

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE
MINUTES of the meeting held on **16th JANUARY 2024**
at The Cabin, Northstowe

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 Castelino; Cllr Littlemore; Cllr Owen.
Deputy Clerk.
Members of the public: 0.

Apologies: Cllr Panvekar.

Absent: Cllr Greef.

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

62/23-24 APOLOGIES (Standing item)

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

Apologies were received, and accepted, from Cllr Panvekar.

63/23-24 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.

64/23-24 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.

65/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

- 1) *To approve the minutes of the meeting of the Finance and Governance Committee held on 12th December 2023 as a true record of that meeting (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, with 3 voting for and 1 abstaining, **to approve the minutes of the Finance and Governance Committee meeting held on 12th December 2023 as a true record of that meeting.**

66/23-24 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

- i) *To receive the bank statement for 31st December 2023 (shared with Cllrs).*

- ii) *To approve, and for the Chair to sign, the bank reconciliation for 31st December 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 31st December 2023.**

2) RECEIPTS AND PAYMENTS REPORTS

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

A question was raised about payments listed as a total of £199.00 under 'contingency' and why these had been moved into that budget heading. The **RFO was tasked** to come back to the Committee by email, to explain the situation.

- ii) *To receive a Quarterly Flexed budget overview – to end quarter 3 of '23-'24 (attached).*

Noted.

3) INCOME

- i) *To note income as received. See **Supporting document A** for overview of income received (attached).*

The Deputy Clerk provided, on behalf of the RFO, an update on the position of payments against outstanding Market Traders' Invoices. It was also noted that an updated Terms and Conditions for Traders document had been approved

at the most recent Events and Markets Committee meeting, with this document soon to be sent to all traders and which is likely to help in reducing the likelihood of outstanding payments.

4) EXPENDITURE

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

It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to approve the retrospective and new payments, as listed in Supporting document A.**

A question was asked around certain training topics such as Canva and Microsoft Excel, where alternative (some free) courses may also be available, and what the decision-making processes were for staff attending the paid training courses rather than alternative, free options. The **RFO was tasked** to come back to the Committee by email, to explain considerations and procedures taken in this regards.

The Deputy Clerk, providing information supplied by the RFO, made Councillors aware that one payment had changed since the summons had been sent: this is the payment for event management services for the market for January 2024; this has been reduced as a result of changes made to services needed from the external company, i.e. 7 hours of their staff time per market day rather than 7.5 hours as had been the case until the end of December. The updated invoice (for £537.60 instead of £576.00) was included in the paperwork to be authorised.

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

Cllr Benedicic and Cllr Owen were allocated: they counter-signed the relevant paperwork and were thereafter to conduct online bank authorisations for retrospective and new payments.

67/23-24 DATES OF NEXT MEETINGS (Standing item)

To note;

- *Finance and Governance Committee: Tue 13th February 2024, 8-9 pm, The Cabin, Northstowe. [Final versions of motions & papers to be received by 03/02 at the latest].*
- *Full Council meeting: Tue 30th January 2024 (7-9 pm); venue: The Cabin, Northstowe. [Final versions of motions & papers to be received by 20/01 at the latest]*

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

Noted.

The meeting was closed at 20:16 pm.

Signed.....

Chair of the Finance & Governance Committee

Date.....

Supporting Document A

INCOME [Details for item 66/23-24(3)]:

- **Income – Market stall fees:**

Company	Reason	Market date(s)	Date received in account	Paid In
Tumis Creations	Trader Stall fees	Sep. '23	11/12/23	£25.00
Tumis Creations	Trader Stall fees	Oct. '23	11/12/23	£25.00
Kokoraki Deli & More	Trader Stall fees	Oct. '23	18/12/23	£15.00
Kokoraki Deli & More	Trader Stall fees	Nov. '23	18/12/23	£15.00
Kokoraki Deli & More	Trader Stall fees	Dec. '23	18/12/23	£15.00
The Health Gallery	Trader Stall fees	Nov. '23	08/01/24	£25.00
Prestige Doughnuts	Trader Stall fees	Dec. '23	08/01/24	£15.00
Handcrafted by Wendy	Trader Stall fees	Nov. '23	09/01/24	£25.00
The Health Gallery	Trader Stall fees	Dec. '23	09/01/14	£25.00
Tourmaline	Trader Stall fees	Nov. '23	09/01/24	£15.00
Sourdough Hub	Trader Stall fees	Nov. '23	10/01/24	£15.00
Sourdough Hub	Trader Stall fees	Dec. '23	10/01/24	£15.00
Victoria Rose Artisan Bakery	Trader Stall fees	Nov. '23	10/01/24	£55.00
Victoria Rose Artisan Bakery	Trader Stall fees	Dec. '23	10/01/24	£15.00
Poundsworth	Trader Stall fees	Oct. '23	10/01/24	£45.00

EXPENDITURE [Details for item 66/23-24(4)]:

RETROSPECTIVE PAYMENTS – DIRECT DEBIT:

- i) TPT Pensions Trust - staff pension contributions for Dec '23 (cashd 21/12/2023) Confidential
- ii) Lloyds Bank, Credit card - period: Nov '23 (items for Switch-on (tape; flowers; electricity key; various); keyboard; hole puncher; refreshments Community Lounge; refreshments market; small stationery; monthly credit card fee) (cashd 18/12/2023) £174.21
- iii) EE Limited - Mobile phones, monthly fee – Dec. '23 (cashd 18/12/2023) £26.40
- iv) Bank charges Unity Trust, period Oct - Dec '23 (cashd 31/12/2023) £18.00
- v) CF Corporate Finance - Costs hire photocopier Quarter 2 (cashd 27/12/2023) £153.60

NEW PAYMENTS:

- vi) Staff salaries - Town Clerk & Deputy Clerk; for Jan. '24 (payment date 17/01/24) Confidential
- vii) HMRC – period 10, 6 Jan. – 5 Feb. '24. Confidential
- viii) CBS Office Solutions – Printing costs Dec. '23 £6.67
- ix) South Cambs DC - Rent NTC office – January 2024 £250.00
- x) South Cambs DC - Hire Assembly Room, The Cabin, Council meetings in Jan. '24 £130.50
- xi) South Cambs DC - Hire Assembly Room, The Cabin, Community Lounge, Jan. '24 £144.00
- xii) South Cambs DC - Hire Assembly Room(s), for markets – Jan. '24 £663.00
- xiii) Phoenix Events (East) – event management for markets – Jan. '24 £537.60
- xiv) The Christmas Decorators - Supply tree and lights 2023 £2,904.00
- xv) SLCC – New Clerk training – Dec. '23/ Deputy Clerk £24.00
- xvi) SLCC – Microsoft Excel training – Dec. '23/ Deputy Clerk £144.00
- xvii) CAPALC - Internal Audit Service, Mid-year audit Nov. '23 £233.40
- xviii) CAPALC – Canva; Social Media Graphics Platform training - Jan. '24/ Deputy Clerk £70.00
- xix) CAPALC – New Clerk Training - Jul. '24/ Deputy Clerk £250.00