

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE

MINUTES of the meeting held on 18th JUNE 2024 at The Cabin, Northstowe

- MEMBERS:** 5: Cllr Castelino (Chair); Cllr Benedicic (Vice-Chair); Cllr Littlemore; Cllr Oluwasanya; Cllr Owen.
- QUORUM:** 3 Members.
- Present:** 5 Members: Cllr Castelino; Cllr Benedicic; Cllr Littlemore; Cllr Oluwasanya (from 19:03 pm); Cllr Owen.
Town Clerk.
1 Member of the Public.
- Apologies: N/A.
Absent: N/A.

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

15/24-25 ELECTION OF CHAIR OF THE COMMITTEE

1) *To receive nominations for Chair of the Finance and Governance Committee.*

Cllr Castelino put himself forward for this position.

2) *To elect the Chair of the Finance and Governance Committee for the Civic Year 2024-2025.*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to re-elect Cllr Castelino as Chair of the Finance and Governance Committee for the Civic Year 2024-2025.**

Cllr Oluwasanya joined the meeting at 19:03 pm.

16/24-25 APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.

No apologies had been received.

17/24-25 ELECTION OF VICE-CHAIR OF THE COMMITTEE

1) *To receive nominations for Vice-Chair of the Finance and Governance Committee.*

Cllr Benedicic put himself forward for this position.

2) *To elect the Vice-Chair of the Finance and Governance Committee for the Civic Year 2024-2025.*

It was proposed by Cllr Benedicic, seconded by Cllr Owen and **RESOLVED**, unanimously, **to re-elect Cllr Benedicic as Vice-Chair of the Finance and Governance Committee for the Civic Year 2024-2025.**

18/24-25 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.*

No declarations of interest were made.

19/24-25 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 wished to speak. The Chair reconvened the meeting.

20/24-25 GRANT APPLICATION

1) *To receive a grant application received from Northstowe Running Festival, for a grant request of £3,300 (application and associated documentation shared with Cllrs.).*

The applicant is aiming to be present at the meeting to answer any questions.

The applicant, present, was invited to summarise their proposal. They mentioned that Northstowe Running Festival is seeking Town Council financial support, similar to that received for last year's event to cover costs associated with the entertainment part of the event. They explained that they had found that last year's costs for entertainment elements of the event exceeded the expected cost and that, in addition, prices have gone up across the board since then, hence the current grant amount request. They continued, explaining that

they wish to continue putting on an event that is free and accessible to all in the community and to keep fees for participants in races as low as possible.

2) *To consider the grant application.*

The applicant responded to questions from Councillors;

- In response to questions about last year's finances, the applicant responded that all paperwork proving expenditure against the Town Council grant-sponsored elements had been provided to the Clerk. Overall, they had 'barely broken even'.
- In response to questions about other income streams being sought, the applicant responded that they are seeking sponsorship from businesses as well.
- Arrangements have been made with Elite Sports and booking for the event has been secured.

Councillors recommended that, were Northstowe Running Festival to come to the Town Council for support again for future events, they would then also to provide in a future grant application;

- a more detailed breakdown of expenditure as incurred versus costs as expected before the event;
- an overview of grant funding versus revenue income streams, to understand how from year to year the balance between these two key incomes streams is changing, for the Council to understand better what progress is being made towards becoming financially more sustainable;
- Further clarity on potential income streams still being pursued;
- more details about the event elements that the Town Council is asked to fund.

The Chair summarised Councillors' comments, noting that it was seen as a comprehensive application and that all agree that this has so far been a good event, seen as a key one in the annual diary which the whole community seems to enjoy.

The applicant was asked to let the Council know how the Town Mayor and/or other Council representatives may be able to assist on the day of the event.

3) *To decide on the grant application and grant requested.*

It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to approve the grant request of £3,300 as per the application received from Northstowe Running Festival.**

21/24-25 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

1) *To approve the minutes of the meeting of the Finance and Governance Committee held on 14th May 2024 as a true record of that meeting (attached).*

It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED**, with 3 voting for and 2 abstaining, **to approve the minutes of the Finance and Governance Committee meeting held on 14th May 2024 as a true record of that meeting.**

22/24-25 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

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

Noted.

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

2) RECEIPTS AND PAYMENTS REPORTS

i) *To receive the Receipts and Payments report, dated to 31st May 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.

A wish was expressed to develop a Debt Recovery Policy; a suggestion was made that initially a template and/or examples of such a policy to be brought to the committee for their consideration; **RFO to Action.**

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 Littlemore and **RESOLVED**, unanimously, 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 Littlemore and Cllr Benedicic were allocated to sign paperwork for afore-mentioned payments and to carry out online bank counter-authorisations.

