

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 16th May 2023, 7-8 PM
Pathfinder Primary School, Northstowe (classroom in 'Wing')

Signed: *Mark Nokkert* *11th May 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

01/23-24 APOLOGIES (Standing item)

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

02/23-24 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.

03/23-24 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.

04/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

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

05/23-24 QUARTERLY FINANCIAL CHECKS '22-23

- 1) For information: Update on Quarterly Financial checks 2022-'23 – Q1 and Q2 to take place.
- 2) To receive a report on Quarterly financial checks (Q3 and Q4 '22-'23) made (report shared with Cllrs.).
- 3) To discuss options for changes to Financial Regulations to improve efficiency of quarterly financial checks going forward (clerk to introduce topic at meeting).

06/23-24 YEAR END ACCOUNTS FOR YEAR ENDING MARCH 2023

For information;

- 1) Statement of Accounts – 2023-'24 and Budget against Actuals 2023 (x2 documents attached).
[NB: The Statement of Accounts will be presented to the next Full Council meeting for signing by the Council's Chair].
- 2) Budget overview – 2023-'24 at start of new financial year (x2 documents attached).
[NB: this budget was approved at the [Full Council meeting of 20th December 2022, item 196/21-22](#)].

07/23-24 ITEMS FOR INFORMATION;

- 1) To receive a report and letter from the Council's internal auditor, CAPALC, for the end-of-year audit held on 3rd May 2023 (shared with Cllrs.).

[NB: Report will be presented formally at the next Full Council meeting].

- 2) Update from RFO on processes for AGAR for '22-'23.
- 3) To discuss the need to (re-)appoint up to 4 members for internal control, for online bank mandate/authorisations.
- 4) [NB: signatories are to be formalised at upcoming Annual Meeting of the Town Council].

08/23-24 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

- i) To receive the bank statement for 31st March 2023 (shared with Cllrs).
- ii) To receive explanatory note from RFO regarding accounting error made in March 2023, which has since been corrected (shared with Cllrs.)
- iii) To approve and sign the bank reconciliation for 31st March 2023 (attached).
- iv) To receive the bank statement for 30th April 2023 (shared with Cllrs).
- v) To approve and sign the bank reconciliation for 30th April 2023 (attached).

2) RECEIPTS AND PAYMENTS REPORT

- i) To receive the Receipts and Payments report, dated to end of March 2023 (attached).
- ii) To receive the Receipts and Payments report, dated to end of April 2023 (attached).

3) INCOME

See **Appendix A** for overview of income received.

- i) To note income as received.

4) TO APPROVE EXPENDITURE

See **Appendix B** for overview of retrospective and new payments.

- i) To approve retrospective and new payments.
- ii) To allocate two authorised Councillors to sign paperwork associated with afore-mentioned payments and to carry out online banking authorisations.

09/23-24 GRANT APPLICATION

1) NEW APPLICATION

- i) To receive and discuss a grant application received from Northstowe Running Festival Events Ltd., for a grant request of £3,000 towards the total event costs, to provide free community entertainment element during the event (stage, live music, stewards, security) planned for Saturday 2nd September 2023 (application and all associated documentation shared with Cllrs.).

NB: the applicant is aiming to be present at the meeting to answer any questions.

- ii) To make a decision whether to approve the grant request.

2) PREVIOUS GRANTS AWARDED

- i) For information: To receive an update from Pathfinder Primary School on implementation of their grant ([awarded by the committee on 18th October 2022](#)) (email shared with Cllrs.).

10/23-24 DATES OF FUTURE COUNCIL MEETINGS (Standing item)

To note;

- a) Full Council (Annual Meeting of the Town Council): Tue 23rd May 2023, 7-9 pm, Northstowe Secondary College, 2nd floor gym. *[Finalised motions to be received by 13/05]*.
- b) Finance and Governance Committee: TBC.

NB: For all NTC meetings, see www.northstowetowncouncil.gov.uk

APPENDIX A – INCOME (Further to item 08/23-24(3)):

- Traders' fees for winter market event held on 26th March 2023:

Business	Reason	Received in NTC account	Scribe accounting number	Amount

Cambridge Luxury Bakes	Stall fee	27/03/23	41 ('22-'23)	£25.00
Kokoraki deli & more	Stall fee	27/03/23	42 ('22-'23)	£15.00
Raised in Rampton	Stall fee	28/03/23	43 ('22-'23)	£25.00
The Gobbling Turkey	Stall fee	27/03/23	44 ('22-'23)	£15.00
Amabilia Creations	Stall fee	27/03/23	45 ('22-'23)	£15.00
Artistic Wares	Stall fee	22/03/23	46 ('22-'23)	£15.00
Noralisa	Stall fee	27/03/23	47 ('22-'23)	£15.00
Clare's refill station	Stall fee	27/03/23	48 ('22-'23)	£15.00
The Essential Soaps	Stall fee	31/03/23	49 ('22-'23)	£15.00
Handcrafted by Wendy	Stall fee	27/03/23	50 ('22-'23)	£25.00
Hannah Kate Makes	Stall fee	27/03/23	51 ('22-'23)	£15.00
JB Bags	Stall fee	27/03/23	52 ('22-'23)	£15.00
Mill Blossom Flowers	Stall fee	21/03/23	53 ('22-'23)	£15.00
Mucky Pup Stalls	Stall fee	24/03/23	54 ('22-'23)	£15.00
Peachey's Treats	Stall fee	04/04/23	1 ('23-'24)	£15.00
Purple Panda Pampering	Stall fee	13/04/23	2 ('23-'24)	£15.00
Urban Chai	Stall fee	17/04/23	3 ('23-'24)	£25.00

- Income -other

Business	Reason	Received in NTC account	Scribe accounting number	Amount
M. Nokkert	Reimbursement overpayment	05/04/23	1 ('23-'24)	£18.00 Note: logged on accounting system as payment of £-18.00 to prevent artificial inflation of income.
South Cambridgeshire District Council	Precept '23-'24/ 1 of 2	21/04/23	4 ('23-'24)	£55,579.713
Cambridgeshire ACRE	Warm Hub grant - venue costs	04/05/23	5 ('23-'24)	£150.00

APPENDIX B – EXPENDITURE (Further to item 08/23-24(4)):

RETROSPECTIVE APPROVAL – DIRECT DEBITS:

- i) TPT Pensions Trust – staff pension contributions for Apr '23 (cashd 04/05/23) Confidential

APPROVAL OF NEW PAYMENTS:

- ii) Staff salaries - Town Clerk & Deputy Clerk; for May 2023 (payment date 24/05/2023) (shared with Cllrs.). Confidential
- iii) HMRC – period 2, 6 May '23 – 5 Jun '23. Confidential
- iv) Staff expenses Clerk, period 16/03/23 – 11/05/23 (office hire NSC for FC meeting; laptop; Microsoft 365; phone; Warm Hub supplies; travel expenses) (Overview shared with Cllrs.). £1,575.33