

**NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE**  
**MINUTES** of the meeting held on **12<sup>th</sup> SEPTEMBER 2023**  
at Temporary Community Centre, Northstowe

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

The meeting was started at 20:00 pm. Cllr Castelino took the Chair.

**27/23-24 APOLOGIES** (Standing item)

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

**28/23-24 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.

**29/23-24 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.

**30/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

*To approve the minutes of the meeting of the Finance and Governance Committee held on 11<sup>th</sup> July 2023 as a true record of that meeting (attached).*  
It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED**, with 2 voting for and 1 abstaining, **to approve the minutes of the Finance and Governance Committee held on 11<sup>th</sup> July 2023 as a true record of that meeting.**

**31/23-24 FINANCE** (Standing Item)

**1) BANK STATEMENTS & BALANCES**

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

Noted. A repeat request was made to ensure that the Council's finances are secure with the accounts consistently being over £85,000, and that de-risking by opening up a savings account would be important in the short-term, before longer-term investment options are also being considered.

The **RFO** was **tasked** to arrange a meeting **with the Chair and Vice-Chair** of the committee to consider options for a savings account and bring this back to the next meeting.

- iii) *To approve, and for the Chair to sign, bank reconciliations for 31<sup>st</sup> July 2023 and 31<sup>st</sup> August 2023 (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to approve and for the Chair to sign the bank reconciliation for 31<sup>st</sup> July 2023 and 31<sup>st</sup> August 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 August 2023 (attached).*

Noted. In a discussion the following points were raised by Councillors and clarified by the RFO:

- A wish was expressed to start bringing forward plans for the NTC branding and logo development, also linking this to a Mayor's chain and crest development.
- Observations were made about the expected underspend and income related to the originally envisaged facility management.
- The RFO explained that the low income to date from market stall fees is primarily a result of a backlog of invoicing he is aiming to work through shortly; this is combined with a possible over-estimation of income to be expected, considering lower than average market stall numbers and lack of opportunity for delivering monthly markets for a number of consecutive months.

### 3) INCOME

i) *To note income as received.*

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

Noted.

### 4) 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 Benedicic, seconded by Cllr Littlemore 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 Littlemore counter-signed the paperwork and carried out online bank authorisations for afore-mentioned payments.

### 32/23-24 DONATION COFFEE MACHINE

*To agree to accept a donation of a coffee machine (as per the Council's [Scheme of Delegation](#), 4.1.) (information shared with Cllrs.).*

In a discussion it was queried whether the machine could work on capsules that are not made of single-use plastic, considering the Council has made the Plastic-Free pledge; and whether, and if there are alternatives that could be used that can be recycled and with a system put in place to ensure these are going to be recycled.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to agree to accept a donation of a coffee machine, on the condition that satisfactory answers are received to questions raised around sustainability of the capsules to be used.**

### 33/23-24 MODEL FINANCIAL REGULATIONS CONSULTATION

*To consider the request from NALC regarding input towards an update of the Model financial regulations (email from NALC, dated 1st Sep. '23 shared with Cllrs). NB: to submit views an online form is to be completed by 5 Nov. '23.*

It was raised that it is not clear whether input is sought from individual Councillors or from Councils as a whole.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to defer this item to the next committee meeting, pending clarification on the type of input sought.**

### 34/23-24 DATES OF NEXT MEETINGS (Standing item)

*To note;*

- *Finance and Governance Committee: 10<sup>th</sup> October 2023, 8-9 PM; Temporary Community Centre. [Final versions of motions & papers to be received by 29/09 at the latest]*
- *Full Council: Tue 26th September 2023, 7-9 pm, Temporary Community Centre. [Final versions of motions & papers to be received by 16/09 at the latest]*

*For all Council meetings and annual meeting schedule, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)*

Noted.

## Supporting Document A

### INCOME [Details for item 31/23-24(3)]:

#### • Income – Market stall fees:

Company	Reason	Market date	Date received in account	Amount
JSG Exotic Foods Cams Ltd	Trader Stall fee	26/03/2023	16/08/23	£25.00
The Health Gallery	Trader Stall fee	26/03/2023	16/08/23	£25.00
Ntsama Chilli Oils and Sauces	Trader Stall fee	26/03/2023	22/08/23	£15.00
Kokoraki Deli	Trader Stall fee	20/08/2023	29/08/23	£15.00

#### • Income - Other

Company	Reason	Date received in account	Amount
Cambridgeshire ACRE	Warm Hub, claim against venue hire costs July 2023.	16/08/23	£275.00

### EXPENDITURE [Details for item 31/23-24(4)]:

#### RETROSPECTIVE PAYMENTS – DIRECT DEBIT:

- |      |  |              |
|------|--|--------------|
| i)   | Lloyds Bank – Credit card – June 2023 (monthly credit card fee; bookings Northstowe Secondary College rooms – x3; market materials: x2 A-Boards; A1 spring sign; wind speedometer; clickers x2; copies of keys for noticeboard & bollards The Green; ink for printer) (cashd 17/07/2023) | £485.55      |
| ii)  | Lloyds Bank – Credit card – July 2023 (monthly credit card fee; phone cases) (cashd 16/08/2023)  | £27.97       |
| iii) | TPT Pensions Trust - staff pension contributions for July '23 (cashd 28/07/23)   | Confidential |
| iv)  | TPT Pensions Trust - staff pension contributions for Aug '23 (cashd 23/08/23)  | Confidential |
| v)   | EE Limited – Mobile phones, costs set up & monthly fee (cashd 17/08/23)  | £32.04       |

#### RETROSPECTIVE PAYMENTS – OTHER:

*NB: below items approved on 18th August, as no Council meeting took place that month; as per [Financial regulations, 5.6b](#).*

- |       |   |              |
|-------|---|--------------|
| vi)   | Staff salaries - Town Clerk & Deputy Clerk; for Aug 2023 (payment date 23/08/23) ( <u>shared with Cllrs</u> ).                  | Confidential |
| vii)  | HMRC – period 5, 6 Aug. – 5 Sep. '23.   | Confidential |
| viii) | Longstanton Village Hall Institute – Room hire for Council meeting 18th July.   | £30.00       |
| ix)   | SLCC – Annual Membership for Deputy Clerk [ <i>as per resolution item 83-23/24(2), Full Council 27<sup>th</sup> June 2023</i> ] | £237.00      |
| x)    | Phoenix Events, market management - July [ <i>as per resolution item 108-23/24(2), Full Council 25<sup>th</sup> July 2023</i> ] | £144.00      |

#### NEW PAYMENTS:

- |       |  |              |
|-------|--|--------------|
| xi)   | Staff salaries - Town Clerk & Deputy Clerk; for Sep 2023 (payment date 27/09/23) ( <u>shared with Cllrs</u> ).                           | Confidential |
| xii)  | HMRC – period 6, 6 Sep. – 5 Oct. '23.  | Confidential |
| xiii) | Pathfinder Primary School – hire of hall for x3 winter markets Jan-Mar 2023, and Town Council meetings throughout spring and summer 2023 | £516.75      |
| xiv)  | South Cambridgeshire District Council, hire of rooms at Temporary Community Centre – for Community Lounge; July – August                 | £650.00      |

The meeting was closed at 20:30 pm.

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

Date.....