

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE

MINUTES of the meeting held on **15th APRIL 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 Castelino; Cllr Littlemore; Cllr Owen; Cllr Oluwasanya (from 19:15).
Town Clerk.
Members of the public: none.
Apologies: Cllr. Benedicic.
Absent: N/A

The meeting was started at 19:04 pm. Cllr Castelino took the Chair.

01/25-26/FG APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.

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

02/25-26/FG 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.

03/25-26/FG 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.

04/25-26/FG MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

1) *To approve minutes of the 21st January 2025 Finance & Governance Committee meeting as a true record (attached).*

2) *To approve minutes of the 18th February 2025 Finance & Governance Committee meeting as a true record (attached).*

3) *To approve minutes of the 18th March 2025 Finance & Governance Committee meeting as a true record (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, with 2 voting for and 1 abstaining, **to approve the minutes of the Finance and Governance Committee meetings held on 21st January, 18th February and 18th March 2025.**

It was suggested that the wording on agendas, for all Council meetings, could be altered to reflect that they are to be 'accepted as read', as per Standing Orders, s.12, and that the wording for the resolution as it is to appear on future agendas could therefore be altered to reflect that.

05/25-26/FG FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

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

Noted.

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

The Chair adjourned the meeting at 19:13.

The Chair reconvened the meeting at 19:15.

Cllr Oluwasanya joined the meeting at 19:15; she had no declarations of interest to make.

2) RECEIPTS AND PAYMENTS REPORTS

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

Noted.

ii) *To receive a Quarterly Flexed Budget Report, for Q4 of 2024-25 (JAN-MAR) (attached).*

Noted.

iii) *To receive summary overviews for 2024-25: Summary by cost centre; Statement of accounts; Bank account summary (attached).*

Noted.

3) INCOME

- i) To receive **Supporting document A** for an overview of income received (attached).

Noted.

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

06/25-26/FG DATES OF NEXT MEETINGS (Standing item)

- a) Finance & Governance Committee: Tue 20th May 2025, 7-8 pm; The Cabin, Northstowe.

[Final versions of motions & papers to be received by 10/054 at the latest].

- b) Extraordinary Full Council: Tue 22nd April 2025, 7-9 pm; The Cabin, Northstowe.

[Final versions of motions & papers to be received by 11/04 at the latest].

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

Noted.

The meeting was closed at 19:20 pm.

Signed.....

Chair of the Finance & Governance Committee

Date.....

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE

Tuesday 15th April 2025, 7-8 PM

Supporting Document A

INCOME [Details for item 05(3)/25-26/FG]:

• **Income – Market Pitch Fees:**

Company	Reason	Market dates	Received in account	Amount
Mr Doughnut Suffolk	Trader Pitch fee	MAR/APR/MAY 2025	28/03/2025	£36.00
Chocolate Queen	Trader Pitch fee	MAR/APR/MAY 2025	31/03/2025	£36.00
The Funky Ladybird	Trader Pitch fee	APR 2025	01/04/2025	£25.00
Selbys of Cambridge	Trader Pitch fee	MAR/APR/MAY 2025	01/04/2025	£52.00
Kuya's Catering	Trader Pitch fee	APR/MAY/JUN 2025	01/04/2025	£60.00
Poundsworth	Trader Pitch fee	APR/MAY/JUN 2025	01/04/2025	£36.00
Clare's Refill Station	Trader Pitch fee	APR/MAY/JUN 2025	03/04/2025	£36.00

• **Income – Other:**

Origin	Reason	Date received	Amount
Cambridgeshire ACRE	Grant Funding for Northstowe Community Lounge – FEB 25 sessions	14/03/2025	£96.00
Cambridgeshire ACRE	Additional grant funding for Northstowe Community Lounge. <i>Grant offer accepted at Full Council 25th March 2025, 274/24-25</i>	14/03/2025	£500.00
Unity Trust Bank	Credit interest on savings account.	31/03/2025	£255.39
South Cambridgeshire District Council	S106 – Town Board contribution (final contribution). <i>Offer accepted at Full Council 25th February 2025, 233/24-25.</i>	07/04/2025	£11,652.84

EXPENDITURE [Details for item 05(3)/25-26/FG]:

[RETROSPECTIVE] - PAYMENTS MADE / DIRECT DEBIT:

i)	Lloyds Bank - Credit card; period: FEB 25 (card fee) (cashd 17/03/25)	£3.00
ii)	EE Limited - Mobile phones staff – MAR 25 (cashd 18/03/25)	£64.46
iii)	TPT Pensions Trust - staff pension contributions for MAR 25 (cashd 26/03/25)	Confidential
iv)	CF Corporate Finance Ltd. – Quarterly lease costs photocopier (cashd 27/03/25)	£153.60
v)	Unity Trust Bank – Bank service charge, period FEB 25 (cashd 31/03/25)	£9.30
vi)	Information Commissioners Office, Data Protection Annual Fee (until 05/04/26) (cashd 04/04/25)	£47.00

NEW PAYMENTS:

vii)	Staff salaries – APR 25 (payment date 23/04/25)	Confidential
viii)	HMRC – period 1, 6 APR – 5 MAY 25	Confidential
ix)	Northstowe Hub CIC [on behalf of the Northstowe Food Bank] - Grant award. <i>Payment approved at Finance & Governance Committee 18th March 2025, 100/24-25(3)</i>	£1,500.00
x)	CAPALC/NALC affiliation fee 25-26. <i>Payment approved at Full Council 25th March 2025, 273/24-25(2)</i>	£815.41
xi)	South Cambs. DC - Hire Assembly Room, The Cabin, Council meetings/office 3 use – MAR 25	£165.50
xii)	South Cambs. DC - Hire Assembly Room, The Cabin, Council meetings/office 3 use – APR 25	£147.50
xiii)	South Cambs. DC - Rent NTC office; Hire rooms for: Community Lounge; market – APR 25	£565.00
xiv)	CBS Office Solutions - Printing costs – MAR 25	£11.05
xv)	Cloudy IT – annual costs (domain registration; domain management) + monthly management costs, for period 17/03/25-30/04/25	£630.61
xvi)	CAPALC - New Councillor training APR 2025 (Cllr Birr-Pixton)	£75.00
xvii)	Phoenix Events (East) Ltd - Market management support – MAR 2025 market	£142.80
xviii)	Phoenix Events (East) Ltd - Market management support – APR 2025 market	£142.80