23/24-25 DONATION - OFFICE FURNITURE

- 1) To decide to accept a donation of office furniture from South Cambridgeshire District Council (desks; chairs; under desk drawer units; whiteboard; clock (email shared with Cllrs.).

In a discussion it was noted that the Council may need to take into account potential future disposal costs were the office situation to change in the future.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, to accept a donation of office furniture from South Cambridgeshire District Council (desks; chairs; under desk drawer units; whiteboard; clock).

24/24-25 INCOME OFFER – COMMUNITY LOUNGE

- 1) To accept a grant offer from Sustainable Northstowe (originating from their awarded Zero Carbon Grant) for a total of £30.00 towards the costs of materials for activities to be held at the Northstowe Community Lounge during the Great Big Green Week (email shared with Cllrs.).

In a discussion it was queried whether Sustainable Northstowe and/or the original grant funder might put on any longer-term conditions by passing on the funds to the Town Council, and that this would need to be established; **Clerk to ACTION**.

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, to accept a grant offer from Sustainable Northstowe (originating from their awarded Zero Carbon Grant) for a total of £30.00 towards the costs of materials for activities to be held at the Northstowe Community Lounge during the Great Big Green Week, on the proviso that the Clerk can find out that there are no longer-term commitments the Town Council would need to abide by when accepting the grant offer.

25/24-25 BUSINESS SAVINGS ACCOUNTS

[Further to item 50/23-24(4), committee meeting held on 14th Nov. '23]:

- 1) To decide to open two instant access business savings accounts with two different banks which do not share a banking license with either Unity Trust Bank or with each other (motion paper with options to be considered - documents shared with Cllrs.).

In a discussion the following points were raised;

- It would be good to consider what points in the year might trigger the need to move funds in or withdraw funds from saving accounts, as such changes would need committee approval first; **RFO to Action**.
- The need to work towards an Investment Strategy was highlighted; **RFO to Action**.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, to open two business savings accounts with the following two banks which do not share a banking license with either Unity Trust Bank or with each other: Redwood Bank ('35 Days Business Savings Account') and Cambridge Building Society ('Council Saver')

- 2) To decide that each account can never contain more than £85,000.

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, that each account can never contain more than £85,000.

26/24-25 BOOKS FOR OFFICE

- 1) To decide to purchase two books for use by staff, for reference purposes: 'Minute Taking', www.slcc.co.uk/product/1013/ - membership price: £14.95; and 'Clerk's Manual', www.slcc.co.uk/product/1122/ - membership price: £47.50, utilising budget heading 'staff training' for

this purpose, through the committee's delegated decision-making powers under section 4.1 in the Scheme of Delegation.

It was proposed by Cllr Benedicic, seconded by Cllr Owen and **RESOLVED**, unanimously, **to decide to purchase two books from SLCC for use by staff, for reference purposes, 'Minute Taking' and 'Clerk's Manual', utilising budget heading 'staff training' for this purpose.**

Following a discussion it was recommended that an item is to be brought to a future committee meeting, to consider extending delegated powers for the Town Clerk to allow administration-related work – within approved budget headings - without the need to have Council decisions taken first; **Clerk to ACTION.**

27/24-25 EMAIL EXPANSION

1) *To decide to open an additional email account with Vision ICT, to be called enquiries@northstowetowncouncil.gov.uk, to streamline public enquiries amongst staff team.*

It was mentioned that, with a change to expand Microsoft 365 to also include all Councillors being considered, this would then come with the option to have a number of emails assigned to individuals rather than paying for individual mail boxes as is the case under the current Council email system.

It was proposed by Cllr Littlemore, seconded by Cllr Oluwasanya and **RESOLVED**, unanimously, **to defer the decision to open an additional email account and to take this up as part of changes to the Council's email and Microsoft 365 systems to be considered.**

28/24-25 DATES OF NEXT MEETINGS (Standing item)

To note;

a) *Finance and Governance Committee: Tue 16th July 2024, 7-8 pm; The Cabin, Northstowe.*

[Final versions of motions & papers to be received by 06/07 at the latest].

b) *Full Council: Tue 25th June 2024, 7-9 pm; The Cabin, Northstowe.*

[Final versions of motions & papers to be received by 15/06 at the latest].

For all Town Council meetings, see www.northstowetowncouncil.gov.uk

Noted.

The meeting was closed at 20:01 pm.

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

Date.....

