

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE
MINUTES of the meeting held on **12th 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 11th 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 11th 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 31st July 2023 (shared with Cllrs).*
- ii) *To receive the bank statement for 31st 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 31st July 2023 and 31st 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 31st July 2023 and 31st 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: 10th 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

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) (shared with Cllrs). 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 [as per resolution item 83-23/24(2), Full Council 27th June 2023] £237.00
- x) Phoenix Events, market management - July [as per resolution item 108-23/24(2), Full Council 25th July 2023] £144.00

NEW PAYMENTS:

- xi) Staff salaries - Town Clerk & Deputy Clerk; for Sep 2023 (payment date 27/09/23) (shared with Cllrs). 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.....