

## NORTHSTOWE TOWN COUNCIL

**Wednesday 15<sup>th</sup> September 2021, 7:00 – 8:00pm; in The Wing, Northstowe**

To all members of the **Finance and Governance Committee**, you are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Signed: *Mark Nokkert* 09<sup>th</sup> September 2021

Mark Nokkert, Town Clerk & RFO

e-mail: [townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk) Tel. 07724588949

### **Public and Press are welcome to attend the meeting.**

Members of the public wishing to speak in public participation, please email the Town Clerk to register your request for access to the meeting before 5pm on the day of the meeting. Please note you may only do so in relation to an item on the agenda; you will be given a maximum of 3 minutes to speak, under the standing item 'Public Participation.'

Due to the current Coronavirus restrictions, and the capacity of the venue, it may mean that public attendance at the meeting is limited. Any restrictions (at the time of the meeting) will be in place. If you have any symptoms of Covid-19, please do not attend the meeting. It is recommended that facemasks must be worn by all members of the public.

**MEMBERS** Cllr Castelino (Chair), Cllr Benedicic (Vice-Chair), Cllr Harrison, Cllr Owen, Cllr Pokala  
**QUORUM:** 4 Members

### **A G E N D A**

**05/21-22 To receive apologies for absence**

**06/21-22 Declarations of interest**

- a) Councillors to declare any 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 Chairman if they wish to speak on the matter during public participation;
- c) Councillors to declare any pecuniary interest in any items on the agenda.

**07/21-22 Public participation**

- 1) To adjourn the meeting to allow members of the public to speak.
- 2) To reconvene the meeting.

**08/21-22 Minutes of the meeting of 7th July 2021**

- 1) To approve the minutes of the meeting of the Finance and Governance Committee held on 7<sup>th</sup> July 2021 as a true record of that meeting.

**09/21-22 Review of the Committee's Terms of Reference**

- 1) To decide on frequency of meetings to be held, and preferred date/time in the month
- 2) To discuss and decide on change of quorum from 4 to 3
- 3) To recommend to Full Council to attract further Members to the Committee

**10/21-22 Finance**

- 1) To approve Bank statements and bank balances  
31<sup>st</sup> August 2021
- 2) Payments for approval
  - (a) Payments from August 2021 (Retrospective approval)
    - i) Salary payment Town Clerk – August 2021 £2,002.96
  - (b) September 2021 – Payments to be approved
    - ii) CAPALC – Interim Clerk services (July 2021) £1,326.00
    - iii) CAPALC – Interim Clerk services (Aug 2021) £1,341.00
    - iv) Sutton Parish Council – Printing £10.10
    - v) Salary payment – Town Clerk – September 2021 £2,510.90
- 3) To receive Summary of Receipts and Payments report

**11/21-22 Financial Governance – procedures for checks**

- 1) To decide on procedures for monthly and quarterly financial checks.

**13/21-22 TPT Retirement Solutions**

- 1) To approve £500 one-off set up fee to register Northstowe Town Council with the chosen Pension Provider.

**14/21-22 Budget Financial year 2022-23**

- 1) To provide understanding of the timeline for budget development for the next financial year, and the responsibilities for the Finance and Governance Committee in this.
- 2) To discuss budget needs for the Finance and Governance Committee for the financial year 2022-23.

**15/21-22 Grant Policy**

- 1) To discuss the needs, aims and timeline for developing a Grant (giving) Policy,

**16/21-22 Date of next meetings**

Full Council: Wed 22<sup>nd</sup> September at 7PM

Finance and Governance Committee: Wed 20<sup>th</sup> October at 7PM

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