

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE

MINUTES of the meeting held on 16th JULY 2024 at The Cabin, Northstowe

MEMBERS: 5: Cllr Castelino (Chair); Cllr Benedicic (Vice-Chair); Cllr Littlemore; Cllr Oluwasanya; Cllr Owen.

QUORUM: 3 Members.

Present: 3 Members: Cllr Benedicic; Cllr Littlemore; Cllr Owen.
Town Clerk.
1 Member of the Public.

Apologies: Cllr Castelino; Cllr Oluwasanya.

Absent: N/A.

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

29/24-25 APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.

Apologies had been received, and accepted, from: Cllr Castelino; Cllr Oluwasanya.

30/24-25 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.

31/24-25 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 member of the public wished to speak. The Chair reconvened the meeting.

32/24-25 GRANT APPLICATION

1) *To receive a grant application from Northstowe Arts, for a grant request of £2,930 towards the cost for the planned Light Up Northstowe 2024 event (application and associated documentation shared with Cllrs.).*

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

The applicant, present, was invited to summarise their proposal; they mentioned that they would be happy to take any questions.

2) *To consider the grant application.*

The applicant responded to questions from Councillors around: public liability insurance options; Temporary Event Notice or any other planning requirements that may need to be considered with the number of attendees expected. The Chair summarised the Councillors' comments that the application was welcomed and thanked the Northstowe Arts representative for attending the meeting.

3) *To decide on the grant requested.*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, to approve the grant request of £2,930 as per the application received from Northstowe Arts CIC.

33/24-25 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

1) *To approve the minutes of the meeting of the Finance and Governance Committee held on 18th June 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 18th June 2024 as a true record of that meeting.**

34/24-25 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

i) *To receive Bank Statements for 30th June 2024 (shared with Cllrs).*

Noted.

ii) *To approve, and for the Chair to sign, the Bank Reconciliation for 30th June 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 30th June 2024.**

2) RECEIPTS AND PAYMENTS REPORTS

i) *To receive the Receipts and Payments Report, dated to 30th June 2024 (attached).*

Noted.

ii) To receive a Quarterly Flexed Budget Report, for quarter 1 of '24-'25 (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.

4) EXPENDITURE

i) To approve retrospective and new payments; see **Supporting document A** for payments overview (attached).

It was proposed by Cllr Littlemore, seconded by Cllr Owen 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 Owen were allocated to sign paperwork for afore-mentioned payments and to carry out online bank counter-authorisations.

35/24-25 HOPE CIC PROJECT – BUDGET ALLOCATION

1) To receive a paper setting out options for how the £2,400 agreed to be allocated to cover the costs of a six-month Mobile Food Hub trial can be financed (report shared with Cllrs.). (Approved at Full Council 25th June 2024, item 60/24-25).

Noted.

2) To consider the options proposed and to decide which budget heading(s) this project is to be funded from.

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to decide that the six-month Mobile Food Hub trial is to be financed, as per the RFO’s recommendations, as such: £1010.00 to be allocated from the already received funds from the Earmarked Reserve ‘S106 Community Endowment Fund’, having received Homes England’s approval for the use of these funds for this purpose; and £1,390.00 to be moved from budget heading ‘Assets for Events’.**

36/24-25 DIRECT DEBIT ESPO BUSINESS ACCOUNT

1) To agree to have two signatories sign a direct debit form to have a direct debit set up with the Council’s ESPO Business Account, to enable efficiency in purchase of office stationery (template form shared with Cllrs.).

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to have Cllr Owen and Cllr Littlemore sign a direct debit form to have a direct debit set up with the Council’s ESPO Business Account.**

37/24-25 DATES OF NEXT MEETINGS (Standing item)

To note;

a) Finance and Governance Committee: Tue 17th September 2024, 7-8 pm; The Cabin, Northstowe. [Final versions of motions & papers to be received by 07/09 at the latest].

b) Full Council: Tue 23rd July 2024, 7-9 pm; The Cabin, Northstowe. [Final versions of motions & papers to be received by 13/07 at the latest].

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Noted.

The meeting was closed at 19:20 pm.

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

Date.....

