

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE
MINUTES of the meeting held on **11th JULY 2023**
at Northstowe Secondary College

MEMBERS: 6: Cllr Castelino (Chair); Cllr Benedicic (Vice-Chair); Cllr Greef; Cllr Littlemore; Cllr Owen; Cllr Panvekar.
QUORUM: 3 Members.
Present: 4 Members: Cllr Benedicic; Cllr Greef; Cllr Littlemore; Cllr Owen.
Town Clerk/RFO.
0 members of the public.
Apologies: Cllr Castelino.
Absent: Cllr Panvekar.

The meeting was started at 20:04 pm. Cllr Benedicic took the Chair.

19/23-24 APOLOGIES (Standing item)

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

20/23-24 ELECTION OF VICE-CHAIR OF THE COMMITTEE (Standing, annual item)

[Item deferred from committee meeting held on 13th June 2023]

1) *To receive nominations for Vice-Chair of the Finance and Governance Committee.*

Cllr Benedicic nominated himself for the position of Vice-Chair of the Finance and Governance Committee.

2) *To elect the Vice-Chair of the Committee for the Civic Year 2023-24.*

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to elect Cllr Benedicic as Vice-Chair of the Finance and Governance Committee for the Civic Year 2023-24.**

21/23-24 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 Chair if they wish to speak on the matter during public participation.*

No interests were declared.

22/23-24 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 were present. The Chair reconvened the meeting.

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

To approve the minutes of the meeting of the Finance and Governance Committee held on 13th June 2023 as a true record of that meeting (attached).

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, with 2 voting for and 2 abstaining, **to approve the minutes of the Finance and Governance Committee held on 13th June 2023 as a true record of that meeting.**

24/23-24 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

i) *To receive the bank statement for 30th June 2023 (shared with Cllrs).*

Noted.

ii) *To approve, and for the Chair to sign, the bank reconciliation for 30th June 2023 (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to approve and for the Chair to sign the bank reconciliation for 30th June 2023**. The Bank Reconciliation was counter-signed by the Chair.

2) RECEIPTS AND PAYMENTS REPORT

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

Noted.

3) INCOME

i) *To note income as received.*

See **Supporting document A** for overview of income received (attached).

Noted.

4) TO APPROVE EXPENDITURE

i) *To approve retrospective and new payments.*

See **Supporting document A** for overview of retrospective and new payments (attached).

It was proposed by Cllr Owen, seconded by Cllr Greef and **RESOLVED**, unanimously, **to approve the 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.*

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

25/23-24 UPDATES TO FINANCIAL REGULATIONS

- 1) *To approve to change section 6.18, from: 'Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Finance and Governance Committee in writing before any order is placed' to: 'Any Debit or Credit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a monthly transaction maximum value as well as single transaction maximum value of £1,000 unless authorised by council or Finance and Governance Committee in writing before any order is placed.'* NB: This to reduce risk of Clerk needing to use personal payment systems when company credit card limit has been reached. [NB: Following task RFO set at [Finance and Governance Committee meeting 21st March 2023, item 79/22-23\(4\)](#)].
- 2) *To approve to change section 5.6 b from: 'An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and Governance Committee]; or' to: 'An expenditure item authorised under 5.7 below (continuing contracts and obligations and other payments due) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and Governance Committee]; or' NB: This to allow for contractual payments (e.g., staff salaries; HMRC; pension) as well as any invoices that need paying on time to be made at all times, e.g. during August when normally no Council meeting is taking place; and also to account for previously inserted section 5.3.*
- 3) *To approve to change section 5.8. from: 'A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.' to: 'A record of regular payments made under 5.7 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.'* NB: This to account for previously inserted section 5.3.

In a discussion it was pointed out that 'and other payments due' is an unnecessary addition in sub-item (2), as this is already covered under 'obligations'. In addition, it was highlighted that the start of motions under subitems (1), (2) and (3) are to be changed from "To approve" to "To approve a proposal to".

