 voting for and 1 abstaining, **to change the quorum for the Planning Committee from 4 to 3.**

5) *To approve the appointments as specified in the report (shared with Cllrs.).*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **for the following Councillors to be appointed to the Council's Committees:**

- **Finance and Governance Committee: Cllrs. Benedicic; Castelino; Littlemore; Oluwasanya; Owen.**
- **Planning Committee: Cllrs. Benedicic; Bros Sabria; Littlemore; Nikoro; Owen; Sovago.**
- **Personnel Committee: Cllrs. Bros Sabria; Castelino; Delip; Nikoro; Susarla.**

## **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).*

A Councillor noted that the proposed change of the Planning Committee meetings from the second to the third Tuesday of the month would mean losing the useful equidistant nature of this committee meeting amidst the monthly Full Council meetings; it was considered important to monitor the impact of this change and reconsider this if this may pose any issues. It was also raised that the reduction of Full Council meetings, not having one in April anymore, may need to be reconsidered were there to be sufficient business to be transacted around that time of year and an extra meeting may then still need to be called for. It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to 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, as detailed in the proposal, noting the additional comments made.**

## **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.*

It was noted that the name of the 'Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion)' had been reduced to reflect the wider nature of the Working Group's remit.

Cllr Sovago proposed to discontinue the Road Safety Working Group. Several Councillors disagreed with this, highlighting that there are outstanding items for the Working Group, including data collection of the Speed Indicator Device and follow-ups to be carried out with County Council officers. A Councillor recommended that clarity is provided on actions planned for this Working Group over the next 12 months.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to continue the following Working Groups reporting to Full Council: Community Lounge Working Group; Asset Transfer Opportunities Working; 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.).*

Cllr Owen came forward to be added to the Road Safety Working Group.

3) *To approve the Member appointments as specified in the report (shared with Cllrs.).*

It was proposed by Cllr Littlemore, seconded by Cllr Susarla and **RESOLVED**, unanimously, **to approve the appointment of the following Members to the Council's Working Groups:**

- **Community Lounge Working Group: Cllrs. Castelino; Delip.**
- **Asset Transfer Opportunities Working Group: Cllrs. Benedicic; Bros Sabria; Littlemore.**
- **Road Safety Working Group: Cllrs. Littlemore; Owen; Sovago; Susarla.**

4) *To appoint Lead Members for each of the Working Groups.*

It was **agreed** to appoint the following Councillors as Lead Members for each of the Working Groups:

- Community Lounge Working Group: Cllr Delip.
- Asset Transfer Opportunities Working Group: Cllr Benedicic.
- Road Safety Working Group: Cllr Susarla.

### **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.*

Further to the Members listed in the report, it was noted that Cllr Delip was no longer available to represent the Council at Youth Partnership meetings. Noted.

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).*

Cllr Littlemore indicated he would be happy to remain as reserve for the Community Centre Board meetings. Noted.

Cllr Sovago and Cllr Owen had put themselves forward as Council representative for the Northstowe Delivery Group. The ToR for the partnership states that, besides the Town Mayor, one other Member can join. Following a show of hands, with 8 votes for Cllr Owen and 3 for Cllr Sovago, Cllr Owen was voted in as second Town Council Member representative.

c) *To approve the appointment of Member representatives as specified in the report (shared with Cllrs.).*

It was proposed by Cllr. Littlemore, seconded by Cllr Males and **RESOLVED**, unanimously, **to approve the appointment of Member representatives to external bodies as follows – as amended -:**

- **Northstowe Delivery Group: Cllrs. Littlemore; Owen (plus Clerk).**
- **Northstowe Phase 1 Open Space Maintenance & Management Steering Group: Cllrs. Benedicic; Littlemore; Mgaidia; Sovago.**
- **Northstowe Support Partnership: Cllr. Males.**
- **Northstowe Community Networkers: Cllr. Delip.**
- **Northstowe Faith Strategy Group: Cllrs. Delip; Kinnera; Susarla.**
- **Plastic Free Longstanton and Northstowe Steering Group (Sustainable Northstowe): Cllrs. Delip; Oluwasanya.**
- **Northstowe & Longstanton Heritage Stakeholder Group: Cllr. Littlemore.**
- **Northstowe Youth Partnership / Northstowe Youth Hive: Cllr. Bros Sabria.**

- Homes England Parish and Town Council Liaison meetings: Cllrs. Benedicic; Castelino; Littlemore; Mgaidia.
- South Cambs DC Parish/Cabinet Liaison meeting: Cllr. Mgaidia.
- Temporary Community Centre Board Meeting: Clerk, with Cllr Littlemore as reserve.
- Pavilion Management Board Meeting: Clerk, with Cllr Mgaidia as reserve.

