

**NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE**  
**MINUTES** of the meeting held on **10<sup>th</sup> OCTOBER 2023**  
at Community Centre ('The Cabin'), 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 Littlemore; Cllr Panvekar.  
Town Clerk/RFO.  
Members of the public: 0.  
**Apologies:** Cllr Castelino; Cllr Greef; Cllr Owen.  
**Absent:** N/A.

The meeting was started at 20:01 pm. Cllr Benedicic took the Chair.

**35/23-24 APOLOGIES** (Standing item)

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

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

**36/23-24 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.

**37/23-24 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.

**38/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

*To approve the minutes of the meeting of the Finance and Governance Committee held on 12<sup>th</sup> September 2023 as a true record of that meeting (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, with 2 voting for and 1 abstaining, **to approve the minutes of the Finance and Governance Committee held on 12<sup>th</sup> September 2023 as a true record of that meeting.**

**39/23-24 FINANCE** (Standing Item)

**1) BANK STATEMENTS & BALANCES**

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

Noted.

ii) *To approve, and the Chair to sign, the bank reconciliation for 30<sup>th</sup> September 2023 (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Panvekar and **RESOLVED**, unanimously, **to approve and for the Chair to sign the bank reconciliation for 30<sup>th</sup> September 2023.**

The Bank Reconciliations were counter-signed by the Chair.

**2) RECEIPTS AND PAYMENTS REPORTS**

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

Noted.

ii) *To receive a Quarterly Flexed budget overview – to end quarter 2 of '23-'24 (attached).*

Noted. It was observed that this additional quarterly budget overview is a useful addition to the monthly Receipts and Payments reports.

In response to questions raised, the RFO provided additional information:

- Invoicing market traders: this has now been nearly caught up with.

- Profit and loss reporting: the Market Development Working Group is pulling together this information for the pilot market period, with the RFO feeding into this further shortly.

### 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 new payments (attached).

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

- ii) *To allocate two authorised Councillors to sign paperwork for 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 retrospective and new payments.

In response to a discussion about some payments sometimes also having gone to Full Council, it was recommended to the RFO to ensure to limit such scenarios as much as is realistically possible.

## 40/23-24 **MODEL FINANCIAL REGULATIONS CONSULTATION**

*[Item deferred from item [33/23-24, meeting 12<sup>th</sup> Sep. '23](#)]:*

*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. NB: A formal response from the Council is requested.*

The Committee discussed the questions and **tasked** the clerk to respond to the NALC survey on behalf of the Council, highlighting:

- Recommendation to NALC to consider making the language less prescriptive in section 6.11 of the Model Financial Regulations, allowing also for alternative technological solutions regarding IT & pin code safety.
- Recommendation to NALC to consider changing the language used throughout the document to ensure that it is less specific in payment methods, the focus still being somewhat on the use of cheques.

## 41/23-24 **BUDGET FINANCIAL YEAR 2024-2025**

*To consider budget needs for the Finance and Governance Committee for the financial year '24-'25.*

The Committee considered its budget needs with the following items having been considered:

- Administrative cost associated with the Finance and Governance aspects of the Council's work;
- Costs for investment advice (e.g. Accountancy Adviser) which the Council may wish to consider at some stage.

## 42/23-24 **UPDATES ON ACTIONS**

- 1) *Further to discussions at [item 63/22-23\(2\), meeting 17<sup>th</sup> Jan. '23](#); [item 17/23-24 \(1\)\(i\), meeting 13<sup>th</sup> June 2023](#); and [31/23-24\(1\) \(ii\), meeting 12<sup>th</sup> Sep. '23](#)]: Update on research into savings accounts for the Town Council.*

The RFO highlighted that some research had taken place and that initial findings were discussed in a meeting held recently with the Chair and Vice-Chair of the Committee. Following discussions and their input, a report is being prepared; the report has not yet been finished and is therefore not included on this agenda. The Chair added that the focus will be on opening a savings account with Unity Trust and opening one or two additional saving accounts with different banks, to spread potential risks and get at least some interest on the savings in the process as well.

- 2) *Further to: [32/23-24, meeting 12<sup>th</sup> Sep. '23, 'Donation Coffee machine'](#) – outstanding action to research sustainable capsules options for new coffee machine.*

It was noted that this is an outstanding action. The Committee recommended the Clerk to talk to Councillors involved in sustainability aspects, to understand whether and how the capsules could meet the plastic-free ambitions of the Council.

