

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE

Tuesday 19th April 2022, 7-8PM

The Wing, Pathfinder School, Northstowe (Touch-Down room)

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* 12th April 2022

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

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Tel. 07724588949

The public and press are always welcome to attend the meeting. If you wish to speak, please email the Town Clerk to register your request before 5 pm on the day of the meeting. You may speak, for up to 3 minutes, under the standing item 'Public Participation' in relation to items on the agenda.

Due to ongoing Coronavirus concerns, the Town Council may limit public attendance at the meeting; any restrictions will be made clear on arrival. If you have any Covid-19 symptoms, please do not attend.

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

01/22-23 APOLOGIES

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

02/22-23 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.

03/22-23 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.

04/22-23 MINUTES OF PREVIOUS COMMITTEE MEETING, 15th MARCH 2022

- 1) To approve the minutes of the meeting of the Finance and Governance Committee held on 15th March 2022 as a true record of that meeting (attached).

05/22-23 UPDATES ON RESOLUTIONS & ITEMS FROM PREVIOUS MEETINGS

For information - To receive updates from the RFO on the following items;

- 66/21-22 DEBIT CARD: Update on checks made with Unity Trust Bank Card, to understand Unity Trust's standard card replacement fees.
- 67/21-22 (a) QUARTERLY FINANCIAL CHECKS MADE: Update on checks carried out by Cllr Bros Sabria on 31st March 2022, for checks '21-'22, Q4.
- 67/21-22 (c) INTERNAL AND EXTERNAL AUDITING AND AGAR PROCESSES: Update on Internal Audit carried out (13th April 2022) and subsequent timeline for AGAR processes.
- 69/21-22 GRANT POLICY: Update on Grant Awarding Policy: adopted by Full Council on 30th March 2022.

06/22-23 FINANCIAL PROCEDURES

For information:

- a) Statement of Accounts – 2021-'22 (attached).
- b) Budget overview – comparison 2021-22 with 2022-'23 (attached).
- c) Overview New budget 2022-'23, as of 1st April 2022 (attached).

07/22-23 FINANCE

1) TO APPROVE BANK STATEMENTS AND BANK BALANCES

i) 31st March 2022.

2) TO APPROVE EXPENDITURE

DIRECT DEBITS - RETROSPECTIVE APPROVAL:

i) Service Charge Unity Trust Bank, period Jan-Mar 2022 (cashed 31st March '22) £18.00

ii) ICO – Data protection renewal fee £35.00

APPROVAL OF NEW PAYMENTS:

iii) SLCC training 'Preparing for Year End', training received on 31st March 2022 £36.00

iv) Salary Town Clerk – Apr 2022 (payment date 23/03/2022) £2,518.82

3) TO RECEIVE SUMMARY OF RECEIPTS AND PAYMENTS REPORT

08/22-23 PURCHASE OF BOOKS OF CONDOLENCE

1) To receive a report from the Clerk on options for Books of Condolence purchase.

2) To approve the purchase of Condolence Books, as per the Clerk's recommendations.

09/22-23 DATES OF FUTURE COUNCIL MEETINGS

Full Council: Wed 27th April 2022 at 7PM (The Wing)

Finance and Governance Committee: Tue 21st June 2022 at 7PM (Location: TBC)

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