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

**Tuesday 7th December 2021, 7-9PM**

**The Wing, Pathfinder School, Northstowe**

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

Signed: ***Mark Nokkert*** 02nd December 2021

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council

e-mail: [townclerk@northstowetowncouncil.gov.uk](mailto: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. Facemasks must be worn by all members of the public, in line with updated Government advice.

**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**

**35/21-22 APOLOGIES**

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

**36/21-22 DECLARATIONS OF INTEREST**

1. Councillors to declare any pecuniary or personal interest in any items on the agenda.
2. 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.

**37/21-22 PUBLIC PARTICIPATION**

1. To adjourn the meeting for up to 15 minutes to allow members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at this meeting.
2. To reconvene the meeting.

**38/21-22 MINUTES OF THE COMMITTEE MEETING OF 17th NOVEMBER 2021**

1. To approve the minutes of the meeting of the Finance and Governance Committee held on 17th November 2021 as a true record of that meeting.

**39/21-22 FINANCE**

1. **TO APPROVE BANK STATEMENTS AND BANK BALANCES**
2. 30th November 2021.
3. **TO APPROVE EXPENDITURE**

**RETROSPECTIVE APPROVAL OF PAYMENTS MADE:**

1. SLCC – Qualification Fee for Mark Nokkert (CiLCA training) £410.00

**APPROVAL OF ONLINE PAYMENTS:**

1. Salary Town Clerk – December 2021 (payment date 22/12/2021) £2,510.90
2. **TO RECEIVE SUMMARY OF RECEIPTS AND PAYMENTS REPORT**
3. **INCOME RECEIVED – For information**
4. Sponsorship Christmas tree – Homes England £500.00
5. Sponsorship Christmas tree – Urban Splash £500.00

**40/21-22 FINANCIAL PROCEDURES**

1. **QUARTERLY CHECKS**
2. For information: Quarterly check, for Q1 and Q2, on financial documentation carried out by Cllr Harrison on 18th November 2021.
3. **DIRECT DEBITS**
4. To approve setting up a direct debit for payments to be made to HMRC.
5. To approve setting up a direct debit for payments to be made to the Council’s pension provider.
6. **DEBIT CARD**
7. To approve applying for a Unity Trust bank Debit Card.

**41/21-22 BUDGET FINANCIAL YEAR 2022-‘23**

1. To receive a draft budget prepared by the RFO, prepared for the Town Council for the financial year 2022-’23.
2. To consider the draft budget, including Earmarked Reserves and General Reserve.
3. To discuss and consider setting a draft Precept.
4. To decide on a draft budget and precept, and recommend the draft budget, precept Earmarked Reserves and General Reserves for approval by Full Council.

**42/21-22 GRANT POLICY**

1. To receive a report from the Clerk on research towards developing a Grant Policy for the Town Council.
2. To decide on the next steps for developing a Grant Giving Policy for Northstowe Town Council.

**43/21-22 DATES OF NEXT MEETINGS**

Full Council: Wed 15th December 2021 at 7PM

Finance and Governance Committee: Tue 18th January 2022 at 7PM

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