

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE

Tuesday 10th DECEMBER 2024, 7-8 PM

Supporting Document A

INCOME [Details for item 76/24-25(3)]:

• **Income – Market Pitch Fees:**

Company	Reason	Market date(s)	Date received in account	Amount
Estelle Sweets Treats and Hire	Trader Pitch fee	DEC 24, FEB & MAR 25	18/11/2024	£36.00
Handcrafted by Wendy	Trader Pitch fee	DEC 24, FEB & MAR 25	19/11/2024	£36.00
Darcy, Poppy and Flo Simpson	Trader Pitch fee	DEC 24	20/11/2024	£15.00
Granola Queen	Trader Pitch fee	DEC 24, FEB & APR 25	21/11/2024	£36.00
Wheatsheaf Brewery Ltd	Trader Pitch fee	DEC 24, FEB & MAR 25	22/11/2024	£36.00
Kuya's Catering	Trader Pitch fee	DEC 24, FEB & MAR 25	25/11/2024	£60.00
Poundsworth	Trader Pitch fee	DEC 24, FEB & MAR 25	25/11/2024	£36.00
Elena Catering and Events	Trader Pitch fee	DEC 24, FEB & APR 25	26/11/2024	£60.00
Spinney Abbey Farm	Trader Pitch fee	DEC 24, FEB & MAR 25	26/11/2024	£36.00
Oh So Coffee	Trader Pitch fee	DEC 24, FEB & MAR 25	28/11/2024	£60.00
Cambridge Luxury Bakes	Trader Pitch fee	DEC 24, FEB & MAR 25	28/11/2024	£60.00
Tropic Skincare	Trader Pitch fee	DEC 24	28/11/2024	£15.00
Clare's Refill Station	Trader Pitch fee	DEC 24, FEB & MAR 25	29/11/2024	£36.00
Christine Newman	Trader Pitch fee	DEC 24	29/11/2024	£25.00
Karen's Kitchen	Trader Pitch fee	DEC 24, FEB & MAR 25	02/12/2024	£60.00

• **Income – Other:**

Origin	Reason	Date received	Amount
Greenbelt Group	Sponsorship towards the cost of the Christmas tree & decorations 2024	27/11/2024	£600.00

EXPENDITURE [Details for item 76/24-25(4)]:

[RETROSPECTIVE] - PAYMENTS MADE / DIRECT DEBIT:

i)	EE Limited - Mobile phones staff – NOV '24 (cashd 18/11/'24)	£81.89
ii)	Lloyds Bank - Credit card; period: OCT '24 (Laptop; monitor; mouse; keyboard; phone case; laptop bag; card fee) (cashd 18/11/'24)	£974.42
iii)	TPT Pensions Trust - staff pension contributions for NOV '24 (cashd 03/12/'24)	Confidential
iv)	Unity Trust Bank – Bank service charges; period Nov. 2024 (cashd 30/11/'24)	£9.60

NEW PAYMENTS:

v)	Staff salaries - Dec '24 (payment date 18/12/'24)	Confidential
vi)	HMRC – period 9, 6 DEC '24 – 5 JAN '25	Confidential
vii)	South Cambs DC - Rent NTC office – DEC '24	£250.00
viii)	South Cambs DC - Hire Assembly Room, The Cabin, Council meetings – DEC '24	£94.50
ix)	South Cambs DC – Hire office 3 for meetings – DEC '24	£50.00
x)	South Cambs DC - Hire Assembly Room, The Cabin, Community Lounge - DEC '24	£90.00
xi)	South Cambs DC - Hire Assembly Rooms, the Cabin, for market – DEC '24	£195.00
xii)	Vision ICT – email set up (estatesmanager@)	£24.00
xiii)	CBS Office Solutions – Printing costs – NOV '24	£20.53
xiv)	Print-Out – market promotional materials (flyers; A1 posters; banner)	£400.45
xv)	Expenses, Town Clerk, incurred period OCT – NOV 2024 (365 bill; market accessories; bin bags)	£187.84
xvi)	360 Group - Apple iPhone 13 128GB (for Assets & Estates Manager)	£536.40
xvii)	Phoenix Events (East) Ltd. – Market support 3 rd NOV 2024	£134.40
xviii)	Phoenix Events (East) Ltd. – Market Support 1 st DEC 2024	£142.80
xix)	Royal British Legion - Poppy Appeal [Further to Finance & Governance 19/11/24, item 67/24-25]	£25.00

INTERNAL BANK TRANSFER - For information:

Further to item 53/24-25, Finance and Governance Committee 15th October 2024:

• From: Unity Trust Current Account; To: Cambridge Building Society, Council Saver Account (transfer 20/11/'24)	£50,000
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