### 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.*

The Clerk highlighted that the Town Council would now be eligible to exercise the General Power of Competence. This is as a result of meeting all key criteria: The Clerk now holds a recognised professional qualification (CiLCA – Certificate in Local Council Administration), having obtained the CiLCA qualification just a few weeks earlier in May; and currently at least two-thirds of the Council seats, i.e. 11 of the 15 seats, are occupied by Members who have been declared elected (i.e. at the last election held in May 2022). It was proposed by Cllr Littlemore, seconded by Cllr Oluwasanya and **RESOLVED**, unanimously, **that Northstowe Town Council meets the criteria for eligibility to exercise the General Power of Competence relating to the electoral mandate and relevant training of the clerk, and wishes to make use of this Power.**

The Clerk highlighted that the General Power of Competence will be a standard item at each Annual Meeting of the Town Council but that the Town Council will retain the General Power of Competence until the next ‘relevant annual meeting’, which is the Annual Meeting of the Town Council after the next ordinary elections (i.e. expected in May 2026), regardless of whether before this date either there is a change to a Clerk without certified qualification or whether the number of Council seats occupied by elected Members would reduce to below the two-thirds threshold.

### 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.*

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to adopt the updated Standing Orders with the changes as proposed.**

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).*

Noted. It was highlighted that many, if not all, of the other policies proposed to be updated in the near future, are best to be presented to the Finance and Governance Committee first as this is within the remit of that Committee.

3) *To review all Northstowe Town Council’s Policies and Protocols.*

No observations were made on other Council 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).*

Noted. There were no questions.

2) *To note the formal appointment of Internal Auditor for 2024-2025 (NB: this was approved at the Full Council meeting held on 23<sup>rd</sup> April 2024, item 11/24-25).*

Noted.

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

1) *To receive and approve the Statement of Accounts for year ending 31<sup>st</sup> March 2024 (attached).*

*[NB: this was previously presented, for information, to the Finance and Governance Committee meeting held on 16<sup>th</sup> May 2023 (item 06/23-24(1)).]*

It was proposed by Cllr Benedicic, seconded by Cllr Castelino and **RESOLVED**, unanimously, **to approve the Statement of Accounts for year ending 31<sup>st</sup> March 2024.**

2) *For the Chair to countersign the Statement of Accounts for the year ending 31<sup>st</sup> March 2024.*

The Chair countersigned 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).*

A question was raised around the meaning of 'Division of Duties'. The RFO **agreed** to look into this and get back to the Council on this after the meeting.

2) *To (re-)appoint 4 Members for internal control, for Finance & Online banking [4 signatories for the Unity Trust bank mandate/ online bank authorisations].*

Cllrs. Benedicic, Littlemore and Owen highlighted that they would wish to continue as signatory. Cllr Castelino offered to become the fourth signatory.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to (re-)appoint the following four Members for internal control, as signatory for Finance & Online banking: Cllr Benedicic; Cllr Castelino; Cllr Littlemore; Cllr Owen.**

### **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).*

Noted.

2) *To approve and sign (by Chair and RFO) the Annual Governance Statement 2023-2024 (Section 1) (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to approve and sign (by Chair and RFO) the Annual Governance Statement 2023-2024 (Section 1).**

The Chair signed section 1 of the AGAR, thereafter countersigned by the RFO.

3) *To approve and sign (by Chair) the Accounting Statements 2023-2024 as presented by the RFO (Section 2) (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Males and **RESOLVED**, unanimously, **to approve and sign (by Chair) the Accounting Statements 2023-2024 as presented by the RFO (Section 2).**

The Chair signed section 2 of the AGAR.

4) *To approve to set the dates for the exercise of electors' rights of inspection of the accounts to be Monday 3<sup>rd</sup> June to Friday 12<sup>th</sup> 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.*

It was proposed by Cllr Littlemore, seconded by Cllr Susarla and **RESOLVED**, unanimously, **to approve to set the dates for the exercise of electors' rights of inspection of the accounts to be Monday 3<sup>rd</sup> June to Friday 12<sup>th</sup> July 2024.**

Cllr Susarla left the meeting at 19:56 pm.

