

NORTHSTOWE TOWN COUNCIL - Finance and Governance Committee
MINUTES of the Committee meeting held on 21st February 2023
at Pathfinder Primary School, Northstowe

MEMBERS: 6: Cllr Castelino (Chair); Cllr Benedicic (Vice-Chair); Cllr Greef; Cllr Littlemore; Cllr Owen; Cllr Panvekar.
QUORUM: 4 Members.
Present: 4 Members: Cllr Benedicic; Cllr Castelino; Cllr Greef; Cllr Owen.
Town Clerk/RFO
No member of the public.
Apologies: Cllr Littlemore.
Absent: Cllr Panvekar.

The meeting was started at 19:14 pm. Cllr Castelino took the Chair.

66/22-23 APOLOGIES (Standing item)

To receive any apologies for absence received prior to the meeting.

Apologies were received, and accepted, from: Cllr Littlemore.

The Clerk noted that Cllr Sovago had notified him that she wished to withdraw from the committee.

67/22-23 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 Chairman if they wish to speak on the matter during public participation.

There were no interests declared.

68/22-23 PUBLIC PARTICIPATION (Standing item)

a) To adjourn the meeting for up to 15 mins. to allow members of the public, or Councillors declaring a prejudicial interest, to address the meeting in relation to business to be transacted at this meeting.

b) To reconvene the meeting.

No members of the public were present. The Chair reconvened the meeting.

69/22-23 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

1) To approve the minutes of the meeting of the Finance and Governance Committee held on 17th January 2023 as a true record of that meeting (attached).

It was proposed by Cllr Benedicic, seconded by Cllr Owen and **RESOLVED**, with 3 voting for and 1 abstaining, **to approve the minutes of the Finance and Governance Committee held on 17th January 2023 as a true record of that meeting.**

70/22-23 CORRESPONDENCE

1) To receive correspondence from Councillors on the Events and Markets Committee regarding the resolution made under item 62/22-23 ('revised CPCA Grant allocation') at the 17th January 2023 committee meeting (Shared with Cllrs.).

Noted.

2) To consider the items raised in the correspondence received.

The items raised were considered by the committee. It was noted that the recommendations made were for future reference, to encourage good governance and effective Council business.

71/22-23 FINANCE (Standing Item)

1) TO APPROVE BANK STATEMENTS & BALANCES

i) To receive the bank statement for 31st January 2023 (shared with Cllrs).

ii) To approve and sign the bank reconciliation for 31st January 2023 (attached).

It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to approve and sign the bank reconciliation for 30th November 2022 and for 31st December 2022.**

The Bank Reconciliation was signed by the Chair.

2) INCOME

i)	CACRE - First tranche towards costs for refreshments for Warm Hub	£40.00
ii)	Friends of the Wing donation towards noticeboard (as per Full Council meeting on 30th March 2022, item 224/21-22(f)).	£500.00
iii)	Artisan Cheese – for market event 22 nd Jan. '22	£15.00
iv)	Handcrafted by Wendy – for market event 22 nd Jan. '22	£15.00
v)	Kezza's Chocolate Creations – for market event 22 nd Jan. '22	£15.00
vi)	Artistic Wares – for market event 22 nd Jan. '22	£15.00
vii)	Mill Blossom Flowers – for market event 22 nd Jan. '22	£15.00
viii)	Cambridge Luxury Bakes – for market event 22 nd Jan. '22	£25.00
ix)	Ntsama Chilli Oils & Sauces – for market event 22 nd Jan. '22	£15.00
x)	JSG Exotic Foods Cams limited – for market event 22 nd Jan. '22	£25.00

Noted. The RFO provided further explanation around the Friends of the Wing donation towards a noticeboard (subitem ii), how this was recorded, and how this is to add value to the S106 Noticeboard contributions received (and to be received) by the Town Council.

3) TO APPROVE EXPENDITURE

RETROSPECTIVE APPROVAL – DIRECT DEBITS:

i)	TPT Pensions Trust - pension contributions, period Jan '23 (cashd 01/02/23)	Confidential
ii)	Unity Trust quarterly service charge (cashd 31/12/2022)	£18.00
iii)	Bank card fee – credit card (cashd 16/12/2022)	£3.00
iv)	Bank card fee – credit card (cashd 17/01/2023)	£3.00
v)	Lloyds Bank – Credit card spend (cashd 16/02/2023) for room hire interviews and Warm Hub supplies; also includes £3.00 credit card bank fee	£316.54

APPROVAL OF NEW PAYMENTS:

vi)	Salary Town Clerk – February 2023 (payment date 22/02/23) (attached for Cllrs' information).	Confidential
vii)	HMRC – period 11 (6 Feb. – 5 Mar. 2023) (attached for Cllrs' information).	Confidential
viii)	Scribe Accounts – Annual Software License, unlimited users; from 01/04/2023	£673.92
ix)	Vision ICT , annual fee (from 03/03/2023) for: Email Hosting; Website hosting and support for April 2023 to March 2024; SSL Certificate	£550.80
x)	Vision ICT - Biennial fee for .gov.uk domain renewal - April 2023 to March 2025	£78.00
xi)	Print-Out: printing costs for marketing materials for winter market events	£211.04

It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to approve the above retrospective and new payments.**

Cllr Benedicic and Cllr Owen counter-signed the invoices and paperwork for above payments, and carried out online bank authorisations.

4) RECEIPTS AND PAYMENTS REPORT

To receive the Receipts and Payments report, dated 16/02/23 (attached).

NB: includes above new receipts & payments.

Noted.

72/22-23 MOTION REPORT TEMPLATE

1) To receive a template for submitting motions to the Council or its Committees (Attached; with motion report).

Noted. It was commented that this should become a useful tool for Councillors to present motions.

2) To approve the proposed Motion Report Template, and to refer this to Full Council for adoption, to be used by Councillors and staff for all Town Council decision motions (outside of standing items).

It was proposed by Cllr Benedicic, seconded by Cllr Greef and **RESOLVED**, unanimously, **to approve the proposed Motion Report Template, and to refer this to Full Council for adoption, to be used by Councillors and staff for all Town Council decision motions (outside of standing items).**

73/22-23 ITEMS FOR INFORMATION

*Donation received: Donation via additional grant funding through Cambridgeshire ACRE’s Warm Hub grant scheme, for x3 Andrew Jones 3L airpot hot water dispensers (at [retail price](#) of £31.99 each).
Noted.*

74/22-23 DATES OF FUTURE COUNCIL MEETINGS (Standing item)

To note;

- *Full Council: Tue 28th February 2023, 7-9PM, Pathfinder Primary School, Main Hall. [Finalised motions to be received by 18/02].*
- *Finance and Governance Committee: Tue 21st March 2023, 7-8 PM; Location: TBC. [Finalised motions to be received by 11/03].*

*NB: For all Council meetings, see www.northstowetowncouncil.gov.uk
Noted.*

The meeting was closed at 19:51 pm.

Signed.....
Chairman of the Finance & Governance Committee

Date.....