

# NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE

**Tuesday 18<sup>th</sup> January 2022, 7-8PM**  
**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* 13th January 2022

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council  
e-mail: 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, it is appreciated if you could email the Town Clerk to register your request before 5pm on the day of the meeting. Please note that you may speak under the standing item 'Public Participation', but only in relation to an item on the agenda; you will be given a maximum of 3 minutes to speak.

Due to ongoing Coronavirus restrictions and limited space availability, the Town Council will limit public attendance at the meeting. Any restrictions at the time of the meeting will be made clear on arrival. If you have any symptoms of Covid-19, please do not attend the meeting. It is strongly recommended that all Councillors and members of the public take a Lateral Flow Test beforehand, and all are to wear facemasks when not speaking.

**MEMBERS** 7 - Cllr Castelino (Chair), Cllr Benedicic (Vice-Chair), Cllr Gamon, Cllr Littlemore, Cllr Owen, Cllr Panvekar, Cllr Pokala.

**QUORUM:** 4 Members

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

### **44/21-22 APOLOGIES**

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

### **45/21-22 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.

### **46/21-22 PUBLIC PARTICIPATION**

- a) 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.
- b) To reconvene the meeting.

### **47/21-22 MINUTES OF PREVIOUS COMMITTEE MEETINGS**

- 1) To approve the minutes of the meeting of the Finance and Governance Committee held on 17<sup>th</sup> November 2021 as a true record of that meeting.
- 2) To approve the minutes of the meeting of the Finance and Governance Committee held on 7<sup>th</sup> December 2021 as a true record of that meeting.

### **48/21-22 FINANCE**

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

- i) 30th November 2021.
- ii) 31<sup>st</sup> December 2021.

#### **2) TO APPROVE EXPENDITURE**

##### **RETROSPECTIVE APPROVAL OF PAYMENTS MADE:**

- |   |           |
|---|-----------|
| i) The Christmas Decorators 2 <sup>nd</sup> , final instalment      | £1,572.00 |
| ii) Service Charge Unity Trust Bank, date 31 <sup>st</sup> Dec 2021 | £18.00    |

### **APPROVAL OF PAYMENTS:**

iii)	Longstanton Parish Council – Recharge of Highway Verge (B1050) maintenance for land now in Northstowe Parish	£202.00
iv)	Northstowe Secondary College – room hire for 19 <sup>th</sup> Jan and 23 <sup>rd</sup> Feb '22	£300.00
v)	HMRC – periods 6 Oct – 5 Nov (£1,147.62); period 6 Nov – 5 Dec (£1,149.49); period 6 Dec – 5 Jan (£1,149.69); £1.70 late payment charge remaining for period 6 Sep – 5 Oct (£1.70)	£3,448.50
vi)	Salary Town Clerk – January 2022 (payment date 26/01/2022)	£2,511.10
vii)	Expenses Clerk & RFO – period 9 <sup>th</sup> Aug – 31 Dec 2021	£355.84

### **3) INCOME RECEIVED**

#### **For Information:**

i)	South Cambridgeshire District Council - S106-Community Endowment 1 <sup>st</sup> instalment (Received 16 <sup>th</sup> Dec 2021)	£11,010.00
ii)	South Cambridgeshire District Council - S106-Town Board 1 <sup>st</sup> instalment (Received 16 <sup>th</sup> Dec 2021)	£10,756.50
iii)	Sponsorship Christmas tree – Homes England (Received 5 <sup>th</sup> Nov 2021)	£500.00
iv)	Sponsorship Christmas tree – Greenbelt (Received 16 <sup>th</sup> Nov 2021)	£500.00
v)	Grant Northstowe Developers Community Fund (Received 6th Jan 2022)	£500.00

### **4) TO RECEIVE SUMMARY OF RECEIPTS AND PAYMENTS REPORT**

#### **49/21-22 FINANCIAL PROCEDURES**

##### **1) QUARTERLY CHECKS**

- i) For information: RFO to inform the Council on the quarterly check, for Q1 and Q2, on financial documentation as carried out by Cllr Harrison on 18th November 2021.

##### **2) DIRECT DEBITS**

- i) To approve setting up a direct debit for payments to be made to HMRC, in line with the Town Council's Financial Regulations, section 5.
- ii) To approve setting up a direct debit for payments to be made to the Council's pension provider, in line with the Town Council's Financial Regulations, section 5.

##### **3) DEBIT CARD**

- i) To approve applying for a Unity Trust Bank Debit Card, to be issued to the RFO and be used in line with the Town Council's Financial Regulations, section 6.18, allowing the RFO to pay for essentials and emergency spend on things such as stationary.

#### **50/21-22 GRANT POLICY**

- 1) To receive a report from the Clerk on information collated on other Local Councils' Grant Policies, as a key step 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.

#### **51/21-22 DATES OF NEXT MEETINGS**

Full Council:	Wed 19 <sup>th</sup> January 2022 at 7PM
Finance and Governance Committee:	Tue 15 <sup>th</sup> February 2022 at 7PM
Full Council:	Wed 23 <sup>rd</sup> February 2022 at 7PM

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