

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE
MINUTES of the meeting held on **13th FEBRUARY 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: 3 Members: Cllr Littlemore; Cllr Panvekar; Cllr Greef (from 19:21 pm).
Clerk.
1 Member of the public.
Apologies: Cllr Benedicic; Cllr Castelino; Cllr Owen.
Absent: N/A

The meeting was started at 19:22 pm.

It was proposed by Cllr Greef, seconded by Cllr Panvekar and **RESOLVED**, unanimously, **to appoint Cllr Littlemore as Chair for this meeting.** Cllr Littlemore took the Chair.

68/23-24 APOLOGIES (Standing item)

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

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

69/23-24 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.*

There were no interests declared.

70/23-24 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.

71/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

1) *To approve the minutes of the meeting of the Finance and Governance Committee held on 16th January 2024 as a true record of that meeting (attached).*

It was proposed by Cllr Littlemore and **RESOLVED**, with 1 voting for and 2 abstaining, **to approve the minutes of the Finance and Governance Committee meeting held on 16th January 2024 as a true record of that meeting.**

72/23-24 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

i) *To receive the bank statement for 31st January 2024 (shared with Cllrs).*

Noted.

ii) *To approve, and for the Chair to sign, the bank reconciliation for 31st January 2024 (attached).*

It was proposed by Cllr Panvekar, seconded by Cllr Greef, and **RESOLVED**, unanimously, **to approve and for the Chair to sign the bank reconciliation for 31st January 2024.**

2) RECEIPTS AND PAYMENTS REPORTS

i) *To receive the Receipts and Payments report, dated to end of January 2024 (attached).*

The RFO made a few observations;

- The costs for 'Hire of office space/Council chamber' has now gone over budget; this had been expected, considering the additional costs incurred for hiring office space and meeting space, at relatively high rates, before the Town Council was able to occupy the Temporary Community Centre

office in the middle of September. He added that the '24-'25 budget has a slightly higher amount allocated for such costs and which should normally cover the expected expenditure for office hire and meeting space hire.

- When comparing the income and expenditure to date with forecasting data as presented in December as part of the budget proposals, it is now clear that the expenditure for '23-'24 is likely to end more or less as expected, but that for expenditure there is likely to be a slight further underspend overall against what had been forecasted at the start of December 2023; it is therefore expected that this will increase the General Reserve somewhat at the end of March against what had been forecasted as part of the '24-'25 budget proposals as approved on 19th December 2023 at Full Council.

Noted.

3) INCOME

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

Noted.

Several questions were raised around outstanding market traders' invoices due. In response, the RFO explained that except for one business no longer trading with us, he is hoping that all other traders with overdue bills will settle their outstanding bills shortly; concerted action has been taken over the last few weeks to try and get overdue payments settled. With the inclusion of clearer timelines in the now [finalised Terms and Conditions for traders](#), staff have now also been able to make it clear that traders cannot come back to trade at the Northstowe market unless they settle their overdue payments; this has resulted in several traders settling their bill.

4) EXPENDITURE

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

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

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

It was proposed by Cllr Littlemore, seconded by Cllr Panvekar and **RESOLVED**, unanimously, **for Cllr Littlemore and Cllr Greef to check and counter-sign the paperwork related to the retrospective and new payments listed in supporting document A.**

Cllr Littlemore was thereafter to conduct online bank authorisations for retrospective and new payments, with the **RFO tasked** to ask one of the two other Councillors not present at the meeting who can counter-authorise online payments to do so as well.

73/23-24 DATES OF NEXT MEETINGS (Standing item)

To note;

- a) *Finance and Governance Committee: Tue 12th March 2024, 7 – 8 pm, The Cabin, Northstowe. [Final versions of motions & papers to be received by 02/03 at the latest].*
- b) *Full Council meeting: Tue 27th February 2024 (7-9 pm); venue: The Cabin, Northstowe. [Final versions of motions & papers to be received by 17/02 at the latest]*
 - *For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk*

Noted.

The meeting was closed at 19:42 pm.

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

Date.....

