

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:

NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE
Tuesday 17th January 2023, 7-8 PM
Pathfinder Primary School, Northstowe ('Wing', via side entrance)

Signed: *Mark Nokkert* *12th January 2023*

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council
townclerk@northstowetowncouncil.gov.uk 07724588949

- We welcome the public and press attending any Council meeting. If you wish to speak under the 'Public Participation' item it is appreciated if you email the Town Clerk to register your request before 5 pm on the day of the meeting; you may speak for up to 3 mins. in relation to any item(s) on this agenda.
- Due to ongoing coronavirus concerns, please do not attend if you have Covid or display symptoms.

MEMBERS: 6: Cllr Castelino (Chair); Cllr Benedicic (Vice-Chair); Cllr Littlemore; Cllr Owen; Cllr Panvekar; Cllr Sovago.

QUORUM: 4 Members.

A G E N D A

57/22-23 APOLOGIES (Standing item)

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

58/22-23 DECLARATIONS OF INTEREST (Standing item)

- 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.

59/22-23 PUBLIC PARTICIPATION (Standing item)

- a) To adjourn the meeting for up to 15 mins. to allow members of the public, or Councillors declaring a prejudicial interest, to address the meeting in relation to business to be transacted at this meeting.
- b) To reconvene the meeting.

60/22-23 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

[Sub-item 1 deferred from non-quorate committee meeting of 13th Dec. '22]

- 1) To approve the minutes of the meeting of the Finance and Governance Committee held on 15th November 2022 as a true record of that meeting (attached).
- 2) To approve the minutes of the meeting of the (non-quorate) Finance and Governance Committee held on 13th December 2022 as a true record of that meeting (attached).

61/22-23 FINANCE

[Sub-items 1 (i, ii), 2 and 4 deferred from non-quorate committee meeting of 13th Dec. '22]

1) TO APPROVE BANK STATEMENTS & BALANCES

[Item deferred from the non-quorate meeting on 13th Dec. '22]

- i) To receive the bank statement for 30th November 2022 (shared with Cllrs).
- ii) To approve and sign the bank reconciliation for 30th November 2022 (attached).
- iii) To receive the bank statement for 31st December 2022 (shared with Cllrs).
- iv) To approve and sign the bank reconciliation for 31st December 2022 (attached).

2) INCOME

- i) Sponsorship - Greenbelt, towards Christmas tree costs (received 11/11/22). £500.00
 - ii) Sponsorship - Homes England, towards Christmas tree costs (received 11/11/22). £500.00
 - iii) Remittance advice SCDC – S106 Notice Board Tranche 2 and 3 (received 01/12/22). £23,305.66
- [Following resolution Full Council 22nd Nov. 2022, item 165/22-23(2)].*

3) TO APPROVE EXPENDITURE

RETROSPECTIVE APPROVAL – DIRECT DEBITS:

- i) TPT Pensions Trust - pension contributions, period Dec '22, including back pay for Apr. – Nov. '22 (cashd 09/01/23) Confidential

APPROVAL OF NEW PAYMENTS:

- ii) SLCC – Job advert Bronze Package.
(as per resolution at Full Council meeting 25th Oct. '22, item 140/22-23(3)) £388.80
- iii) CAPALC – Mid-year Internal Audit service.
(as per resolution Finance & Governance Committee 22 Jun. '22, item 75/22-23(2)) £211.65
- iv) HMRC – period 10 (6 Jan. – 5 Feb. 2023).
(attached for Cllrs' information). Confidential
- v) Salary Town Clerk – January 2023 (payment date 25/01/23)
(attached for Cllrs' information). Confidential

4) RECEIPTS AND PAYMENTS REPORT

To receive the Receipts and Payments report (attached). NB: includes above new receipts & payments.

62/22-23 REVISED CPCA GRANT ALLOCATION BASED ON PILOT MARKET BUSINESS PLAN (FINANCIAL PLAN)

[Item referred from the Events and Markets Committee meeting held on 29th Nov. 2022 (item 72/22-23(2))

[Item deferred from non-quorate committee meeting of 13th Dec. '22]

- 1) To receive a report regarding the updated business plan including a revised outline on how the Cambridgeshire and Peterborough Combined Authority (CPCA) funding made available to the Town Council for the set-up of a regular market in Northstowe is to be used (report, plus additional updated budget proposals or '23 – '24 obtained from the Events and Market Committee's Market Development Working Group – Documents shared with Cllrs).
- 2) To approve the financial plan for the delivery of pilot market and revised allocation of the CPCA funding.

63/22-23 INTERNAL AUDIT – MID-YEAR REPORT

[Item deferred from non-quorate committee meeting of 13th Dec. '22]

- 1) To receive a report and accompanying letter following the mid-year internal audit report for the financial year 2022-3, as carried out by CAPALC in November 2022 (letter and report attached).
- 2) To discuss the report and letter, and consider its findings and recommendations.

64/22-23 ITEMS FOR INFORMATION

[Item deferred from non-quorate committee meeting of 13th Dec. '22]

- 1) **External Auditor appointment.** To receive correspondence from the Smaller Authorities Audit Appointments (SAAA) about the auditor appointment for smaller authorities for the five financial years from 2022-23 to 2026-27 (email attached).
[Further to Full Council meeting held on 27th September 2022, item 121/22-23(2)].
- 2) **Credit card:** Update - received.
[Further to Finance and Governance Committee meeting held on 15th March 2022, item 66/21-2].

65/22-23 DATES OF FUTURE COUNCIL MEETINGS (Standing item)

To note;

- Full Council: Tue 24th January 2023, 7-9PM, Pathfinder Primary School.

[Finalised motions to be received by 14/01].

- Finance and Governance Committee: Tue 21st February 2023, 7-8 PM; Location: TBC.

[Finalised motions to be received by 11/02].

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