Supporting Document A

INCOME [Details for item 22/24-25(3)]:

• Income – Market Pitch Fees:

Company	Reason	Market date(s)	Date received in account	Paid In
JB Bags	Trader Pitch fee	Feb. '24	16/05/'24	£15.00
Brooks and Conquest	Trader Pitch fee	Mar '24	16/05/'24	£15.00
Meadow and Woodland Livestock	Trader Pitch fee	Mar '24	16/05/'24	£23.00
The Health Gallery	Trader Pitch fee	Mar '24	16/05/'24	£25.00
Poundsworth	Trader Pitch fee	Mar '24	16/05/'24	£15.00
Butterfly Legacy Project	Trader Pitch fee	Mar '24	17/05/'24	£25.00
JB Bags	Trader Pitch fee	Mar '24	17/05/'24	£15.00
Sourdough Hub	Trader Pitch fee	Mar '24	20/05/'24	£15.00
Clare's Refill Station	Trader Pitch fee	Mar '24	21/05/'24	£15.00
Tumis Creations	Trader Pitch fee	Mar '24	23/05/'24	£25.00
Richmond Nurseries	Trader Pitch fee	Mar '24	30/05/'24	£30.00
Fen Flora	Trader Pitch fee	Mar '24	22/05/'24	£50.00
Victoria Rose Artisan Bakery	Trader Pitch fee	Mar '24	30/05/'24	£45.00
Sustainable Northstowe	Trader Pitch fee	Mar '24	31/05/'24	£15.00
Beautiful Things of Cambridge	Trader Pitch fee	Mar '24	04/06/'24	£25.00
Mulino Handmade Pasta	Trader Pitch fee	Mar '24	10/06/'24	£15.00
Purple Panda Pampering	Trader Pitch fee	Mar '24	10/06/'24	£15.00
Poundsworth	Trader Pitch fee	Apr '24	17/05/'24	£30.00
JB Bags	Trader Pitch fee	Apr '24	17/05/'24	£15.00
Granola Queen	Trader Pitch fee	Apr '24	17/05/'24	£15.00
Prestige Doughnuts	Trader Pitch fee	Apr '24	20/05/'24	£15.00
Sourdough Hub	Trader Pitch fee	Apr '24	20/05/'24	£15.00
CK Nurseries	Trader Pitch fee	Apr '24	20/05/'24	£25.00
The Shape of Wood by Sylwia	Trader Pitch fee	Apr '24	21/05/'24	£15.00
Clare's Refill Station	Trader Pitch fee	Apr '24	21/05/'24	£15.00
Tumis Creations	Trader Pitch fee	Apr '24	23/05/'24	£25.00
Victoria Rose Artisan Bakery	Trader Pitch fee	Apr '24	30/05/'24	£15.00
Sustainable Northstowe	Trader Pitch fee	Apr '24	31/05/'24	£15.00
Beautiful Things of Cambridge	Trader Pitch fee	Apr '24	13/06/'24	£25.00
Granola Queen	Trader Pitch fee	May '24	07/06/'24	£15.00
South View Apiary	Trader Pitch fee	May '24	07/06/'24	£15.00
Brooks and Conquest	Trader Pitch fee	May '24	07/06/'24	£15.00
Poundsworth	Trader Pitch fee	May '24	07/06/'24	£30.00
Edward Dando	Trader Pitch fee	May '24	10/06/'24	£15.00
JB Bags	Trader Pitch fee	May '24	10/06/'24	£15.00

• Income – Other:

Company	Reason	Date received in account	Paid In
Poundsworth	<i>Erroneous payment made to Town Council – payment meant for SCDC – to be reimbursed</i>	07/06/'24	£290.00

EXPENDITURE [Details for item 22/24-25(4)]:

[RETROSPECTIVE] - PAYMENTS BY DIRECT DEBIT:

i)	TPT Pensions Trust - staff pension contributions for May '24 (cashd 29/05/'24)	Confidential
ii)	EE Limited - Mobile phones staff - May. '24 (cashd 17/05/'24)	£47.22
iii)	Lloyds Bank - Credit card; period: Apr. '24 (Community Lounge supplies; Council event supplies; stationery; leaflets for market) (cashd 16/05/'24)	£331.93

NEW PAYMENTS:

iv)	Staff salaries (Clerk; Deputy Clerk) - JUN '24 (payment date 26/06/'24)	Confidential
v)	HMRC – period 3, 6 JUN – 5 JUL '24	Confidential
vi)	South Cambs DC - Rent NTC office – JUN '24	£250.00
vii)	South Cambs DC - Hire Assembly Room, The Cabin, Council & other meetings - JUN '24	£130.50
viii)	South Cambs DC - Hire Assembly Room, The Cabin, Community Lounge - JUN '24	£120.00
ix)	South Cambs DC - Hire Assembly Room(s), for markets - JUN '24	£195.00
x)	Phoenix Events (East) Ltd. – Market support – APR '24	£134.40
xi)	Phoenix Events (East) Ltd. – Market support – MAY '24	£268.80
xii)	CBS Office Solutions – Printing costs – MAY '24	£24.19
xiii)	Expenses Town Clerk, period Nov '23 – May '24	£18.45
xiv)	Reimbursement to Poundsworth (erroneous payment made to NTC on 07/06/'24)	£290.00