

**NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE**  
**MINUTES** of the meeting held on **21<sup>st</sup> JANUARY 2025** at The Cabin, Northstowe

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

**QUORUM:** 3 Members.

**Present:** 4 Members: Cllr Benedicic; Cllr Littlemore; Cllr Oluwasanya; Cllr Owen.

1 member of the public.

Town Clerk.

Apologies: Cllr. Castelino.

Absent: N/A.

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

**81/24-25 APOLOGIES** (Standing Item)

*To record apologies for absence received prior to the meeting.*

Apologies had been received, and accepted,, from Cllr Castelino.

**82/24-25 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.*

None were declared.

**83/24-25 PUBLIC PARTICIPATION** (Standing item)

a) *To allow members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to business to be transacted at this meeting (maximum 3 minutes per person; up to 15 minutes in total).*

No member of the public wished to speak.

**84/24-25 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

1) *To approve the minutes of the meeting of the Finance and Governance Committee held on 10<sup>th</sup> December 2024 as a true record of the meeting (to follow shortly; being finalised).*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, to **DEFER this item to the next meeting.**

**85/24-25 FINANCE** (Standing Item)

**1) BANK STATEMENTS & BALANCES**

i) *To receive Bank Statements for 31<sup>st</sup> December 2024 (shared with Cllrs).*

Noted. It was recommended that an Investment Policy is to be devised, to contain minimum thresholds for amounts in accounts.

ii) *To approve, and for the Chair to sign, the Bank Reconciliation for 31<sup>st</sup> December 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 31<sup>st</sup> December 2024.**

**2) RECEIPTS AND PAYMENTS REPORTS**

i) *To receive the Receipts and Payments Report, dated to 31<sup>st</sup> December 2024 (attached).*

Noted.

ii) *To receive a Quarterly Flexed Budget Report, for quarter 3 of '24-'25 (Oct. – Dec.) (attached).*

Noted.

**3) INCOME**

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

Noted.

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

It was discussed that it could be considered to write off old debts. It was recommended that it is checked to understand if traders may come back under a different name.

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

**86/24-25 INTERNAL AUDIT : MID-YEAR REPORT**

*Item deferred from Finance and Governance Committee meeting held on 10<sup>th</sup> December 2024:*

- 1) *To receive a report and accompanying letter following the mid-year internal audit report for the financial year 2024-2025, as carried out by CAPALC in November 2024 (letter and report attached).*
- 2) *To consider the internal audit's findings and recommendations.*

In a discussion, the following items were discussed as referred to in the internal audit report and for which the committee wishes to further information and/or action taken: need for an Investment Policy; new model Financial Regulations to be introduced; review of Publication scheme and Health and Safety Policies. It was also recommended, for future reports, that additional details are to be included to understand better what could be improved in some cases where a policy is recommended for updates.

**87/24-25 BUDGET FINANCIAL YEAR 2025-2026**

*Item deferred from Finance and Governance Committee meeting held on 10<sup>th</sup> December 2024:*

- 1) *To receive the notification of Parish precept consultation (shared with Cllrs).*

Noted.

- 2) *To receive from the RFO an updated draft budget for the Town Council, for the financial year 2025-2026 (shared with Cllrs).*

*Further, relevant, background information has also been shared with Cllrs for the committee's consideration: Paperwork from the 14<sup>th</sup> January 2025 Personnel Committee meeting (updated 5-year staffing plan; details about staffing changes proposed for 2024-25-26); latest draft financial projections for unity Centre management potentials (as being developed for the Full Council meeting on 28<sup>th</sup> January 2025).*

It was noted that, overall, when compared to the previous budget version as discussed by the committee in December, had seen expenditure dropped across several headings. The RFO explained that this was partially a reflection of the feedback received and partially a reflection of the forecasting which could now be done more accurate. It was noted that the forecasting may possibly still be optimistic, and that further underspend may possibly materialise.

- 3) *To consider the draft budget, including Earmarked Reserves and General Reserve.*

In a discussion various budget items were discussed, including the additional S106 listed as income; the new staffing roles; insurance; NNDR costs anticipated with taking on the Unity Centre. With this, various budget headings were recommended to be reduced further. It was also recommended that the Personnel Committee considers financial implications of staffing proposals carefully, and that longer-term staffing plans need to be presented as part of a council-wide business plan.

