

**NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE**

**Tuesday 15<sup>th</sup> OCTOBER 2024, 7-8 PM**

**Supporting Document A**

**INCOME** [Details for item 52/24-25(3)]:

• **Income – Market Pitch Fees:**

Company	Reason	Market date(s)	Date received in account	Amount
Beautiful Things of Cambridge	Trader Pitch fee	JUN 24	29/07/2024	£25.00
The Cambridge Dog Company	Trader Pitch fee	MAY 24	02/08/2024	£15.00
Victoria Rose Artisan Bakery	Trader Pitch fee	JUN 24	02/08/2024	£15.00
Clare's Refill Station	Trader Pitch fee	JUL 24	05/08/2024	£15.00
Spinney Abbey Farm	Trader Pitch fee	JUL 24	05/08/2024	£15.00
Granola Queen	Trader Pitch fee	JUL 24	05/08/2024	£15.00
Kuya's Catering	Trader Pitch fee	JUL 24	05/08/2024	£23.00
Cambridge Samosa Company	Trader Pitch fee	JUL 24	07/08/2024	£23.00
Kenwood Developments	Trader Pitch fee	JUL 24	20/08/2024	£23.00
Cambridge Luxury Bakes	Trader Pitch fee	MAY 24	23/08/2024	£61.00
Cambridge Luxury Bakes	Trader Pitch fee	JUN 24	23/08/2024	£23.00
Beautiful Things of Cambridge	Trader Pitch fee	JUL 24	29/08/2024	£25.00
Sustainable Northstowe	Trader Pitch fee	JUL 24	05/09/2024	£15.00
Purple Panda Pampering	Trader Pitch fee	JUL 24	16/09/2024	£15.00
Victoria Rose Artisan Bakery	Trader Pitch fee	AUG 24	23/09/2024	£15.00

• **Income – Other:**

Origin	Reason	Date received	Amount
Cambridgeshire ACRE	Community Hub Grant Funding, retrospective payment for October 2023	11/07/'24	£200.00
Sustainable Northstowe	Financial Support for Community Lounge - for costs of environmentally friendly paint & brushes for activities during Big Green Week in Jun '24.	26/07/'24	£30.00
South Cambridgeshire District Council	Precept '24-'25 – part 2 of 2	25/09/'24	£72,393.22
Unity Trust Bank	Interest accrued on savings account, period Jul – Sep 2024	30/09/'24	£277.39

**EXPENDITURE** [Details for item 52/24-25(4)]:

**[RETROSPECTIVE] - PAYMENTS MADE / DIRECT DEBIT:**

i)	EE Limited - Mobile phones staff - JUL '24 (cashd 17/07/'24)	£46.46
ii)	EE Limited - Mobile phones staff – AUG '24 (cashd 19/08/'24)	£46.46
iii)	EE Limited - Mobile phones staff – SEP '24 (cashd 17/09/'24)	£49.27
iv)	Lloyds Bank - Credit card; period: JUN '24 (Microsoft 365 subscription; Community Lounge activity materials; books for office; card fee) (cashd 16/07/'24)	£893.08
v)	Lloyds Bank - Credit card; period: JUL '24 (Community Lounge refreshments; Defibrillator accessories; card fee) (cashd 16/08/'24)	£44.92
vi)	Lloyds Bank - Credit card; period: AUG '24 (card fee) (cashd 16/09/'24)	£3.00
vii)	TPT Pensions Trust - staff pension contributions for JUL '24 (cashd 24/07/'24)	Confidential
viii)	TPT Pensions Trust - staff pension contributions for AUG '24 (cashd 21/08/'24)	Confidential
ix)	TPT Pensions Trust - staff pension contributions for SEP '24 (cashd 02/10/'24)	Confidential
x)	CF Corporate Finance Ltd. – Quarterly lease costs photocopier (cashd 27/09/'24)	£213.60
xi)	Unity Trust Bank – Quarterly Service charge fee (cashd 30/09/'24)	£18.00

**[RETROSPECTIVE] - PAYMENTS MADE / OTHER:**

xii)	Grant awarded to Northstowe Arts [following Finance & Governance Committee 16 <sup>th</sup> July 2024, item 32/24-25] (cashd 24/07/'24)	£2,930.00
xiii)	Staff salaries (Clerk; Deputy Clerk) - AUG '24 (payment date 28/08/'24)	Confidential
xiv)	Staff salaries (Clerk; Deputy Clerk; Market Manager) - SEP '24 (payment date 25/09/'24)	Confidential
xv)	HMRC – period 5, 6 AUG – 5 SEP '24 (cashd 19/08/'24)	Confidential
xvi)	HMRC – period 6, 6 SEP – 5 OCT '24 (cashd 24/09/'24)	Confidential
xvii)	South Cambs DC - Rent NTC office – AUG '24 (cashd 19/08/'24)	£250.00
xviii)	South Cambs DC - Hire Assembly Room(s), for markets - AUG '24 (cashd 19/08/'24)	£117.00

xix)	South Cambs DC - Hire Assembly Room, The Cabin, Community Lounge - AUG '24 (cashd 19/08/'24)	£110.00
xx)	CBS Office Solutions – Printing costs – JUL '24 (cashd 19/08/'24)	£14.82
xxi)	Phoenix Events (East) Ltd. – Market support – AUG '24 (cashd 19/08/'24)	£134.40
xxii)	South Cambs DC - Rent NTC office – 1-14 <sup>th</sup> SEP '24 (cashd 24/09/'24)	£125.00
xxiii)	South Cambs DC - Rent NTC office – 15-30 <sup>th</sup> SEP '24 (cashd 24/09/'24)	£125.00
xxiv)	South Cambs DC - Hire Assembly Room, The Cabin, Council meetings - SEP '24 (cashd 24/09/'24)	£139.50
xxv)	South Cambs DC - Hire Assembly Room, The Cabin, Community Lounge - SEP '24 (cashd 24/09/'24)	£120.00
xxvi)	PKF Littlejohn LLP - Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2024 (cashd 24/09/'24)	£504.00
xxvii)	SLCC Enterprises – Job Advertisement, Gold Package, 4 weeks (cashd 24/09/'24)	£416.40
xxviii)	CBS Office Solutions – Printing costs – AUG '24 (cashd 24/09/'24)	£13.86

**NEW PAYMENTS:**

xxix)	Staff salaries - OCT '24 (payment date 23/10/'24)	Confidential
xxx)	HMRC – period 7, 6 OCT – 5 NOV '24	Confidential
xxxi)	South Cambs DC - Rent NTC office – OCT '24	£250.00
xxxii)	South Cambs DC - Hire Assembly Room, The Cabin, Council meetings – OCT '24	£94.50
xxxiii)	South Cambs DC - Hire Assembly Room, The Cabin, Community Lounge - OCT '24	£150.00
xxxiv)	South Cambs DC - Hire rooms, for interviews x2 and additional Full Council meeting	£102.00
xxxv)	CBS Office Solutions – Printing costs – SEP '24	£8.52
xxxvi)	Brookfield Contracting & Farming Ltd. – Verges B1050, cut#3	£216.00
xxxvii)	WorkNest limited – HR Employment services Oct '24 – Sep '25 [Further to item 107/24-25, Full Council meeting 24 <sup>th</sup> Sep. '24]	£2,680.80
xxxviii)	ParkPlay Ltd. – Northstowe-Longstanton PlayLeader remuneration, period Oct '24 – Sep. '25 [Further to item 105/24-25, Full Council meeting 24 <sup>th</sup> Sep. '24]	£5,000.00