

NORTHSTOWE TOWN COUNCIL - FINANCE, GOVERNANCE AND PLANNING COMMITTEE

MINUTES of the meeting held on 18th November 2025 at The Cabin, Northstowe

MEMBERS: 9: Cllr Owen (Chair); Cllr Littlemore (Vice-Chair); Cllr Birr-Pixton; Cllr Castelino; Cllr Hughes; Cllr Hunter; Cllr Kinnera; Cllr Oluwasanya; Cllr Cattaneo.

QUORUM: 4 Members.

Present: 5 Members: Cllr Owen (Chair); Cllr Littlemore; Cllr Birr-Pixton; Cllr Hughes; Cllr Hunter.

Locum Town clerk.

Members of the public: 0

Apologies: Cllr Oluwasanya.

Absent: Cllr Castelino; Cllr Kinnera; Cllr Cattaneo.

The meeting was started at 7:00 PM by the Chairman of the meeting.

50/25-26/FGP APOLOGIES (Standing Item)

1) To record apologies for absence received prior to the meeting.

The Council noted apologies from Cllr Oluwasanya

51/25-26/FGP DECLARATIONS OF INTEREST (Standing item)

1) To receive any Declarations of Interest and to approve any dispensations in relation to items on the agenda.

None received.

52/25-26/FGP PUBLIC PARTICIPATION (Standing item)

No members of the public were present.

53/25-26/FGP MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

1) To receive draft minutes of the 21st October 2025 Finance & Governance Committee meeting and to resolve to accept these as a correct record.

RESOLVED: It was agreed by a majority, with one abstention, to approve the minutes as a true and accurate record with the addendum that item 47/25-26/FGP (4) is re-written to state that Cllr Littlemore stated he could implement a legal disclaimer at no extra cost.

54/25-26/FGP FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

i) To receive Bank Statements to 31st October 2025.

This item was noted.

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

RESOLVED: It was unanimously agreed to approve the Bank Reconciliation which will be signed by the Chairman of the meeting. A question was asked around catching up on signing the reconciliations that have not been available to sign at the meeting. The Locum Clerk confirmed that he would ensure these are made available at the earliest opportunity.

iii) To consider writing off a cheque for £100 owed from 2021, which has not cleared the bank.

The Councillors considered the report.

RESOLVED: It was unanimously agreed to approve writing off the cheque for the amount of £100.

2) RECEIPTS AND PAYMENTS REPORTS

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

This item was noted.

ii) To note the detailed budget summary as of 31st October 2025.

This item was noted.

- iii) **To note the balance of the Town Council's reserves as of 31st October 2025.**
The report was noted.

3) EXPENDITURE

- i) **To approve retrospective and new payments; see expenditure ledger report for payments overview.**
RESOLVED: It was unanimously agreed to authorise the payments as per the below.

Northstowe Town Council PAYMENTS LIST

13 November 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
118	HR Support Services	19/11/2025	64029334	Unity Trust Current #		HR Support Services	Local Government Associat	S	5,000.00	1,000.00	6,000.00
119	Community Lounge	19/11/2025		Unity Trust Current #		Room hire	South Cambs District Coun	Z	370.00		370.00
120	Hire of office space/council cha	19/11/2025		Unity Trust Current #		Room hire	South Cambs District Coun	Z	151.50		151.50
121	Staff Training	19/11/2025		Unity Trust Current #		Staff Training	Training at Work Group	S	442.00	88.40	530.40
122	Website support	19/11/2025		Unity Trust Current #		New Website	Aubergine 262 LTD	S	899.00	179.80	1,078.80
123	IT Hardware, Software & Supp	19/11/2025		Unity Trust Current #		IT Support	Cloudy IT	S	351.84	70.37	422.21
124	Annual Subscriptions	19/11/2025		Unity Trust Current #		Membership CACRE	Cambridgeshire ACRE	S	72.00	14.40	86.40
125		26/11/2025		Unity Trust Current #		Staff salary		Z	1,755.41		1,755.41
126		26/11/2025		Unity Trust Current #		Staff salary		Z	2,727.48		2,727.48
127	Employer NIC Contributions	19/11/2025		Unity Trust Current #		Tax and NIC payments HMRC	HMRC Cumbernauld	Z	1,725.93		1,725.93
Total									13,495.16	1,352.97	14,848.13

55/25-26/FGP PLANNING APPLICATIONS AND CONSULTATIONS (Standing item)

To consider submitting consultation responses to the following planning applications:

Application details can be accessed via the [South Cambs. Planning Portal](#).

