

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE

Tuesday 15th March 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* 10th March 2022

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

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Tel. 07724588949

Public and Press are most welcome to attend the meeting. Members of the public wishing to speak in public participation, please email or text 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 concerns and the restricted capacity of the venue, public attendance at the meeting may be limited; any restrictions will be made clear on arrival. If you have tested positive or have possible Covid-19 symptoms, please do not attend the meeting.

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

QUORUM: 4 Members.

A G E N D A

60/21-22 APOLOGIES

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

61/21-22 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.

62/21-22 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.

63/21-22 MINUTES OF PREVIOUS COMMITTEE MEETING, 22ND FEBRUARY 2022

- 1) To approve the minutes of the meeting of the Finance and Governance Committee held on 22nd February 2022 as a true record of that meeting.

64/21-22 FINANCE – KEY CHANGES

For information:

- a) Pay rates: agreement for 2021-'22 – 1.75% increase.

NB: current member of staff is at NJC scale LC3 SCP38

65/21-22 FINANCE

1) TO APPROVE BANK STATEMENTS AND BANK BALANCES

- i) 28th February 2022.

2) TO APPROVE EXPENDITURE

DIRECT DEBITS - RETROSPECTIVE APPROVAL:

- i) TPT Pensions Trust - pension contributions, period 01 Feb – 28th Feb 2022 £418.82
ii) TPT Pensions Trust - pension contributions, period 01 Mar – 31st Mar 2022
(£426.14 plus backpay for period 9th Aug 2021 – 28th Feb 2022) £475.98

APPROVAL OF NEW PAYMENTS:

iii)	CAPALC affiliation costs Apr '22 - Mar '23, incl. Data Protection Officer Membership Scheme	£582.55
iv)	Vision ICT – website hosting and support Apr '22 – Mar '23, SSL certificate and 15 emails hosted	£594.00
v)	Vision ICT – additional email hosting	£21.60
vi)	SLCC – Training seminar Midlands 21 st Sep 2022	£102.00
vii)	Staff expenses 1 st January – 9 th March 2022	£205.48
viii)	CB Leaflets – A4 Leaflet distribution (market survey)	£65.00
ix)	Northstowe Secondary College – hall hire 16 th March 2022	£198.00
x)	Salary Town Clerk – Mar 2022 (payment date 23/03/2022), including backpay for period 9 th Aug 2021 - 28 th Feb 2022) – payment date 23/03/2022	£2,662.20

3) TO RECEIVE SUMMARY OF RECEIPTS AND PAYMENTS REPORT

66/21-22 DEBIT CARD

- 1) To receive a report setting out options for bank cards allowing the RFO to pay for essentials and emergency spend on things such as stationary, in line with the Town Council's Financial Regulations, section 6.18.
- 2) To approve applying for a Unity Trust Bank Debit Card, to be issued to the RFO.

67/21-22 FINANCIAL PROCEDURES

For information:

- a) Q4 quarterly financial checks arrangements made.
- b) End-of-year accounting processes.
- c) Internal and external auditing and AGAR processes.

68/21-22 MARKET BUSINESS PLAN TO SECURE SCDC FUNDING

- 1) To receive and approve an updated business plan consisting of revised outline on how the funding made available to the Town Council by SCDC for the set-up of a regular market in Northstowe is to be used.

(NB: this follows in-principle approval by resolution at the 23rd February 2022 Full Council meeting (item 198/21-22 (3)), detailing any changes made since).

69/21-22 GRANT POLICY

- 1) To receive and discuss an updated draft Grant Awarding Policy (V1.2).
- 2) To approve the Grant Awarding Policy and recommend to Full Council for adoption.

70/21-22 DATES OF FUTURE COUNCIL MEETINGS

Full Council: Wed 30th March 2022 at 7PM (The Wing)

Finance and Governance Committee: Tue 19th April 2022 at 7PM (The Wing)

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