

**NORTHSTOWE TOWN COUNCIL - Finance and Governance Committee**

**Wednesday 17<sup>th</sup> November 2021, 7-8PM**  
**The Wing, Pathfinder School, 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* 11<sup>th</sup> November 2021

Mark Nokkert, Clerk & Responsible Financial Officer (RFO) to Northstowe Town Council  
e-mail: townclerk@northstowetowncouncil.gov.uk Tel. 07724588949

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 limited capacity of the venue, it may mean that public attendance at the meeting will be 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 strongly recommended that facemasks must be worn by all members of the public.

**MEMBERS** 6 - Cllr Castelino (Chair), Cllr Benedicic (Vice-Chair), Cllr Gamon, Cllr Owen, Cllr Panvekar, Cllr Pokala.

**QUORUM:** 4 Members

**A G E N D A**

**26/21-22 APOLOGIES**

- 1) To receive any apologies for absence received prior to the meeting.

**27/21-22 DECLARATIONS OF INTEREST**

- 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 Chairman if they wish to speak on the matter during public participation.

**28/21-22 PUBLIC PARTICIPATION**

- a) To adjourn the meeting for up to 15 minutes to allow any members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting.
- b) To reconvene the meeting.

**29/21-22 MINUTES OF THE COMMITTEE MEETING OF 20<sup>TH</sup> OCTOBER 2021**

- 1) To approve the minutes of the meeting of the Finance and Governance Committee held on 20<sup>th</sup> October 2021 as a true record of that meeting.

**30/21-22 UPDATES ON RESOLUTIONS/ITEMS FROM PREVIOUS MEETINGS**

- 1) For information - To receive updates from the RFO on the following item;
  - a) 22/21-22 Financial Governance – procedures for checks.

**31/21-22 FINANCE**

**1) TO APPROVE BANK STATEMENTS AND BANK BALANCES**

31<sup>st</sup> October 2021.

**2) TO APPROVE EXPENDITURE**

**a) November 2021 - RETROSPECTIVE APPROVAL – PAYMENTS:**

- |     |   |           |
|-----|---|-----------|
| i)  | HMRC - PAYE (Income Tax; Employer's NICs; Employees' NI deductions)<br>Period 6 Sep – 5 Oct. 2021 | £1,151.56 |
| ii) | Application fee, to join TPT Retirement Solutions   | £500.00   |

**b) NOVEMBER 2021 – PAYMENTS TO BE APPROVED:**

- |    |                                   |           |
|----|-----------------------------------|-----------|
| i) | Salary Town Clerk – November 2021 | £2,511.10 |
|----|-----------------------------------|-----------|

**3) TO RECEIVE SUMMARY OF RECEIPTS AND PAYMENTS REPORT**

**32/21-22 BUDGET FINANCIAL YEAR 2022-'23**

- 1) To receive a verbal update from the Clerk on the developments towards setting a budget and precept for the Town Council for the financial year 2022-'23.

**33/21-22 GRANT POLICY**

- 1) To receive a verbal update from the Clerk on research into developing a Grant Policy for the Town Council.

**34/21-22 DATES OF NEXT MEETINGS**

Full Council:	Wed 24 <sup>th</sup> November 2021 at 7PM
Finance and Governance Committee:	Wed 8 <sup>th</sup> December at 7PM

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