

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE
MINUTES of the meeting held on **18th MARCH 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 19:14).
Town Clerk.
3 members of the public.
Apologies: Cllr. Castelino.
Absent: N/A.

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

97/24-25 APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.
Apologies had been received, and accepted, from Cllr Castelino.

98/24-25 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.

99/24-25 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.

The Chair declared that item 100/24-25 would be moved to later, following the arrival of all application representatives.

101/24-25 MINUTES OF PREVIOUS COMMITTEE MEETING(S) (Standing Item)

Draft minutes of the Finance & Governance Committee meeting held on 21st Jan. and 18th Feb. 2025 are to follow.
Noted.

102/24-25 NORTHSTOWE NEWS

Further to Finance and Governance Committee 9th April 2024, item 05/24-25 and Finance and Governance Committee 19th Nov. 2024, item 69/24-25:

1) *To (re-)consider regular payment to Northstowe News for Town Council columns in Northstowe News editions, following Northstowe News' response to the Town Council's further observations (emails shared with Cllrs.).*
In a discussion Councillors agreed that a regular contribution/payment towards the costs of the Northstowe News magazine would be acceptable, following further information provided by Northstowe news to the Town Council. It was noted that other organisations have also been asked the same, and that this has also been discussed at a recent Northstowe Community Networkers meeting.
It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to DEFER this item to Full Council.**

100/24-25 GRANT APPLICATION

1) *To receive a grant application received from Northstowe Hub CIC on behalf of the Northstowe Food Bank, for a grant request of £1,500 (application and associated documentation shared with Cllrs.).*
The applicant is aiming to be present at the meeting to answer any questions.

The applicant, with representatives from both Northstowe Hub and Northstowe Food Bank, presented their proposals.

2) *To consider the grant application.*

The Committee Members thanked the applicant for a very comprehensive and clear application. It was noted that the Food Bank is cooperating with Northstowe Hub, understanding that the Cambridge Foodbank is not a charitable organisation in its own right. It was discussed by Councillors that they would nevertheless be happy to support this set-up, considering it is clear how the cooperation would work. It was noted that the funds from the Town Council might help unlock funding from other sources that are also being targeted for match funding for the project. In response to a question about other funding options being explored, it was explained by the applicant that they are working closely with the Cambridge Foodbank in this and that they are also planning to target various grant options they are currently researching.

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

It was proposed by Cllr Benedicic, seconded by Cllr Owen and **RESOLVED**, unanimously, **to approve the grant request of £1,500 to Northstowe Hub CIC on behalf of the Northstowe Food Bank.**

Cllr Oluwasanya joined the meeting at 19:08; she had no declarations to make under item 98/24-25.

103/24-25 OUTSTANDING DEBTS

- 1) *To agree to write off non-recoverable debts from past market traders for the period Feb. 2023 – Mar. 2024 (£900.00 from Phoebe’s Fruit Basket which had gone into administration).*

It was discussed that this item would need more work and that this could not be decided on at the meeting and needs to come back at a future meeting. Cllr Littlemore mentioned that he started a motion paper around these issues and that some more research is still to be done, for instance to understand if directors could remain liable for debts if their companies do not exist anymore but they may still be trading under different companies. It was also discussed that any policy needs to be aligned with Financial Regulations.

104/24-25 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

- i) *To receive Bank Statements for 28th February 2025 (shared with Cllrs).*

Noted.

- ii) *To approve, and for the Chair to sign, the Bank Reconciliation for 28th February 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 28th February 2025.**

2) RECEIPTS AND PAYMENTS REPORTS

- i) *To receive the Receipts and Payments Report, dated to 28th February 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.).*

It was **agreed** that this item would, going forward, not need to be included on a monthly, but on a quarterly basis.

4) EXPENDITURE

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

A question was raised about the staff training following the new IT system implementation through Cloudy IT, and it was commented that it would be useful to have reported back to the Council what lessons were learned and new skills obtained, and to learn how the new way of using SharePoint and OneDrive can be employed in the most efficient way possible. The **clerk was tasked** to report back to the Council.

The RFO was also tasked to ensure that on Scribe purchase order options are employed where relevant to ensure a full auditable trail is available.

It was proposed by Cllr Owen, seconded by Cllr Benedicic 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.

105/24-25 DATES OF NEXT MEETINGS (Standing item)

- a) *Finance & Governance Committee: Tue 15th April 2025, 7-8 pm; The Cabin, Northstowe.*

[Final versions of motions & papers to be received by 05/04 at the latest].

- b) *Full Council: Tue 25th March 2025, 7-9 pm; The Cabin, Northstowe.*

[Final versions of motions & papers to be received by 15/02 at the latest].

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Noted.

The meeting was closed at 19:28 pm.

Signed.....

Chair of the Finance & Governance Committee

Date.....

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE

Tuesday 18th March 2025, 7-8 PM

Supporting Document A

INCOME [Details for item 104/24-25(3)]:

• **Income – Market Pitch Fees:**

Company	Reason	Market date(s)	Date received in account	Amount
LaBonnePopotte	Trader Pitch fee	MAR 25	06/03/2025	£15.00

• **Income – Other:**

Origin	Reason	Date received	Amount
Cambridgeshire ACRE	Grant Funding for Northstowe Community Lounge – JAN 25 sessions	30/01/2025	£96.00

EXPENDITURE [Details for item 104/24-25(4)]:

[RETROSPECTIVE] - PAYMENTS MADE / DIRECT DEBIT:

i)	EE Limited - Mobile phones staff – FEB 25 (cashd 17/02/25)	£64.46
ii)	Lloyds Bank - Credit card; period: JAN 25 (Community Lounge: activities and refreshments) (cashd 17/02/25)	£87.65
iii)	TPT Pensions Trust - staff pension contributions for FEB 25 (cashd 03/03/25)	Confidential
iv)	Unity Trust Bank – Bank service charge, period FEB 25 (cashd 28/02/25)	£9.15

[RETROSPECTIVE] - PAYMENTS MADE / OTHER:

CloudyIT – Windows Pro upgrades for staff laptops x2 (cashd 28/02/2025)	£288.00
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NEW PAYMENTS:

v)	Staff salaries – MAR 25 (payment date 26/03/25)	Confidential
vi)	HMRC – period 12, 6 MAR – 5 APR 25	Confidential
vii)	South Cambs DC - Rent NTC office – MAR 25	£250.00
viii)	South Cambs DC - Hire Assembly Room, The Cabin, Community Lounge – MAR 25	£128.00
ix)	South Cambs DC – Hire Assembly Rooms, The Cabin – Market MAR 25	£195.00
x)	CBS Office Solutions – Printing costs – FEB 25	£14.18
xi)	Vision ICT – 3 new Cllr emails	£47.99
xii)	CloudyIT - Staff Training – 365 Fundamentals	£390.00
xiii)	Shapexchange - ParkPlay promotional materials	£93.10