

## NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE

MINUTES of the meeting held on 14<sup>th</sup> MAY 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 Benedicic; Cllr Littlemore; Cllr Owen.  
Town Clerk.

0 Members of the public.

Apologies: Cllr Castelino; Cllr Greef; Cllr Panvekar.

Absent: N/A.

The meeting was started at 19:00 pm. Cllr Benedicic took the Chair.

### 08/24-25 APOLOGIES (Standing item)

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

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

### 09/24-25 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.*

Cllr Littlemore declared an interest under item 13/24-25(4), as one of the expenditures listed for approval concerns his expenditure, as Mayor, made for the Bromley-by-Bow site visit joined in April which helped inform options regarding the planned Civic Hub development. It was decided that, as this concerns expenses already made and the claim sheet and associated papers are included in the paperwork to be verified and countersigned by Councillors there would be no need for Cllr Littlemore to leave the room; however, it was advised that Cllr Littlemore would abstain from voting at item 13(4) and have other Councillors allocated to authorise payments to check the relevant paperwork and carry out online bank authorisations.

### 10/24-25 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.

### 11/24-25 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

1) *To approve the minutes of the meeting of the Finance and Governance Committee held on 9<sup>th</sup> April 2024 as a true record of that meeting (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to approve the minutes of the Finance and Governance Committee meeting held on 9<sup>th</sup> April 2024 as a true record of that meeting.**

### 12/24-25 YEAR END ACCOUNTS FOR YEAR ENDING 31 MARCH 2024

*To note; for information;*

1) *To receive the Summary of Accounts 2023-2024; Statement of Accounts 2023-2024; and Annual Return Summary 2023-2024 for AGAR purposes (attached).*

*NB: The Statement of Accounts will be presented to the next Full Council meeting for signing by the Council's Chair.*

The RFO added that the Internal Audit (End-of-Year Audit) had taken place on 10<sup>th</sup> May, that their report is expected soon and that this is to be presented to Full Council.

Noted. No questions were raised.

2) *Budget 2024-2025, showing also '23-'24 accounts; budget as per adoption at Full Council meeting in December 2023 (attached). NB: see also Accounts page on the Town Council's website.*

Noted. No questions were raised.

**13/24-25 FINANCE** (Standing Item)

**1) BANK STATEMENTS & BALANCES**

i) To receive the bank statement for 30<sup>th</sup> April 2024 (shared with Cllrs).

Noted.

ii) To approve, and for the Chair to sign, the bank reconciliation for 30<sup>th</sup> April 2024 (attached).

It was proposed by Cllr Owen, seconded by Cllr Littlemore, and **RESOLVED**, unanimously, **to approve and for the Chair to sign the bank reconciliation for 30<sup>th</sup> April 2024.**

**2) RECEIPTS AND PAYMENTS REPORTS**

i) To receive the Receipts and Payments report, dated to 30<sup>th</sup> April 2024 (attached).

Noted.

**3) INCOME**

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

Noted.

ii) To receive monthly report with overview of outstanding payments for market pitch fees (shared with Cllrs.).

Noted.

In response to a discussion around options to recoup the outstanding debt from a trader, the RFO responded that he had obtained information from a Market Manager at another Cambridgeshire town that they have got the same issue with the same trader; the RFO will follow up with their finance team to understand options they may be exploring and will inform the committee accordingly.

**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**, with 2 voting for and 1 abstaining, **to approve the retrospective and new payments as listed in Supporting document A.**

ii) To allocate 2 Councillors to sign paperwork for afore-mentioned payments and to carry out bank authorisation.

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

**14/24-25 DATES OF NEXT MEETINGS** (Standing item)

a) Finance and Governance Committee: TBC (pending decision-making at Annual Meeting of the Town Council).

b) Annual Meeting of the Town Council: Tue 28<sup>th</sup> May '24 (7-9 pm); The Cabin, Northstowe.

[Final versions of motions & papers to be received by 17/05 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 19:09 pm.

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

Date.....

## Supporting Document A

### INCOME [Details for item 13/24-25(3)]:

#### • Income – Precept and Other:

Company	Reason	Date received in account	Paid In
South Cambridgeshire District Council	Precept 1 of 2	25/04/2024	£72,393.22
HMRC VTR	VAT 126 return 2021/'22-2023/'24	07/05/2024	£5,335.18
CAPALC	Reimbursement cancelled Social Media training / Deputy Clerk (was approved at Finance and Governance Committee 13 <sup>th</sup> Feb. '24).	09/05/2024	£70.00

#### • Income – Market Pitch Fees:

Company	Reason	Market date(s)	Date received in account	Paid In
Victoria Rose Artisan Bakery	Trader Stall fees	Feb. '24	08/04/'24	£15.00
Purple Panda Pampering	Trader Stall fees	Feb. '24	08/04/'24	£15.00
Mulino Handmade Pasta	Trader Stall fees	Feb. '24	15/04/'24	£45.00

### EXPENDITURE [Details for item 13/24-25(4)]:

#### [RETROSPECTIVE] - PAYMENTS BY DIRECT DEBIT:

i)	ICO – Data Protection; annual fee (cashd 05/04/2024)	£35.00
ii)	TPT Pensions Trust - staff pension contributions for Mar '24 (cashd 09/04/'24)	Confidential
iii)	TPT Pensions Trust - staff pension contributions for Apr '24 (cashd 18/04/'24)	Confidential
iv)	EE Limited - Mobile phones staff - Apr. '24 (cashd 17/04/'24)	£46.46
v)	Lloyds Bank - Credit card; period: Mar. '24 (bank fees) (cashd 16/04/'24)	£3.00

#### [RETROSPECTIVE] - OTHER PAYMENTS MADE:

vi)	360 Group - I-Phone for Market Manager (approved at Full Council meeting 27 <sup>th</sup> Feb. '24) (cashd 07/05/2024)	£584.40
vii)	Northstowe News (grant awarded at Finance and Governance Committee 9 <sup>th</sup> Apr. '24) (cashd 16/04/2024)	£2,000.00
viii)	Manchester Safety Services – Road safety signs x2 for market (approved at Events and Markets Committee 2 <sup>nd</sup> April 2024) (cashd 16/04/'24)	£149.00
ix)	Insurance '24-'25 - Hiscox Insurance Company Ltd. (approved at Full Council meeting 23 <sup>rd</sup> Apr. '24, with subsequent changes communicated by email) (cashd 01/05/2024)	£874.98

#### NEW PAYMENTS:

x)	Staff salaries (Clerk; Deputy Clerk; Market Manager)- May '24 (payment date 22/05/'24)	Confidential
xi)	HMRC – period 2, 6 May - 5 June 2024	Confidential
xii)	South Cambs DC - Rent NTC office - May 2024	£250.00
xiii)	South Cambs DC - Hire Assembly Room, The Cabin, Council & other meetings - May '24	£104.50
xiv)	South Cambs DC - Hire Assembly Room, The Cabin, Community Lounge - May '24	£120.00
xv)	South Cambs DC - Hire Assembly Room(s), for markets - May '24	£195.00
xvi)	CBS Office Solutions – Printing costs - Apr. '24	£9.96
xvii)	Mayor Expenses – site visit to Bromley-by-Bow on 9 <sup>th</sup> April '24	£58.80