Supporting Document A

INCOME [Details for item 34/24-25(3)]:

• Income – Market Pitch Fees:

Company	Reason	Market date(s)	Date received in account	Paid In
Care Soap by Eva Mrozi	Trader Pitch fee	MAR 24	18/06/2024	£15.00
Country Kitchen	Trader Pitch fee	MAR 24	01/07/2024	£45.00
Cambridge Luxury Bakes	Trader Pitch fee	MAR 24	02/07/2024	£60.00
Meadow and Woodland Livestock	Trader Pitch fee	APR 24	18/06/2024	£23.00
The Cambridge Dog Company	Trader Pitch fee	APR 24	18/06/2024	£15.00
Country Kitchen	Trader Pitch fee	APR 24	01/07/2024	£15.00
Badgers Chilli Kitchen	Trader Pitch fee	APR 24	01/07/2024	£15.00
Cambridge Luxury Bakes	Trader Pitch fee	APR 24	02/07/2024	£45.00
Wacky Homemade Creations	Trader Pitch fee	APR 24	08/07/2024	£15.00
Mulino Handmade Pasta	Trader Pitch fee	MAY 24	17/06/2024	£23.00
Sustainable Northstowe	Trader Pitch fee	MAY 24	09/07/2024	£15.00
Country Kitchen	Trader Pitch fee	MAY 24	09/07/2024	£15.00
Beautiful Things of Cambridge	Trader Pitch fee	MAY 24	10/07/2024	£25.00
Sammy's Pet Treats	Trader Pitch fee	MAY 24	10/07/2024	£15.00
Clare's Refill Station	Trader Pitch fee	MAY 24	10/07/2024	£15.00
Bamboo Stone	Trader Pitch fee	JUN 24	02/07/2024	£15.00
Cambridge Samosa Company	Trader Pitch fee	JUN 24	02/07/2024	£23.00
The Shape of Wood by Sylwia	Trader Pitch fee	JUN 24	05/07/2024	£15.00
Clare's Refill Station	Trader Pitch fee	JUN 24	09/07/2024	£15.00

• Income – Other:

Company	Reason	Date received in account	Paid In
Cambridgeshire ACRE	Community Hub Grant Funding, tranche 2 of 2; funding period 1 st Nov. '23 – 31 st Oct. '24	17/06/'24	£900.00
Unity Trust	Interest accrued on Savings Account – June 2024	30/06/2024	£18.08

EXPENDITURE [Details for item 34/24-25(4)]:

[RETROSPECTIVE] - PAYMENTS MADE / DIRECT DEBIT:

i)	EE Limited - Mobile phones staff - JUN '24 (cashd 17/06/'24)	£46.46
ii)	Lloyds Bank - Credit card; period: MAY '24 (Community Lounge materials – storage and craft activities; card fee) (cashd 17/06/'24)	£46.44
iii)	TPT Pensions Trust - staff pension contributions for JUN '24 (cashd 21/06/'24)	Confidential
iv)	CF Corporate Finance Ltd - Quarterly lease photocopier, 4th quarter (cashd 27/06/'24)	£153.60
v)	Unity Trust – Bank charges for current account - Quarterly fee (cashd 30/06/'24)	£18.00

[RETROSPECTIVE] - PAYMENTS MADE / OTHER:

vi)	Grant awarded to Northstowe Running Festival [<i>Finance and Governance Committee, 18th June 2024, 20/24-25(3)</i>] (cashd 19/06/'24)	£3,300.00
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NEW PAYMENTS:

vii)	Staff salaries (Clerk; Deputy Clerk) - JUL '24 (payment date 24/07/'24)	Confidential
viii)	HMRC – period 4, 6 JUL – 5 AUG '24	Confidential
ix)	South Cambs DC - Rent NTC office – JUL '24	£250.00
x)	South Cambs DC - Hire Assembly Room, The Cabin, Council meetings - JUL '24	£94.50
xi)	South Cambs DC - Hire Assembly Room(s), for markets - JUL '24	£117.00
xii)	South Cambs DC - Hire Assembly Room, The Cabin, Community Lounge - JUL '24	£90.00
xiii)	South Cambs DC - Hire Office 3, The Cabin, for meeting	£40.00
xiv)	CAPALC – Internal Audit, Year End (31 st March 2024)	£234.95
xv)	Vision ICT – Hosting x5 emails	£120.00
xvi)	CBS Office Solutions – Printing costs – JUN '24	£22.08
xvii)	SLCC - Membership fee, Town Clerk (01/08/24 – 31/07/25) [<i>Full Council 25th JUN '24, 62/24-25</i>]	£357.00
xviii)	SLCC - Membership fee, Deputy Clerk (01/08/24 – 31/07/25) [<i>Full Council 25th JUN '24, 62/24-25</i>]	£229.00
xix)	Phoenix Events (East) Ltd. – Market support – JUN '24	£268.80
xx)	Phoenix Events (East) Ltd. – Market support – JUL '24	£268.80
xxi)	Brookfield Contracting & Farming Ltd. – Verges B1050, cuts 1 and 2	£432.00