

**NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE**  
**MINUTES** of the meeting held on **16<sup>th</sup> MAY 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 Greef; Cllr Littlemore; Cllr Owen.  
Town Clerk/RFO  
Members of the public: 1.  
**Apologies:** Cllr Castelino; Cllr Panvekar.  
**Absent:** N/A.

The meeting was started at 19:06 pm. Cllr Benedicic took the Chair.

**01/23-24 APOLOGIES** (Standing item)

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

Apologies were received, and accepted, from: Cllr Castelino; Cllr Panvekar.

**02/23-24 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.*

No interests were declared.

**03/23-24 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 wished to speak. The Chair reconvened the meeting.

The Chair brought forward item 09/23-24 on the agenda.

**09/23-24 GRANT APPLICATION**

**1) NEW APPLICATION**

i) *To receive and discuss a grant application received from Northstowe Running Festival Events Ltd., for a grant request of £3,000 towards the total event costs, to provide free community entertainment element during the event (stage, live music, stewards, security) planned for Saturday 2nd September 2023 (application and all associated documentation shared with Cllrs.).*

*NB: the applicant is aiming to be present at the meeting to answer any questions.*

The applicant, present, provided an introduction, summarising the event plans and highlighting for which parts of the event funding is requested from the Town Council. The applicant answered a number of questions from Councillors:

- The applicant explained that the company is a Public Ltd company by shares, and that the events are therefore set up to be commercial. He continued, providing details about event investments and how revenues have been dealt with to date, highlighting that the company is not expecting the events to become profitable until a few years down the line.
- The applicant explained in detail the different income streams from previous events, and how receiving a range of in-kind and financial sponsorship has ensured that the company has able to focus on supporting local community groups stemming from revenues from attendees, whilst supporting the local economy and community groups in the process.
- In response to questions around expected income streams for the September 2023 event, the applicant highlighted that they see a similar pattern as many similar events see, in that most events still run below pre-Covid levels in terms of attendees and that sponsorship has also become harder to come by, whilst key costs such as security and materials have gone up in the meantime.

ii) *To make a decision whether to approve the grant request.*

In a discussion it was mentioned that the event is seen as a very worthwhile event for the whole community and that the Town Council is keen to support this initiative. It was discussed that the funding request would take up a high percentage of the grant funding set aside for the whole of the '23-'24 financial year, and that consideration is to be given to offering a smaller amount.

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to award Northstowe Running Festival Events Ltd., a total of £2,000 towards the total event costs, to help towards the provision of free community entertainment element during the event (stage, live music, stewards, security) planned for Saturday 2nd September 2023.**

## 2) PREVIOUS GRANTS AWARDED

i) *For information: To receive an update from Pathfinder Primary School on implementation of their grant ([awarded by the committee on 18th October 2022](#)) (email shared with Cllrs.).*

The Clerk provided an update, highlighting an email sent to Committee Members previously in which was explained that, due to rising costs since the application was made, the budget now stretched to a total of 8 signs rather than the 10 signs as originally envisaged. The Clerk continued, explaining that all permissions from landowners have now been secured and the primary school is planning to put these signs up in the near future on lamp posts at the following locations: in Pioneer Park, Western Park, The Green (to help prevent littering) and on Stirling Road and Pathfinder Way (to help prevent speeding).  
Noted.

### 04/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

*To approve the minutes of the meeting of the Finance and Governance Committee held on 21st March 2023 as a true record of that meeting (attached).*

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED**, with 3 voting for and 1 abstaining, **to approve the minutes of the Finance and Governance Committee held on 21<sup>st</sup> March 2023 as a true record of that meeting.**

### 05/23-24 QUARTERLY FINANCIAL CHECKS '22-23

1) *For information: Update on Quarterly Financial checks 2022-'23 – Q1 and Q2 to take place.*

The RFO provided an update, explaining that meetings had to be rescheduled and that, as a result, the 2022-'23 Q1 and Q2 financial checks are yet to take place.

2) *To receive a report on Quarterly financial checks (Q3 and Q4 '22-'23) made (report shared with Cllrs.).*  
The RFO explained that all of the items listed are being targeted. Noted.

3) *To discuss options for changes to Financial Regulations to improve efficiency of quarterly financial checks going forward (clerk to introduce topic at meeting).*

The RFO suggested that a motion is to be developed, for the Council to consider extending who can carry out the quarterly financial checks by including any Councillor on the Finance and Governance Committee who does not already have a bank mandate. This may help the ongoing problem experienced of having few Councillors coming forward to volunteer to carry out the quarterly checks. The Committee members agreed that this would be a sensible proposal to be put to Full Council.

### 06/23-24 YEAR END ACCOUNTS FOR YEAR ENDING MARCH 2023

*For information;*

1) *Statement of Accounts – 2023-'24 and Budget against Actuals 2023 (x2 documents attached).*

*[NB: The Statement of Accounts will be presented to the next Full Council meeting for signing by the Council's Chair].*

Noted.

2) *Budget overview – 2023-'24 at start of new financial year (x2 documents attached).*

*[NB: this budget was approved at the [Full Council meeting of 20<sup>th</sup> December 2022, item 196/21-22](#)].*

Noted.

### 07/23-24 ITEMS FOR INFORMATION;

- 1) *To receive a report and letter from the Council's internal auditor, CAPALC, for the end-of-year audit held on 3rd May 2023 (shared with Cllrs).*

*[NB: Report will be presented formally at the next Full Council meeting].*

Noted.