It was proposed by Cllr Benedicic, seconded by Cllr Greef and **RESOLVED**, unanimously, **to amend the motion under subitem (2) by removing 'and other payments due', and to change the motions under sub-items (1), (2) and (3) from "To approve to change [...]" to "To approve a proposal to change [...]"**.

It was proposed by Cllr Benedicic, seconded by Cllr Greef and **RESOLVED**, unanimously, to **approve the proposals to change sections 6.18, 5.6 b and 5.8, as amended.**

4) *For the Committee to recommend to Full Council that above changes – in sub-items 1-3 - to the Council’s Financial Regulations are adopted by the Council.*

It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **for the Committee to recommend to Full Council that above changes to the Council’s Financial Regulations – in sub-items 1-3, as amended - are adopted by the Council.**

26/23-24 DATES OF NEXT MEETINGS (Standing item)

To note;

a) *Finance and Governance Committee: 12th September 2023, 8-9 PM; location: TBC.*

[Final versions of motions & papers to be received by 02/09 at the latest]

b) *Full Council: Tue 25th July 2023, 7-9 pm; Location TBC*

[Final versions of motions & papers to be received by 15/07 at the latest].

• *For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk*

Noted.

Supporting Document A

INCOME (Details for item 24/23-24(3)):

• **Income – Market stall fees:**

Company	Reason	Market date	Date received in account	Amount
Kokoraki Deli	Trader Stall fee	30/04/2023	06/06/23	£15.00

• **Income - Other**

Company	Reason	Date received in account	Amount
Cambridgeshire ACRE	Warm Hub, reimbursement purchase paper cups, purchased in Feb. 2023.	15/06/23	£89.89
Cambridgeshire ACRE	Community Lounge/Warm Hub – reimbursement refreshments (remainder for period Jan. - May 2023)	15/06/23	£137.48
Cambridgeshire ACRE	Community Lounge, reimbursement venue hire in April 2023	15/06/23	£200.00
Cambridgeshire ACRE	Community Lounge, reimbursement venue hire in May 2023	22/06/23	£200.00
Cambridgeshire ACRE	Warm Hub, reimbursement additional x3 venue bookings made in period Mar 2023	22/06/23	£75.00

EXPENDITURE (Details for item 24/23-24(4)):

RETROSPECTIVE PAYMENTS – DIRECT DEBIT:

- i) Lloyds Bank – Credit card – May 2023 (monthly fee; no other payments on card) (cashd 16/06/2023) £3.00
- ii) TPT Pensions Trust – staff pension contributions for May ‘23 (cashd 09/06/23) Confidential
- iii) TPT Pensions Trust – staff pension contributions for June ‘23 (cashd 29/06/23) Confidential
- iv) Bank charges Unity Trust, period Apr – Jun ‘23 (cashd 30/06/2023) £18.00

NEW PAYMENTS:

- v) Staff salaries - Town Clerk & Deputy Clerk; for July 2023 (payment date 26/07/23) (shared with Cllrs). Confidential
- vi) HMRC – period 4, 6 Jul. – 5 Aug. ‘23. Confidential
- vii) Northstowe Secondary College, room hire (gym) for period April and May 2023, for Northstowe Community Lounge. £480.00
- viii) Longstanton Village Institute & Recreation Ground Charity, Room Hire, period: 8th May – 16th June 2023. *[Resolution Full Council 27th June, item 83/23-24(1)]* £600.00

ix)	Park Play [<i>Resolution Full Council 27th June, item 86/23-24(3)</i>]	£5,000.00
x)	SLCC Membership – Clerk; for period: 01/08/23 – 31/07/24. [<i>Resolution Full Council 27th June, item 84/23-24(2)</i>]	£337.00
xi)	CAPALC - Internal audit 22-23 (which took place on 3 rd May 2023)	£197.10
xii)	Vision ICT – hosting 5 emails	£108.00
xiii)	Primary school – Room hire 15 th Nov. '22 in The Wing - additional hour	£11.00
xiv)	Staff expenses Clerk, period 12/05/23 – 06/07/23 (overview shared with Cllrs.)	£274.78

The meeting was closed at 20:27 pm.

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

Date.....