- 4) *To discuss and consider setting a draft Precept.*

- 5) *To decide on a draft budget.*

- 6) *To decide on a draft Precept.*

- 7) *To recommend the draft budget, precept, Earmarked Reserves and General Reserve to Full Council for approval.*

The Committee reached consensus that the budget proposals, as were presented, could not be recommended to Full Council for approval. The **RFO was tasked** to update the budget proposals in line with the recommendations made in the discussions against a number of budget headings, consider again the need for the additional S106 funds and to consider the potential for borrowing funds instead, and add a three-year forward calculation for precept requests.

It was proposed by Cllr Benedicic, seconded by Cllr Owen and **RESOLVED**, unanimously, **to DEFER the items to Full Council, with amendments to be made to the budget proposals in line with the recommendations made.**

**88/24-25 DATES OF NEXT MEETINGS (Standing item)**

*To note;*

- a) *Full Council: Tue 28<sup>th</sup> January 2025, 7-9 pm; The Cabin, Northstowe.*

*[Final versions of motions & papers to be received by 18/01 at the latest].*

- b) *Finance & Governance Committee: Tue 18<sup>th</sup> February 2025, 7-8 pm; The Cabin, Northstowe.*

*[Final versions of motions & papers to be received by 08/02 at the latest].*

*For all Town Council meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)*

Noted.

The meeting was closed at 20:07 pm.

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

Date.....

**NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE**

Tuesday 21<sup>st</sup> January 2025, 7-8 PM

**Supporting Document A**

**INCOME** [Details for item 85/24-25(3)]:

• **Income – Market Pitch Fees:**

Company	Reason	Market date(s)	Date received in account	Amount
JB Bags	Trader Pitch fee	SEP 24, DEC 24, MAR 25	05/12/2024	£36.00
Webbsour Bakehouse	Trader Pitch fee	DEC 24	11/12/2024	£25.00
The Shape of Wood by Sylwia	Trader Pitch fee	SEP 24	11/12/2024	£15.00

• **Income – Other:**

Origin	Reason	Date received	Amount
Cambridgeshire ACRE	Grant Funding for Northstowe Community Lounge – November sessions	19/12/2024	£96.00
Unity Trust Bank	Credit Interest Savings Account; quarter OCT-DEC 24	31/12/2024	£269.87
Cambridge Building Society	Credit Interest Savings Account	31/12/2024	£161.27
Cambridge Building Society	Credit Interest Savings Account	09/01/2025	£26.39
South Cambridgeshire District Council	S106 Community Endowment Contribution (2 of 4)	07/01/2025	£39,870.00

**EXPENDITURE** [Details for item 85/24-25(4)]:

**[RETROSPECTIVE] - PAYMENTS MADE / DIRECT DEBIT:**

i)	EE Limited - Mobile phones staff – DEC 24 (cashd 17/12/24)	£64.46
ii)	Lloyds Bank - Credit card; period: NOV 24 (Office supplies; expenditure for Community Lounge; market; Xmas tree & switch on; card fee) (cashd 16/12/24)	£98.06
iii)	Lloyds Bank - Credit card; period: DEC 25 (Headphones; card fee) (cashd 16/01/25)	£203.22
iv)	CF Corporate Finance Ltd. – Quarterly lease costs photocopier (cashd 27/12/24)	£153.60
v)	TPT Pensions Trust - staff pension contributions for DEC 24 (cashd 23/12/24)	Confidential
vi)	Unity Trust Bank – Bank service charges; period DEC 24 (cashd 31/12/24)	£10.95

**[RETROSPECTIVE] - PAYMENTS MADE / OTHER:**

vii)	NTC Community Grant awarded to Northstowe Sports and Wellbeing	£587.00
viii)	Staff salaries – JAN 25 (payment date 15/01/25)	Confidential

**NEW PAYMENTS:**

ix)	HMRC – period 10, 6 JAN – 5 FEB 25	Confidential
x)	South Cambs DC - Rent NTC office – JAN 25	£250.00
xi)	South Cambs DC - Hire Assembly Room, The Cabin, Council meetings – JAN 25	£121.50
xii)	South Cambs DC - Hire Assembly Room, The Cabin, Community Lounge – JAN 25	£120.00
xiii)	CBS Office Solutions – Printing costs – DEC 24	£9.41
xiv)	Expenses, Assets & Estates Manager, incurred period 19 Nov – 12 DEC 24	£40.50
xv)	The Christmas Decorators – supply of Christmas tree & lights/decorations	£2,904.00
xvi)	Cloudy IT – Initial labour costs & annual costs [Further to Full Council 17 <sup>th</sup> Dec. '24, 184/24-25]	£3,165.00