

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 21st March 2023, 7-8 PM
Pathfinder Primary School, Northstowe (classroom in 'Wing')

Signed: *Mark Nokkert* 16th March 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.

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

75/22-23 APOLOGIES (Standing item)

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

76/22-23 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.

77/22-23 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.

78/22-23 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

- 1) To approve the minutes of the meeting of the Finance and Governance Committee held on 21st February 2023 as a true record of that meeting (attached).

79/22-23 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

- i) To receive and note the bank statement for 28th February 2023 (shared with Cllrs).
- ii) To approve and sign the bank reconciliation for 28th February 2023 (attached).

2) RECEIPTS AND PAYMENTS REPORT

To receive and note the Receipts and Payments report, dated to end of February 2023 (attached).

3) INCOME

To receive and note the following income received;

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|---|--|---------|
| i) | Cambridgeshire ACRE – grant funding; for costs refreshments for Warm Hub | £80.00 |
| ii) | Cambridgeshire ACRE – grant funding; for venue hire at NSC for Warm Hub | £500.00 |
| <i>Traders' fees for winter market event held on 22nd January 2023:</i> | | |
| iii) | Raised in Rampton | £15.00 |
| iv) | Clare's Refill Station | £15.00 |
| <i>Traders' fees for winter market event held on 26th February 2023:</i> | | |
| v) | Raised in Rampton | £25.00 |

vi)	Amabilia Creations	£15.00
vii)	Cambridge Luxury Bakes Ltd	£25.00
viii)	Clare's Refill Station	£15.00
ix)	Ntsama Chilli Oils and Sauces	£15.00
x)	JSG Exotic Foods Cams Limited	£25.00
xi)	Prestige Doughnuts The Greek Loukoumades	£15.00
xii)	JBBags	£15.00
xiii)	Mucky Pups Craft Kids for Kids	£15.00
xiv)	Kokoraki deli & more	£15.00
xv)	Phoebe's Fruit Basket Ltd.	£30.00
xvi)	Handcrafted by Wendy	£25.00
xvii)	Kezza's Chocolate Creations	£15.00
xviii)	Artistic Wares	£15.00
xix)	Eliza Nellie Ltd.	£15.00
xx)	Miller and Ward	£15.00
xxi)	Fenland Fox Pet Supplies	£15.00
xxii)	Purple Panda Pampering	£15.00
xxiii)	Kavita Makkar	£15.00
xxiv)	Artisan Cheese	£15.00

4) TO APPROVE EXPENDITURE

To approve the following retrospective and new payments:

RETROSPECTIVE APPROVAL – DIRECT DEBITS:

- | | | |
|-----|--|--------------|
| i) | TPT Pensions Trust - pension contributions for: Feb '23 (cashd 01/03/23) (information included in last month's salary overview, shared with Cllrs.). | Confidential |
| ii) | Lloyds Bank – Credit card spend (cashd 16/03/2023) (overview shared with Cllrs.) | £257.66 |

APPROVAL OF NEW PAYMENTS:

- | | | |
|-------|--|--------------|
| iii) | Salary Town Clerk – March 2023 (payment date 22/03/23) (shared with Cllrs.). | Confidential |
| iv) | HMRC – period 12 (6 Mar. – 5 Apr. 2023) (shared with Cllrs.). | Confidential |
| v) | NABMA - Membership 2023-'24 (NB: Membership renewal approved at Full Council 28 th Feb. '22, item 239/22-23(2)). | £384.00 |
| vi) | Greenbelt - Electricity use for Christmas lights in Dec' 2022 (NB: approved at <i>Events and Markets Committee on 29th Nov. 2022, item 74/22-23</i>). | £120.00 |
| vii) | Staff expenses Clerk, period 09/12/22-15/03/23 (phone; travel expenses; room booking for Annual Town Meeting) (Overview shared with Cllrs.). | £346.74 |
| viii) | Longstanton Parish Council - Recharge of Highway Verge maintenance for land now in Northstowe. | £202.00 |

80/22-23 CHANGES TO FINANCIAL REGULATIONS

- 1) To consider and agree a proposal to change in wording for authority to spend where this can be delegated to Clerk in certain circumstances - proposed to take out word 'extreme' in current Financial Regulations 4.5 (report attached).
- 2) To consider and agree a proposal to change the lower limit for the need to obtain 3 quotes in the Financial Regulations 11.1(h), raising this from £100 to £500, bringing this in line with the amount listed in the Financial Regulations 4.1 and 4.5, reducing unnecessary workload for the RFO, and which is common practice with most other PCs and TCs (report attached).
- 3) For the Committee to recommend to Full Council for above two changes to the Financial Regulations (in sub-items 1 and 2) to be adopted by the Council.

81/22-23 ITEMS FOR INFORMATION

Quarterly Financial checks 2022-'23: an update.

82/22-23 DATES OF FUTURE COUNCIL MEETINGS (Standing item)

To note;

- Full Council: Tue 28th March 2023, 7-9PM, Pathfinder Primary School, Main Hall.

[Finalised motions to be received by 18/03].

- Finance and Governance Committee: Tue 18th April 2023, 7-8 PM; Location: Pathfinder Primary School ('old Wing' classroom).

[Finalised motions to be received by 06/03].

- For all Council meetings, see www.northstowtowncouncil.gov.uk