

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE
MINUTES of the meeting held on **18th FEBRUARY 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 Owen; Cllr Oluwasanya (from 19:08).

Town Clerk.

No members of the public.

Apologies: Cllr. Castelino.

Absent: N/A.

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

89/24-25 APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.

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

90/24-25 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.

91/24-25 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).*

There were no members of the public present.

92/24-25 MINUTES OF PREVIOUS COMMITTEE MEETING(S) (Standing Item)

Deferred from the Committee meeting held on 21st January 2025:

1) *To approve the minutes of the meeting of the Finance and Governance Committee held on 10th December 2024 as a true record of the meeting (draft minutes attached).*

N/A. NB: *Draft minutes of the Finance & Governance Committee meeting held on 21st January 2025 are yet to follow.*

It was proposed by Cllr Littlemore, seconded by Cllr Owen, and **RESOLVED**, unanimously, **to approve the minutes of the meeting of the Finance and Governance.**

93/24-25 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

i) *To receive Bank Statements for 31st January 2025 (shared with Cllrs).*

Noted.

ii) *To approve, and for the Chair to sign, the Bank Reconciliation for 31st January 2025 (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 January 2025.**

2) RECEIPTS AND PAYMENTS REPORTS

i) *To receive the Receipts and Payments Report, dated to 31st January 2025 (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).*

As discussed before, it was proposed that a motion is to be presented to the Council to write off old debts that are unlikely to be recoverable.

Cllr Oluwasanya joined the meeting at 19:08; she had no declarations to make under item 90/24-25.

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

94/24-25 POLICIES & PROTOCOLS

- 1) To receive a (draft) Data Breach Response Policy and recommend for adoption by Full Council (*attached*).
- 2) To receive a (draft) Data Breach Register Template and recommend for adoption by Full Council (*attached*).
- 3) To receive a (draft) Data Subject Consent Form and recommend for adoption by Full Council (*attached*).
- 4) To receive a (draft) End-of-Grant Project Report Form and recommend for adoption by Full Council (*attached*).

It was discussed whether a reporting form for residents to be able to report Data Breach Incidents could potentially also be devised, if considered useful. It was recommended that above documents, for their final draft, were to be formatted further where needed.

It was proposed by Cllr Oluwasanya, seconded by Cllr Owen, and **RESOLVED**, unanimously, **to recommend the draft Data Breach Response Policy, Data Breach Register Template, Data Subject Consent Form, and End-of-Grant Project Report Form to Full Council for adoption by the Council.**

95/24-25 COUNCILLOR ACCESS TO SCRIBE

- 1) To agree that all councillors who are members of the Finance and Governance Committee, including any future members, to be given read only access to the Town Councils finance software Scribe (motion paper *attached*; additional NALC guidance *shared with Cllrs*).

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to agree that all councillors who are members of the Finance and Governance Committee, including any future members, to be given read only access to the Town Councils finance software Scribe.**

96/24-25 DATES OF NEXT MEETINGS (Standing item)

To note;

- a) Full Council: Tue 25th February 2025, 7-9 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 15/02 at the latest].
- b) Finance & Governance Committee: Tue 18th March 2025, 7-8 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 08/03 at the latest].

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

Noted.

The meeting was closed at 19:26 pm.

Signed.....

Chair of the Finance & Governance Committee

Date.....

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE

Tuesday 18th February 2025, 7-8 PM

Supporting Document A

INCOME [Details for item 93/24-25(3)]:

• **Income – Market Pitch Fees:**

Company	Reason	Market date(s)	Date received in account	Amount
Not Your Nanas Crochet	Trader Pitch fee	FEB 25	22/01/2025	£15.00
Crafts by Bane	Trader Pitch fee	FEB 25	24/01/2025	£15.00
Nook & Cranny	Trader Pitch fee	FEB – MAR – APR 25	24/01/2025	£36.00
Nora's Aroma	Trader Pitch fee	FEB – MAR – APR 25	24/01/2025	£36.00
DLC Candles	Trader Pitch fee	FEB 25	28/01/2025	£15.00
RSW Collectibles	Trader Pitch fee	FEB 25	03/02/2025	£25.00
Wacky Handmade Creations	Trader Pitch fee	FEB – MAR – APR 25	03/02/2025	£36.00
Denver – Lloyd Utilities	Trader Pitch fee	FEB – MAR – APR 25	03/02/2025	£36.00
Webbsour Bakery	Trader Pitch fee	FEB – MAR – APR 25	03/02/2025	£60.00
South View Apiary	Trader Pitch fee	FEB – MAR – APR 25	03/02/2025	£36.00

• **Income – Other:**

Origin	Reason	Date received	Amount
Cambridgeshire ACRE	Grant Funding for Northstowe Community Lounge – DEC 24 sessions	30/01/2025	£72.00

EXPENDITURE [Details for item 93/24-25(4)]:

[RETROSPECTIVE] - PAYMENTS MADE / DIRECT DEBIT:

i)	EE Limited - Mobile phones staff – JAN 25 (cashd 17/01/25)	£72.96
ii)	TPT Pensions Trust - staff pension contributions for JAN 25 (cashd 24/01/25)	Confidential
iii)	Unity Trust Bank – Bank service charge, period JAN 25 (cashd 31/01/25)	£10.20

NEW PAYMENTS:

iv)	Staff salaries – FEB 25 (payment date 26/02/25)	Confidential
v)	HMRC – period 11, 6 FEB – 5 MAR 25	Confidential
vi)	South Cambs DC - Rent NTC office – FEB 25	£250.00
vii)	South Cambs DC - Hire Assembly Room, The Cabin, Council meetings – FEB 25	£108.00
viii)	South Cambs DC – Hire Office 3 for meetings - JAN 25	£35.00
ix)	South Cambs DC - Hire Assembly Room, The Cabin, Community Lounge – FEB 25	£128.00
x)	South Cambs DC – Hire Assembly Rooms, The Cabin – Market FEB 25	£195.00
xi)	CBS Office Solutions – Printing costs – JAN 25	£19.21
xii)	Vision ICT – website hosting 25-26	£270.00
xiii)	Scribe – Accounts renewal 2025	£673.92
xiv)	CAPALC – Internal Audit NOV 2024	£219.00
xv)	Phoenix Events (East) Ltd – Market management support – FEB 2025 market	£142.80