### **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).*

Noted. There were no questions.

2) *To receive a report from South Cambs D.C. Ward Member Cllr. N. Warren-Green (attached).*

Cllr Warren-Green, present, highlighted the recent changes made at Cabinet, with Cllr. Batchelor having taken over the role from Cllr Handley as Lead Cabinet Member for Communities, and herself having taken on the role as Lead Cabinet Member for Environmental Services and Licensing.

In response to a question linked to the five-year land supply mentioned in their report, Cllr Warren-Green answered that a response could be provided following the upcoming elections. There were no further questions.

3) *To receive a report from South Cambs D.C. Ward Member Cllr. T. Bygott (report to follow).*

It was noted that their report had been received earlier that day. Cllr Bygott, present, raised whether more tree planting may be something that could be considered for Northstowe in the future. In response, the Chair highlighted the Town Council's intentions to consider taking on open space maintenance and management where opportunities may arise in the future and that this could then be considered. No questions were raised.

#### **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).*

No questions were raised.

Following observations from a Councillor, the **Clerk was tasked** to provide feedback to the Community Development Officers that the more comprehensive and detailed format of their reports is welcomed.

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

*To receive minutes of the Northstowe Delivery Group meeting held on 14<sup>th</sup> March 2024 (attached).*

*NB: April NDG meeting had been cancelled.*

The Chair responded to questions raised by Councillors around progress on business investment planning, highlighting what has been discussed in recent meetings on this subject.

#### **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).*

In response to a question related to staff time input listed in the report for market management, the Clerk noted that there had been a slow but steady decline in additional staff time input needs from other staff members to assist the Market Manager to ensure that all market-related tasks are carried out whilst the Market Manager focuses on growing the market, and that this trend would almost certainly have continued had the Market Manager not handed in their resignation.

#### **42/24-25 ASSET REGISTER**

1) *To receive an updated Asset Register (attached; NB see current version adopted in March 2023).*  
Noted.

2) *To adopt the updated Asset Register.*

It was proposed by Cllr Benedicic, seconded by Cllr Males and **RESOLVED**, unanimously, **to adopt the updated Asset Register.**

#### **43/24-25 NORTHSTOWE MARKET**

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, with 10 voting for and 1 abstaining, **to defer subitem 1 of item 43/24-25 until after sub-item 2 of the same item.**

##### **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 1<sup>st</sup> Nov. '23 – 19<sup>th</sup> 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.*

Cllr Bros Sabria provided a summary of the report and interim market delivery options considered, highlighting that this is for a temporary solution until such time as a Market Manager is in place.

In a discussion that followed, the following points were raised by Councillors;

- Continuing to subsidise the market was seen as necessary to get to a point where the market is established.
- Consideration to be given whether, in the longer-term, the market may be a good use of the Council's budget, considering the reduced footfall observed. It was also queried whether the market can be made to become viable, and whether the situation of the market not yet having developed well may potentially have an unintentional impact on businesses not wanting to invest in Northstowe.
- Consideration to be given whether reduction to every other week may be better model. Others voiced that reduction to monthly model may be better. It was mentioned that the high frequency of weekly markets seems to have diminished the experience and viability for traders, diluting the income and offer for traders and customers; by going for a monthly market, the market can be consolidated, making it more successful and helping to create a more solid foundation from where the market could potentially be grown again in the future.
- Concerns were raised about the relatively high cost of 'farmers market' type traders attracted mainly to date, with wish to focus more on basic needs for affordable prices.
- Consideration to be given to reducing the market frequency but at the same time adding other 'experience' elements to the market, to make it more exciting and thereby creating an increase in customer footfall. It was also suggested to link up more with community groups to create more of an experience. A Councillor, however, questioned whether the location and temporary community centre building is the right setting to create a good 'experience' to attract people.
- In response to a suggestion whether the market delivery could be decoupled from the market manager position, it was clarified that the recruitment is important as there is otherwise not sufficient staffing capacity to deliver a market properly. Another Councillor added that, were there to be a delay in recruitment, this would put pressure on existing staff and this would then need to be brought back to Full Council.
- Options for interim management were discussed, with the Clerk providing details of discussions held with self-employed market managers and with others for other potential interim delivery options considered.

The Chair summarised the points raised.

