

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE
MINUTES of the meeting held on **21st March 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 Littlemore; Cllr Owen.
Town Clerk/RFO
Members of the public: 0.
- Apologies: Cllr Greef.
- Absent: Cllr Panvekar.

The meeting was started at 19:02 pm. Cllr Castelino took the Chair.

75/22-23 APOLOGIES (Standing item)

To receive any apologies for absence received prior to the meeting.
Apologies were received, and accepted, from: Cllr Greef.

76/22-23 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.

77/22-23 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.

78/22-23 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

- 1) *To approve the minutes of the meeting of the Finance and Governance Committee held on 21st February 2023 as a true record of that meeting (attached).*
- It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED**, with 3 voting for and 1 abstaining, **to approve the minutes of the Finance and Governance Committee held on 21st February 2023 as a true record of that meeting.**

79/22-23 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

- i) *To receive and note the bank statement for 28th February 2023 (shared with Cllrs).*

Noted.

- ii) *To approve and sign the bank reconciliation for 28th February 2023 (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to approve and sign the bank reconciliation for 28th February 2023.**

The Bank Reconciliation was counter-signed by the Chair.

2) RECEIPTS AND PAYMENTS REPORT

To receive and note the Receipts and Payments report, dated to end of February 2023 (attached).

Noted.

3) INCOME

To receive and note the following income received;

- i) *Cambridgeshire ACRE – grant funding; for costs refreshments for Warm Hub* £80.00

ii)	Cambridgeshire ACRE – grant funding; for venue hire at NSC for Warm Hub Traders’ fees for winter market event held on 22 nd January 2023:	£500.00
iii)	Raised in Rampton	£15.00
iv)	Clare’s Refill Station	£15.00
	Traders’ fees for winter market event held on 26 th February 2023:	
v)	Raised in Rampton	£25.00
vi)	Amabilia Creations	£15.00
vii)	Cambridge Luxury Bakes Ltd	£25.00
viii)	Clare’s Refill Station	£15.00
ix)	Ntsama Chilli Oils and Sauces	£15.00
x)	JSG Exotic Foods Cams Limited	£25.00
xi)	Prestige Doughnuts The Greek Loukoumades	£15.00
xii)	JBBags	£15.00
xiii)	Mucky Pups Craft Kids for Kids	£15.00
xiv)	Kokoraki deli & more	£15.00
xv)	Phoebe’s Fruit Basket Ltd.	£30.00
xvi)	Handcrafted by Wendy	£25.00
xvii)	Kezza’s Chocolate Creations	£15.00
xviii)	Artistic Wares	£15.00
xix)	Eliza Nellie Ltd.	£15.00
xx)	Miller and Ward	£15.00
xxi)	Fenland Fox Pet Supplies	£15.00
xxii)	Purple Panda Pampering	£15.00
xxiii)	Kavita Makkar	£15.00
xxiv)	Artisan Cheese	£15.00
	Noted.	

4) TO APPROVE EXPENDITURE

To approve the following retrospective and new payments:

RETROSPECTIVE APPROVAL – DIRECT DEBITS:

i)	TPT Pensions Trust - pension contributions for: Feb ‘23 (cashd 01/03/23) (information included in last month’s salary overview, shared with Cllrs.)	Confidential
ii)	Lloyds Bank – Credit card spend (cashd 16/03/2023) (overview shared with Cllrs.)	£257.66

APPROVAL OF NEW PAYMENTS:

iii)	Salary Town Clerk – March 2023 (payment date 22/03/23) (shared with Cllrs.)	Confidential
iv)	HMRC – period 12 (6 Mar. – 5 Apr. 2023) (shared with Cllrs.)	Confidential
v)	NABMA - Membership 2023-’24 (NB: Membership renewal approved at Full Council 28 th Feb. ’22, item 239/22-23(2)).	£384.00
vi)	Greenbelt - Electricity use for Christmas lights in Dec’ 2022 (NB: approved at Events and Markets Committee on 29th Nov. 2022, item 74/22-23).	£120.00
vii)	Staff expenses Clerk, period 09/12/22-15/03/23 (phone; travel expenses; room booking for Annual Town Meeting) (Overview shared with Cllrs.)	£346.74
viii)	Longstanton Parish Council - Recharge of Highway Verge maintenance for land now in Northstowe.	£202.00

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

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

The RFO was **tasked** with presenting a motion to a future committee meeting, to propose to increase the limit of the monthly credit card usage from £500 to £1,000; this, to reduce the likelihood of having to use a personal credit card for those months when a lot of expenditure by card is needed.

As the list of receipts and payments is gradually lengthening, it was suggested to the RFO to add a list of receipts and payments as an appendix rather than in the main body of the agenda.

80/22-23 CHANGES TO FINANCIAL REGULATIONS

- 1) *To consider and agree a proposal to change in wording for authority to spend where this can be delegated to Clerk in certain circumstances - proposed to take out word 'extreme' in current Financial Regulations 4.5 (report attached).*

It was observed that the word 'extreme' before 'risk' provides some ambiguity, and that the word 'risk' alone should be sufficient, the Council also keeping up a comprehensive Risk Management Plan.

- 2) *To consider and agree a proposal to change the lower limit for the need to obtain 3 quotes in the Financial Regulations 11.1(h), raising this from £100 to £500, bringing this in line with the amount listed in the Financial Regulations 4.1 and 4.5, reducing unnecessary workload for the RFO, and which is common practice with most other PCs and TCs (report attached).*

It was observed that: 1. This would be a useful change, considering an ongoing increase of costs for equipment and other purchases needed; 2. This is in line with many other Councils' policies; and 3. This should reduce the RFO's time input in many cases, allowing him to focus on other work instead.

- 3) *For the Committee to recommend to Full Council for above two changes to the Financial Regulations (in sub-items 1 and 2) to be adopted by the Council.*

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **for the Committee to recommend to Full Council for above two changes to the Financial Regulations (in sub-items 1 and 2) to be adopted by the Council.**

81/22-23 ITEMS FOR INFORMATION

Quarterly Financial checks 2022-'23: an update.

The RFO provided an update, mentioning that a meeting is being rescheduled for Cllr Bros Sabria to carry out financial checks for quarters 1 and 2, and that Cllr Males has come forward to carry out financial checks for quarter 3 and 4, to take place in time for the internal audit scheduled for the start of May.

82/22-23 DATES OF FUTURE COUNCIL MEETINGS (Standing item)

To note;

- *Full Council: Tue 28th March 2023, 7-9PM, Pathfinder Primary School, Main Hall.*

[Finalised motions to be received by 18/03].

- *Finance and Governance Committee: Tue 18th April 2023, 7-8 PM; Location: Pathfinder Primary School ('old Wing' classroom).*

[Finalised motions to be received by 06/03].

- *For all Council meetings, see www.northstowetowncouncil.gov.uk*

Noted.

The meeting was closed at 19:31 pm.

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

Date.....