Supporting Document A

INCOME [Details for item 72/23-24(3)]:

- **Income – Market stall fees:**

| Company | Reason | Market date(s) | Date received in account | Paid In |
|--|-------------------|----------------|--------------------------|---------|
| Webbsour Bakehouse | Trader Stall fees | Aug. '23 | 07/02/24 | £15.00 |
| Webbsour Bakehouse | Trader Stall fees | Sep. '23 | 07/02/24 | £15.00 |
| Mucky Pups Craft Kits for Kids | Trader Stall fees | Sep. '23 | 07/02/24 | £15.00 |
| South View Apiary | Trader Stall fees | Nov. '23 | 12/01/24 | £15.00 |
| Clare's Refill Station | Trader Stall fees | Nov. '23 | 15/01/24 | £15.00 |
| Purple Panda Pampering | Trader Stall fees | Nov. '23 | 22/01/24 | £15.00 |
| Poundsworth | Trader Stall fees | Nov. '23 | 29/01/24 | £75.00 |
| Ntsama Chilli Oils and Sauces | Trader Stall fees | Nov. '23 | 06/02/24 | £15.00 |
| Tumis Creations | Trader Stall fees | Nov. '23 | 07/02/24 | £25.00 |
| Mulino Handmade Pasta | Trader Stall fees | Dec. '23 | 31/01/24 | £15.00 |
| Poundsworth | Trader Stall fees | Dec. '23 | 05/02/24 | £65.00 |
| Eliza Nellie Ltd. | Trader Stall fees | Dec. '23 | 07/02/24 | £15.00 |
| Poundsworth | Trader Stall fees | Jan. '24 | 07/02/24 | £55.00 |
| The Health Gallery | Trader Stall fees | Jan. '24 | 07/02/24 | £25.00 |
| Webbsour Bakehouse | Trader Stall fees | Jan. '24 | 07/02/24 | £15.00 |
| Sourdough Hub | Trader Stall fees | Jan. '24 | 07/02/24 | £25.00 |
| Victoria Rose Artisan Bakery | Trader Stall fees | Jan. '24 | 07/02/24 | £30.00 |
| Prestige Doughnuts The Greek Loukoumades | Trader Stall fees | Jan. '24 | 07/02/24 | £15.00 |
| Granola Queen | Trader Stall fees | Jan. '24 | 08/02/24 | £15.00 |

EXPENDITURE [Details for item 72/23-24(4)]:

RETROSPECTIVE PAYMENTS – DIRECT DEBIT:

- | | |
|---|--------------|
| i) TPT Pensions Trust - staff pension contributions for Jan '24 (cashd 25/01/24) | Confidential |
| ii) Lloyds Bank, Credit card - period: Dec. '23 (refreshments Community Lounge; monthly credit card fee) (cashd 16/01/2024) | £22.55 |
| iii) EE Limited - Mobile phones, monthly fee – Jan. '24 (cashd 17/01/2024) | £26.40 |

NEW PAYMENTS:

- | | |
|---|--------------|
| iv) Staff salaries - Town Clerk & Deputy Clerk; for Feb. '24 (payment date 28/02/24) | Confidential |
| v) HMRC – period 11, 6 Feb. – 5 Mar. '24. | Confidential |
| vi) South Cambs DC - Rent NTC office – February 2024 | £250.00 |
| vii) South Cambs DC - Hire Assembly Room, The Cabin, Council meetings in Feb. '24 | £94.50 |
| viii) South Cambs DC - Hire Assembly Room, The Cabin, Community Lounge, Feb. '24 | £150.00 |
| ix) South Cambs DC - Hire Assembly Room(s), for markets – Feb. '24 | £663.00 |
| x) South Cambs DC – Hire room for interviews – Jan. '24 | £50.00 |
| xi) CBS Office Solutions – Printing costs Jan. '24 | £20.78 |
| xii) Scribe Accounts – Subscription Renewal (period 1 st April '24 – 31 st March '25) | £673.92 |
| xiii) Vision ICT – Subscription renewal (period 3 rd March '24 – 2 nd March '25) | £550.80 |
| xiv) SLCC – advertising costs - market manager position | £343.20 |
| xv) CAPALC – training: Sustainability & Climate Change; CIL & S106 (Jan. & Apr 2024 – Cllr Bros Sabria); Social Media (April 2024 - Deputy Clerk) | £160.00 |