

NORTHSTOWE TOWN COUNCIL

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* 14th October 2021

Mark Nokkert, Town Clerk & Responsible Financial Officer

e-mail: townclerk@northstowetowncouncil.gov.uk

Tel. 07724588949

Wednesday 20th October 2021, 7-8PM

The Wing, Pathfinder school, Northstowe

Public and Press are welcome to attend. Members of the public wishing to speak in public participation, please email the Town Clerk to register your request before 5pm on the day of the meeting. Please note you may only speak 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 ongoing 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 Gamon, Cllr Harrison, Cllr Owen, Cllr Pokala

QUORUM: 4 Members

A G E N D A

17/21-22 To receive apologies for absence

18/21-22 Declarations of interest

- a) Councillors to declare any personal interest in any items on the agenda;
- b) Councillors to declare any pecuniary interest in any items on the agenda.
- c) 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;

19/21-22 Public participation

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

20/21-22 Minutes of the Committee meetings of 7th July and 15th September 2021

- 1) To approve the minutes of the meetings of the Finance and Governance Committee held on 7th July and 15th September 2021 as a true record of those meetings.

21/21-22 Finance

- 1) **To approve Bank statements and bank balances**
31st September 2021
- 2) **To approve expenditure**
Retrospective approval - Direct Debits

i) Unity Trust Bank – Service Charge £18.00

Retrospective approval – Cheque

i) Poppy Appeal – for purchase of wreath £20.00

October 2021 – Payments to be approved:

i)	Salary payment – Town Clerk – October 2021	£2,510.90
ii)	HMRC - PAYE (Income Tax; Employer's NICs; Employees' NI deductions), Period 6 Aug – 5 Sep 2021	£846.84
iii)	CAPALC – Training: 'Clerks: The Knowledge', 2 days, Sep. '21	£250.00
iv)	CAPALC – Training: 'CiLCA', 5 sessions, Sep – Dec '21	£400.00
v)	SLCC Enterprises - Training: Operation London Bridge	£36.00
vi)	The Christmas Decorators, 50% Deposit for installation of 18' tree, Lights and accessories in The Square	£1,500.00

3) To receive Summary of Receipts and Payments report

22/21-22 Financial Governance – procedures for checks

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

23/21-22 Grant Policy

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

24/21-22 Budget Financial year 2022-23

1) To receive information from the Clerk on the timeline for budget development and the responsibilities therein for the Finance and Governance Committee.
2) To discuss budget needs for the Finance and Governance Committee.

25/21-22 Dates of next meetings

Full Council: Wed 27th October at 7PM
Finance and Governance Committee: Wed 17th November at 7PM

For all Council and Committee meetings, see www.northstowetowncouncil.gov.uk