

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 21<sup>st</sup> February 2023, 7-8 PM**  
**Pathfinder Primary School, Northstowe** ('Wing', via side entrance)

Signed: *Mark Nokkert* *16<sup>th</sup> February 2023*

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

[townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk)

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- 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.
- Considering ongoing concerns, please do not attend if you have Covid or display Covid symptoms.

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

**QUORUM:** 4 Members.

**A G E N D A**

**66/22-23 APOLOGIES** (Standing item)

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

**67/22-23 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.

**68/22-23 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.

**69/22-23 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

- 1) To approve the minutes of the meeting of the Finance and Governance Committee held on 17th January 2023 as a true record of that meeting (attached).

**70/22-23 CORRESPONDENCE**

- 1) To receive correspondence from Councillors on the Events and Markets Committee regarding the resolution made under item 62/22-23 ('revised CPCA Grant allocation') at the 17th January 2023 committee meeting (Shared with Cllrs.)
- 2) To consider the items raised in the correspondence received.

**71/22-23 FINANCE** (Standing Item)

**1) TO APPROVE BANK STATEMENTS & BALANCES**

- i) To receive the bank statement for 31<sup>st</sup> January 2023 (shared with Cllrs).
- ii) To approve and sign the bank reconciliation for 31<sup>st</sup> January 2023 (attached).

**2) INCOME**

- |      |  |         |
|------|--|---------|
| i)   | CACRE - First tranche towards costs for refreshments for Warm Hub  | £40.00  |
| ii)  | Friends of the Wing donation towards noticeboard ( <i>as per Full Council meeting on 30th March 2022, item 224/21-22(f)</i> ). | £500.00 |
| iii) | Artisan Cheese – for market event 22 <sup>nd</sup> Jan. '22  | £15.00  |
| iv)  | Handcrafted by Wendy – for market event 22 <sup>nd</sup> Jan. '22  | £15.00  |

v)	Kezza's Chocolate Creations – for market event 22 <sup>nd</sup> Jan. '22	£15.00
vi)	Artistic Wares – for market event 22 <sup>nd</sup> Jan. '22	£15.00
vii)	Mill Blossom Flowers – for market event 22 <sup>nd</sup> Jan. '22	£15.00
viii)	Cambridge Luxury Bakes – for market event 22 <sup>nd</sup> Jan. '22	£25.00
ix)	Ntsama Chilli Oils & Sauces – for market event 22 <sup>nd</sup> Jan. '22	£15.00
x)	JSG Exotic Foods Cams limited – for market event 22 <sup>nd</sup> Jan. '22	£25.00

### 3) TO APPROVE EXPENDITURE

#### RETROSPECTIVE APPROVAL – DIRECT DEBITS:

i)	TPT Pensions Trust - pension contributions, period Jan '23 (cashed 01/02/23)	Confidential
ii)	Unity Trust quarterly service charge (cashed 31/12/2022)	£18.00
iii)	Bank card fee – credit card (cashed 16/12/2022)	£3.00
iv)	Bank card fee – credit card (cashed 17/01/2023)	£3.00
v)	Lloyds Bank – Credit card spend (cashed 16/02/2023) for room hire interviews and Warm Hub supplies; also includes £3.00 credit card bank fee	£316.54

#### APPROVAL OF NEW PAYMENTS:

vi)	Salary Town Clerk – February 2023 (payment date 22/02/23) <i>(attached for Cllrs' information).</i>	Confidential
vii)	HMRC – period 11 (6 Feb. – 5 Mar. 2023) <i>(attached for Cllrs' information).</i>	Confidential
viii)	Scribe Accounts – Annual Software License, unlimited users; from 01/04/2023	£673.92
ix)	Vision ICT , annual fee (from 03/03/2023) for: Email Hosting; Website hosting and support for April 2023 to March 2024; SSL Certificate	£550.80
x)	Vision ICT - Biennial fee for .gov.uk domain renewal - April 2023 to March 2025	£78.00
xi)	Print-Out: printing costs for marketing materials for winter market events	£211.04

### 4) RECEIPTS AND PAYMENTS REPORT

To receive the Receipts and Payments report, dated 16/02/23 (attached).

*NB: includes above new receipts & payments.*

#### 72/22-23 MOTION REPORT TEMPLATE

- 1) To receive a template for submitting motions to the Council or its Committees (Attached; with motion report).
- 2) To approve the proposed Motion Report Template, and to refer this to Full Council for adoption, to be used by Councillors and staff for all Town Council decision motions (outside of standing items).

#### 73/22-23 ITEMS FOR INFORMATION

Donation received: Donation via additional grant funding through Cambridgeshire ACRE's Warm Hub grant scheme, for x3 Andrew Jones 3L airpot hot water dispensers (at [retail price](#) of £31.99 each).

#### 74/22-23 DATES OF FUTURE COUNCIL MEETINGS (Standing item)

To note;

- Full Council: Tue 28th February 2023, 7-9PM, Pathfinder Primary School, Main Hall.  
*[Finalised motions to be received by 18/02].*
- Finance and Governance Committee: Tue 21st March 2023, 7-8 PM; Location: TBC.  
*[Finalised motions to be received by 11/03].*

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