

**NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE**  
**MINUTES** of the meeting held on **12<sup>th</sup> MARCH 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.  
Town Clerk.  
0 Members of the public.  
**Apologies:** Cllr Greef.  
**Absent:** Cllr Panvekar.

The meeting was started at 19:02 pm. Cllr Castelino took the Chair.

**74/23-24 APOLOGIES** (Standing item)

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

**75/23-24 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.

**76/23-24 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.

**77/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

1) *To approve the minutes of the meeting of the Finance and Governance Committee held on 13<sup>th</sup> February 2024 as a true record of that meeting (attached).*

It was proposed by Cllr Littlemore and **RESOLVED**, with 1 voting for and 3 abstaining, **to approve the minutes of the Finance and Governance Committee meeting held on 13<sup>th</sup> February 2024 as a true record of that meeting.**

**78/23-24 ADDITIONAL COSTS FOR FITTING OUT OFFICE**

1) *To receive information about additional costs associated with secure WIFI connection linked to NTC's photocopier at The Cabin (email shared with Cllrs.).*

Noted.

2) *To receive information about additional costs associated with moving x2 desks and x2 office chairs from SCDC storage, via external removal company, to NTC office space (email shared with Cllrs.).*

Noted. In response to a question about this, the RFO replied that he had not seen a source invoice for the costs quoted for this by SCDC. The Chair noted that this can be picked up under item 79/23-24(3)(i).

**79/23-24 FINANCE** (Standing Item)

**1) BANK STATEMENTS & BALANCES**

i) *To receive the bank statement for 29<sup>th</sup> February 2024 (shared with Cllrs).*

Noted.

ii) *To approve, and for the Chair to sign, the bank reconciliation for 29<sup>th</sup> February 2024 (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 29<sup>th</sup> February 2024.**

**2) RECEIPTS AND PAYMENTS REPORTS**

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

**3) INCOME**

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

The RFO, following questions about this, explained that for invoices for markets held in 2023 there are now two traders left with unpaid invoices covering that period; all other overdue payments for 2023 had now been obtained following concerted efforts from the RFO to chase non-paying traders.

The **RFO was tasked**, in cooperation with the Market Manager, to add a monthly report to future committee meetings, to present a summary of overdue and outstanding invoices from traders.

The **RFO was tasked** to check with the Market Manager what options there may be to deal with non-paying traders and consider appropriate option(s) for Northstowe Town Council.

**4) EXPENDITURE**

i) *To approve retrospective and new payments; see **Supporting document A** for payments overview (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, with counter-authorisation for the costs for the delivery of desks and chairs to the NTC office to be approved in-principle but with the RFO to first check with SCDC to obtain source invoice information to cross-check amounts against the invoice received by the Town Council.**

ii) *To allocate 2 Councillors to*

Cllr Benedicic and Cllr Owen were allocated sign paperwork for afore-mentioned payments and to carry out bank authorisations.

**80/23-24 ITEMS FOR INFORMATION**

a) *To receive an update from the RFO on the credit card limit – monthly and limit per individual transactions.*  
The RFO explained that it came to light recently that, although the credit card limit had been increased to £1,000 per calendar month, the individual purchase limit had still stayed on £500. The Committee was informed that this unexpected issue has been resolved and the individual purchase limit is now also £1,000.

**81/23-24 DATES OF NEXT MEETINGS** (Standing item)

a) *Finance and Governance Committee: Tue 9<sup>th</sup> April 2024 (7-8 pm); The Cabin, Northstowe.*  
*[Final versions of motions & papers to be received by 28/03 at the latest].*

b) *Full Council meeting: Tue 26<sup>th</sup> March 2024 (7-9 pm); The Cabin, Northstowe.*  
*[Final versions of motions & papers to be received by 16/03 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 19:40 pm.

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

Date.....

## Supporting Document A

### INCOME [Details for item 79/23-24(3)]:

- **Income – Market stall fees:**

Company	Reason	Market date(s)	Date received in account	Paid In
The Shape of Wood by Sylwia	Trader Stall fees	Jan. '24	12/02/24	£15.00
Cambridge Luxury Bakes	Trader Stall fees	Sep. '23	13/02/24	£40.00
Cambridge Luxury Bakes	Trader Stall fees	Oct. '23	13/02/24	£91.00
Cambridge Luxury Bakes	Trader Stall fees	Dec. '23	13/02/24	£38.00
JB Bags	Trader Stall fees	Nov. '23	15/02/24	£15.00
Cambridge Luxury Bakes	Trader Stall fees	Nov. '23	21/02/24	£88.00
Sammy's Pet Treats	Trader Stall fees	Nov. '23	21/02/24	£15.00
Sammy's Pet Treats	Trader Stall fees	Dec. '23	21/02/24	£15.00
Urban Chai Ltd.	Trader Stall fees	Oct. '23	23/02/24	£107.00
Urban Chai Ltd.	Trader Stall fees	Sep. '23	23/02/24	£24.00
Urban Chai Ltd.	Trader Stall fees	Nov. '23	23/02/24	£53.00
Urban Chai Ltd.	Trader Stall fees	Dec. '23	23/02/24	£53.00
Urban Chai Ltd.	Trader Stall fees	Jan. '24	23/02/24	£68.00
Raised in Rampton	Trader Stall fees	Oct. '23	26/02/24	£25.00
Kezza's Chocolate Creations	Trader Stall fees	Jan. '24	01/03/24	£25.00
Mulino Handmade Pasta	Trader Stall fees	Jan. '24	01/03/24	£45.00
Beautiful Things of Cambridge	Trader Stall fees	Jan. '24	04/03/24	£25.00
Kezza's Chocolate Creations	Trader Stall fees	Feb. '24	01/03/24	£15.00

### EXPENDITURE [Details for item 79/23-24(4)]:

#### RETROSPECTIVE PAYMENTS – DIRECT DEBIT:

i) TPT Pensions Trust - staff pension contributions for Feb '24 (cashd 19/02/24)	Confidential
ii) Lloyds Bank, Credit card - period: Jan. '24 (shredder; laminator; stapler; printing costs; chalkboard; monthly credit card fee) (cashd 16/02/2024)	£261.19
iii) EE Limited - Mobile phones, monthly fee – Mar. '24 (cashd 19/02/2024)	£26.40

#### NEW PAYMENTS:

iv) Staff salaries - Town Clerk & Deputy Clerk; for Mar. '24 (payment date 27/03/24)	Confidential
v) HMRC – period 12, 6 Mar. – 5 Apr. '24.	Confidential
vi) South Cambs DC - Rent NTC office – March 2024	£250.00
vii) South Cambs DC - Hire Assembly Room, The Cabin, Council meetings in Mar. '24	£130.50
viii) South Cambs DC - Hire Assembly Room, The Cabin, Community Lounge, Mar. '24	£126.00
ix) South Cambs DC - Hire Assembly Room(s), for markets – Mar. '24	£312.00
x) South Cambs DC - Northstowe Room Hire - Reimbursement towards: Materials Reconfiguration Re-cabling Cabinet rearranging relating to printer/photocopier setup	£99.20
xi) South Cambs DC – Delivery of x2 desks and x2 chairs to NTC office, via removal Company	£475.00
xii) CBS Office Solutions – Printing costs Feb. '24	£14.18
xiii) Phoenix – market management – February 2024	£403.20
xiv) Phoenix – market management – March 2024	£268.80