- 2) *Update from RFO on processes for AGAR for '22-'23.*

The RFO explained that key documents to be signed off by the Council are to be presented to the upcoming Full Council meeting, and set out the next steps needed to fulfil the Council's legal duties regarding the AGAR and external auditing.

- 3) *To discuss the need to (re-)appoint up to 4 members for internal control, for online bank mandate/authorisations.*

*[NB: signatories are to be formalised at upcoming Annual Meeting of the Town Council].*

Noted.

## **08/23-24 FINANCE (Standing Item)**

### **1) BANK STATEMENTS & BALANCES**

- i) *To receive the bank statement for 31<sup>st</sup> March 2023 (shared with Cllrs).*

Noted.

- ii) *To receive explanatory note from RFO regarding accounting error made in March 2023, which has since been corrected (shared with Cllrs.)*

- iii) *To approve and sign the bank reconciliation for 31<sup>st</sup> March 2023 (attached).*

- iv) *To receive the bank statement for 30<sup>th</sup> April 2023 (shared with Cllrs).*

Noted.

- v) *To approve and sign the bank reconciliation for 30<sup>th</sup> April 2023 (attached).*

It was proposed by Cllr Owen, seconded by Cllr Greef and **RESOLVED**, unanimously, **to approve and sign the bank reconciliation for 31<sup>st</sup> March 2023 and for 30<sup>th</sup> April 2023.**

The Bank Reconciliations were counter-signed by the Chair.

### **2) RECEIPTS AND PAYMENTS REPORT**

- i) *To receive the Receipts and Payments report, dated to end of March 2023 (attached).*

Noted.

- ii) *To receive the Receipts and Payments report, dated to end of April 2023 (attached).*

Noted.

### **3) INCOME**

See **Appendix A** for overview of income received.

- i) *To note income as received.*

Noted.

### **4) TO APPROVE EXPENDITURE**

See **Appendix B** for overview of retrospective and new payments.

- i) *To approve retrospective and new payments.*

- ii) *To allocate two authorised Councillors to sign paperwork associated with afore-mentioned payments and to carry out online banking authorisations.*

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

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

## **10/23-24 DATES OF FUTURE COUNCIL MEETINGS (Standing item)**

*To note;*

- a) *Full Council (Annual Meeting of the Town Council): Tue 23rd May 2023, 7-9 pm, Northstowe Secondary College, 2nd floor gym. [Finalised motions to be received by 13/05].*

- b) *Finance and Governance Committee: TBC.*

*NB: For all NTC meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)*

Noted.

The meeting was closed at 20:12 pm.

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

Date.....

**APPENDIX A – INCOME** (Further to item 08/23-24(3)):

- Traders’ fees for winter market event held on 26<sup>th</sup> March 2023:

Business	Reason	Received in NTC account	Scribe accounting number	Amount
Cambridge Luxury Bakes	Stall fee	27/03/23	41 ('22-'23)	£25.00
Kokoraki deli & more	Stall fee	27/03/23	42 ('22-'23)	£15.00
Raised in Rampton	Stall fee	28/03/23	43 ('22-'23)	£25.00
The Gobbling Turkey	Stall fee	27/03/23	44 ('22-'23)	£15.00
Amabilia Creations	Stall fee	27/03/23	45 ('22-'23)	£15.00
Artistic Wares	Stall fee	22/03/23	46 ('22-'23)	£15.00
Noralisa	Stall fee	27/03/23	47 ('22-'23)	£15.00
Clare’s refill station	Stall fee	27/03/23	48 ('22-'23)	£15.00
The Essential Soaps	Stall fee	31/03/23	49 ('22-'23)	£15.00
Handcrafted by Wendy	Stall fee	27/03/23	50 ('22-'23)	£25.00
Hannah Kate Makes	Stall fee	27/03/23	51 ('22-'23)	£15.00
JB Bags	Stall fee	27/03/23	52 ('22-'23)	£15.00
Mill Blossom Flowers	Stall fee	21/03/23	53 ('22-'23)	£15.00
Mucky Pup Stalls	Stall fee	24/03/23	54 ('22-'23)	£15.00
Peachey’s Treats	Stall fee	04/04/23	1 ('23-'24)	£15.00
Purple Panda Pampering	Stall fee	13/04/23	2 ('23-'24)	£15.00
Urban Chai	Stall fee	17/04/23	3 ('23-'24)	£25.00

- Income -other

Business	Reason	Received in NTC account	Scribe accounting number	Amount
M. Nokkert	Reimbursement overpayment	05/04/23	1 ('23-'24)	£18.00 Note: logged on accounting system as payment of £-18.00 to prevent artificial inflation of income.
South Cambridgeshire District Council	Precept '23-'24/ 1 of 2	21/04/23	4 ('23-'24)	£55,579.713
Cambridgeshire ACRE	Warm Hub grant - venue costs	04/05/23	5 ('23-'24)	£150.00

**APPENDIX B – EXPENDITURE** (Further to item 08/23-24(4)):

**RETROSPECTIVE APPROVAL – DIRECT DEBITS:**

- i) TPT Pensions Trust – staff pension contributions for Apr '23 (cashd 04/05/23) Confidential

**APPROVAL OF NEW PAYMENTS:**

- ii) Staff salaries - Town Clerk & Deputy Clerk; for May 2023 (payment date 24/05/2023)  
(shared with Cllrs.) Confidential
- iii) HMRC – period 2, 6 May '23 – 5 Jun '23. Confidential
- iv) Staff expenses Clerk, period 16/03/23 – 11/05/23 (office hire NSC for FC meeting;  
laptop; Microsoft 365; phone; Warm Hub supplies; travel expenses)  
(Overview shared with Cllrs.) £1,575.33