1) GHNPRSMG - 104 New Dwellings, Land West Of Station Road, Longstanton.

RESOLVED: It was unanimously agreed to raise no objections to the naming of 'Churchmere Drive'.

It was **further resolved unanimously** to raise the inappropriate naming convention of the apartment block as 'Stantone House'. It was agreed that all three proposed names are not appropriate as below and this would be go as feedback to planning officer.

Stantone House – Next door called the same name as this building.

Oakington House – To far in distance from Oakington to be considered,

Lancaster House – No relevance to the local area.

2) Northstowe Phase 2C consultation.

It was noted that the developers had planned to come to this meeting however they were unable to attend.

The Locum Clerk had invited them to the next committee meeting as well as offering informal meeting dates via Microsoft Teams with the committee members. No feedback was provided at this stage but the committee will keep an open dialogue with them.

56/25-26/FGP APPLICATIONS WHERE NORTHSTOWE TC PROVIDED COMMENTS AND A PLANNING DECISION HAS BEEN MADE SINCE (Standing item)

None received.

57/25-26/FGP UNITY CENTRE BOOKING SYSTEM.

1) To consider the quotation from Scribe for the booking system module for the current accounting system.

The committee considered the quotation report from Scribe, the current supplier of the Town Council's accounting software. The Locum Clerk and Assets and Estates Manager had a demonstration from Scribe and test access has been given to the Asset Transfer Working Group to see how the software works. A question was raised around Stripe integration and what the costs are on this. The Locum RFO will research and feedback via email to the committee. The Locum RFO confirmed that this is an add-on module and can be removed, if the system did no longer meet the needs of the Town Council.

RESOLVED: It was unanimously agreed to approve the quotation of £32 per month plus a one-off onboarding cost of £279.

58/25-26/FGP BUDGET SETTING FOR THE 2026/2027 FINANCIAL YEAR

1) To review the draft budget plan for the 2026-2027 financial year.

Administration.

No changes were made.

Civic and Democratic.

Code 36 – Mayors Chain – Move £2500 to Earmarked Reserves from the current year's underspend.

Communications and PR.

No changes made.

Community Projects.

No changes were made.

Grants.

No changes were made.

Highways.

No changes were made.

Income.

Code 32 – Donations from Developers – To be reduced to nil.

Legal.

Code 18 – Solicitors Fee – Reduce from £12,000 to £2000 to cover any unexpected costs.

Unity Centre.

Code 83 – Compliance and License's – Reduce from £24,000 to £4000 to cover any unexpected costs. A query was raised on the licensing for the lift, which the Locum Clerk will look into.

Code 91 – Contingency Capital – Reduce from £20,000 to £5000 with a further £15,000 being moved to earmarked reserve for this purpose.

Code 92 – Contingency Revenue – Reduce from £10,000 to £5,000 with a further £5000 being moved to earmarked reserve for that purpose.

The committee noted that the staffing budgets may change subject to the review by the Local Government Association. It was noted that the tax base should be reflected at 1691, based on last year's actual tax base plus the movement and development with the Town. The Locum Clerk has already checked with SCDC about indicative tax base figure and is waiting to hear back.

59/25-26/FGP DATES OF UPCOMING MEETINGS (Standing item)

a) Full Council: Tuesday 25th November 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 18/11 at the latest].

b) Finance, Governance and Planning Committee: Tue 9th December. 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD. [Final versions of motions & papers to be received by 02/12 at the latest].

The dates were noted.

The meeting was closed at 19:48 by the Chairman.

Signed.....

Chair of Finance, Governance and Policy Committee.

Date.....