It was proposed by Cllr Bros Sabria, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to change the weekly market to one to be held on a monthly basis until such time as a Market Manager tells the Council that he frequency can be altered, whilst considering options for interim market delivery.**

The **Clerk was tasked** to continue collating interim market management options and bring options back to the next Full Council meeting to consider a preferred model.

### **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 19<sup>th</sup> 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).*

Following a discussion where different opinions were voiced regarding the need, or not, for re-recruitment of a Market Manager at this moment in time, it was **agreed** that – in line with the resolution under sub-item 2 - the re-recruitment should go ahead as instigated and proposed by the Personnel Committee.

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.*

It was proposed by Cllr Littlemore, seconded by Cllr Bros Sabria and **RESOLVED**, unanimously, **to amend the motion to: 'For the Clerk, working through the Personnel Committee, to arrange for an appropriate recruitment timeline and interview panel for the Market Manager position, and to review the timeline at next month's Full Council meeting before the start of the interviewing process'**



It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to adopt the motion, as amended.**

The **Clerk was tasked** to update the recruitment timeline accordingly, and also to update the advertising paperwork where there are still some references to 'new post' and weekly market'.

#### **44/24-25 COMMITTEE MEETINGS** (Standing Item)

*To receive minutes from the following committee meetings held:*

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

*NB: Planning Committee on 14<sup>th</sup> May 2024 was cancelled as not sufficient business to be transacted.*  
Noted.

#### **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.*

Cllr Delip noted that the second tranche of the grant funding from Cambridgeshire ACRE is to be received soon. The Working Group is looking into alternative funding options. There continue to be a range of activities organised, at generally well attended weekly Northstowe Community Lounge sessions.

- b) *Asset Transfer Opportunities Working Group.*

Cllr Benedicic mentioned that he has got a meeting scheduled in with relevant District Council officers to discuss details regarding potential Permanent Community Centre management options, and will report back at a future Council meeting.

- c) *Road Safety Working Group.*

No update.

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

Noted.

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

- a) *Homes England – Northstowe Town Centre Strategy update. Meeting held on 17<sup>th</sup> May 2024, attended by Cllrs. Littlemore and Benedicic and Clerk.*

b) 29<sup>th</sup> June 2024 – site visit to Letchworth – Cllrs. invited to join. Visit organised by resident I. Hunter in cooperation with U3A.

Noted.

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

- a) Wed. 29<sup>th</sup> May '24, 13:00 – 14:30 (in person): Community Centre Board.
- b) Thu. 30<sup>th</sup> May '24, 10:00 – 12:00 (virtual): Northstowe Open Spaces & Landscape Steering Group.
- c) Tue. 4<sup>th</sup> Jun. '24, 10:00 – 12:00 (in person/virtual): Homes England Quarterly Town and Parish Councils.
- d) Wed. 12<sup>th</sup> Jun. '24, 19:00 – 20:30 (in person): Northstowe Community Networkers.
- e) Thu. 13<sup>th</sup> Jun. '23, 15:15 – 16:15 (in person): Pavilion Board.
- f) Mon. 17<sup>th</sup> Jun. '24, 18:00 – 20:00 (virtual): Cabinet / Parish Liaison meeting.
- g) Wed. 19<sup>th</sup> Jun. '24, 17:45 – 18:45 (in person): Faith Strategy Group.
- h) Thu. 20<sup>th</sup> Jun. '24, 11:30 – 12:30 (virtual): Northstowe Delivery Group.
- i) Wed. 26<sup>th</sup> Jun. '24, 13:00 – 14:30 (in person): Community Centre Board.
- j) (TBC) Thu. 27<sup>th</sup> Jul. '24, 10:00 – 12:00 (virtual): Northstowe Open Spaces & Landscape Steering Group.
- k) Thu. 11<sup>th</sup> Jul. '24, 13:00 – 14:30 (in person): Northstowe Support Partnership.
- l) Thu. 18<sup>th</sup> Jul. '24, 11:30 – 12:30 (virtual): Northstowe Delivery Group.
- m) Mon. 22<sup>nd</sup> Jul. '24, 12:00 – 13:30 (virtual): Northstowe Heritage Stakeholders.

Noted.

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

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

Noted.

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

- (Pending decision under item 30/24-25) - Full Council: Tue 25<sup>th</sup> 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](http://www.northstowetowncouncil.gov.uk)

Noted.

The meeting was closed at 21:04 pm.

Signed.....

Town Mayor

Date.....