

NORTHSTOWE TOWN COUNCIL - EXTRAORDINARY FULL COUNCIL MEETING.

MINUTES of the meeting held on Thursday **14th AUGUST 2025** at The Cabin, Northstowe

Members: 14 (Seats: 15)
Quorum: 5 Members
Present: 7 Members: Cllr Benedicic (Mayor); Cllr Bros Sabria (Deputy Mayor); Cllr Littlemore; Cllr Hodgson; Cllr Hunter (7.01pm); Cllr Hughes; Cllr Owen.
Deputy Clerk.
1 Member of the public.
Apologies: Cllr Susarla; Cllr Delip; Cllr Cattaneo; Cllr Birr-Pixton; Cllr Kinnera; Cllr Oluwasanya.
Absent: Cllr Castelino.

The meeting was opened at 7:00 PM; Cllr Benedicic took the Chair.

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

To record apologies for absence received prior to the meeting.

Apologies had been received and accepted from: Cllr Cattaneo; Cllr Delip; Cllr Susarla; Cllr Kinnera; Cllr Birr-Pixton; Cllr Oluwasanya.

It was noted that apologies had also been received from Cllr Warren-Green (SCDC).

Cllr Hunter arrived at 7.01pm. He had no Declarations of Interest.

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.*

None were Declared.

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).

No member of the public wished to speak.

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

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

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

It was proposed by Cllr Benedicic and seconded by Cllr Owen and **RESOLVED**, unanimously, **to accept the minutes of the 24th June 2025 Full Council meeting as a correct record.**

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

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

Noted.

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

Further to discussions at 71/25-26/FC (24th June 2025); and 101/25-26/FC(3) and 103/25-25/FC(2) (22nd 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.).*

- A lot of discussion took place regarding the candidates and the number of hours they are able to offer NTC. There was a consensus that Jack Turner was the most suitable candidate.

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.*

It was proposed by Cllr Littlemore and seconded by Cllr Owen and **RESOLVED**, unanimously, **to appoint Jack Turner 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) (22nd 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.).*

- Thanks were expressed for Cllr Birr-Pixton for all the work that he has undertaken in securing the three quotes. Much discussion took place about the three options and the costs involved.

- 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.*

It was proposed by Cllr Littlemore and seconded by Cllr Bros Sabria and **RESOLVED**, unanimously, **to appoint Surrey Hills Solicitors as 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.).*

- The Council were informed that other options were explored. This is quite a specialised piece of work and the person put forward has prior knowledge and has been involved with part of the Unity Centre already and work for SCDC; other companies would have a lot more work to do and time input in advance to be in possession of the knowledge he already has and would cost more.

-The Council were also informed that the appointment would be to help to put processes in place and not be involved in the bidding process for the Unity Centre Café Operator.

It was proposed by Cllr Hodgson and seconded by Cllr Hunter and **RESOLVED**, unanimously, **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.**

- 2) *To delegate to the Proper Officer authority to finalise and execute the engagement letter with saffron DEVELOPMENT on the terms quoted.*

It was proposed by Cllr Benedicic and seconded by Cllr Littlemore and **RESOLVED**, unanimously, **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) (8th July 2025) and decision-making at 103/25-25/FC(2,3) (22nd July 2025):

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

Thanks were expressed for the work Cllr Littlemore has put into updating some of the documents for the permanent Clerk/RFO recruitment. It was expressed to the Council that we are a little behind with this but would aim for the role to be advertised with the relevant bodies the next week (W/C 18th of August 2025).

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

Further to item 167/22-23(3) (Finance & Governance Committee, 22nd 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 24th July 2025. New pay scales – SLCC webpage. NB: changes have been implemented with this month's staff payments.*

Noted.

Further to 69/25-26/FC(3), 24th 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.*

Noted.

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 31st July 2025 (shared with Cllrs).*

Noted.

- ii) *To approve, and for the Chair to sign, the Bank Reconciliation for 31st July 2025 (attached).*

It was proposed by Cllr Benedicic and seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to approve, and for the Chair to sign, the Bank Reconciliation for 31st July 2025.**

2) RECEIPTS AND PAYMENTS REPORTS

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

Noted.

3) INCOME

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

Noted.

4) EXPENDITURE

- i) To approve retrospective and new payments; see **Supporting document A** for payments overview (attached).

It was proposed by Cllr Littlemore and seconded by Cllr Owen and **RESOLVED**, unanimously, **to approve retrospective and new payments; see Supporting document A for payments overview.**

- ii) To allocate 2 Councillors to sign paperwork for afore-mentioned payments and to carry out bank authorisation. **Cllr Owen and Cllr Littlemore were allocated** to sign paperwork for afore-mentioned payments and to carry out online bank counter-authorisations.

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

To receive minutes from committee meetings held:

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

Noted.

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.

Noted.

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

- Full Council Meeting: Tue 23rd 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

Noted.

The meeting was closed at 19.48pm.

Signed.....

Town Mayor

Date.....

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL
Thursday 14th August 2025, 7-9 PM
Supporting Document A

INCOME [Details for item 127/25-26/FC(3)]:

• **Income:**

Company	Reason	Received in account	Amount
Unity Trust	Interest accrued on Unity Trust Savings Account	30/06/2025	£238.77
Cambridgeshire ACRE	Grant Funding for Northstowe Community Lounge – JUN 25 sessions	25/07/2025	£96.00
Sustainable Northstowe	Northstowe market - Trader pitch fee/ JUN 2025	06/08/2025	£15.00

EXPENDITURE [Details for item 127/25-26/FC (4)]:

• **[RETROSPECTIVE APPROVAL FOR PAYMENTS MADE] - DIRECT DEBIT:**

i)	EE Limited - Mobile phones staff – JUL 25 (cashd 17/07/25)	£71.02
ii)	Unity Trust Bank – Bank service charge, period JUN 25 (cashd 31/07/25)	£8.40

• **NEW PAYMENTS:**

iii)	Staff salaries – AUG 25 (payment date 27/08/25)	Confidential
iv)	HMRC – period 5, 6 AUG – 5 SEP 25	Confidential
v)	SCDC - Rent NTC office; plus room hire for: Community Lounge; Council meetings – AUG 25	£427.00
vi)	Cloudy IT – monthly management costs, for period AUG 2025	£422.21
vii)	CBS Office Solutions - Printing costs – JUL 25	£13.64
viii)	Brookfield Contracting & Farming Ltd – verge cut #3 (June 2025)	£240.00
ix)	CAPALC – Internal Audit year-end in May 2025	£210.25
x)	SLCC Membership fee – Clerk (1 st August 2025 – 31 st July 2026) <i>Further to 108/25-26/FC</i>	£360.00
xi)	SLCC Membership fee – Deputy Clerk (1 st August 2025 – 31 st July 2026) <i>Further to 108/25-26/FC</i>	£240.00
xii)	Hope Against Poverty CIC – 12 site visits period 4 th April to 27 th June 2025.	£1,200.00
xiii)	NALC – training session SEP 2024 Cllr Cattaneo	£42.00
xiv)	Refund Northstowe market trader – Oh So Coffee	£4.00
xv)	Refund Northstowe market trader – Mr Doughnut Suffolk	£12.00
xvi)	Mileage claim Cllr Hunter – training on 5 th July 2025	£33.30