**43/23-24 DATES OF NEXT MEETINGS (Standing item)**

To note;

- *Finance and Governance Committee: Tue [14<sup>th</sup> Nov. '23, 8-9 pm](#), Temporary Community Centre.  
[Final versions of motions & papers to be received by 04/11 at the latest]*
  - *Full Council: Tue [31<sup>st</sup> Oct. '23, 7-9 pm](#), Temporary Community Centre.  
[Final versions of motions & papers to be received by 21/10 at the latest]*
  - *For all Council meetings and annual meeting schedule, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)*
- Noted.

The meeting was closed at 20:45 pm.

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

Date.....

## Supporting Document A

### INCOME [Details for item 39/23-24(3)]:

#### • Income – Market stall fees:

Company	Reason	Market date(s)	Date received in account	Amount
Food Truck revolution (on behalf of Northstowe Foodies)	Trader Stall fee	Jan – Mar 2023 (x3)	20/09/23	£30.00
Food Truck revolution (on behalf of Northstowe Foodies)	Trader Stall fee	Apr – Jul 2023 (x9)	20/09/23	£90.00
The Health Gallery	Trader Stall fee	Apr – Jul '23 (x4)	14/09/23	£100.00
The Health Gallery	Trader Stall fee	Aug. 2023	04/10/23	£25.00
Clare's Refill Station	Trader Stall fee	July 2023 (x1)	18/09/23	£15.00
Webbsour	Trader Stall fee	July 2023 (x2)	19/09/23	£30.00
Kokoraki Deli	Trader Stall fee	17/09/2023	19/09/23	£15.00

#### • Income - Other

Company	Reason	Date received in account	Amount
South Cambridgeshire District Council	Precept – 2 of 2 for '23-'24	21/09/23	£55,579.71
Cambridgeshire ACRE	Community Lounge - claim against venue hire costs for August 2023	29/09/23	£500.00
Longstanton Parish Council	Share of costs year 1 for ParkPlay	03/10/23	£2,500.00

### EXPENDITURE [Details for item 39/23-24(4)]:

#### RETROSPECTIVE PAYMENTS – DIRECT DEBIT:

- |      |   |              |
|------|---|--------------|
| i)   | Lloyds Bank – Credit card – period: August 2023 (monthly credit card fee; Community Lounge refreshments; phone chargers) (cashd 18/09/2023)   | £73.72       |
| ii)  | EE Limited – Mobile phones, monthly fee – September 2023 (cashd 18/09/23)<br><i>Note: lower amount for this month, due to credit notes received from EE for a total of £30.00, as a result of overcharging in August.</i> | £1.20        |
| iii) | TPT Pensions Trust - staff pension contributions for Sep '23 (cashd 27/09/23)   | Confidential |
| iv)  | Bank charges Unity Trust, period Jul - Sep '23 (cashd 30/09/2023)   | £18.00       |

#### NEW PAYMENTS:

- |       |  |              |
|-------|--|--------------|
| v)    | Staff salaries - Town Clerk & Deputy Clerk; for Oct. 2023 (payment date 25/10/23)  | Confidential |
| vi)   | HMRC – period 7, 6 Oct. – 5 Nov. '23.  | Confidential |
| vii)  | Longstanton Village Hall Institute – Room hire for use as meeting space for staff, period 19 <sup>th</sup> June – 15 <sup>th</sup> Sep. '23.<br>[Following resolution <a href="#">Full Council 27<sup>th</sup> June 2023, item 84/23-24(2)</a> ] | £1,000.00    |
| viii) | Phoenix Events (East). Event management markets in Sep. '23. [Following resolution at <a href="#">Full Council, 25<sup>th</sup> July 2023, item 108/23-24</a> ].   | £432.00      |
| ix)   | South Cambs DC - Rent NTC office 15 <sup>th</sup> Sep. - 15 <sup>th</sup> Oct. '23   | £250.00      |
| x)    | South Cambs DC - Hire Assembly Rooms, 17 <sup>th</sup> Sep. '23 market   | £180.00      |
| xi)   | South Cambs DC - Hire meeting space in Sep. '23 (x4 meetings)  | £121.50      |
| xii)  | Staff expenses Clerk, period 07/07 - 05/10/23 (final GiffGaff bill; car mileage)   | £17.43       |