

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 13th June 2023, 8-9 PM
Northstowe Secondary College (Community Room)

Signed: *Mark Nokkert*

8th June 2023

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council
townclerk@northstowetowncouncil.gov.uk 077245 88949

We welcome the public and press attending any Council meeting.

If you wish to speak at the 'Public Participation' item, please email the 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: 3 Members.

A G E N D A

11/23-24 ELECTION OF CHAIR OF THE COMMITTEE (Standing, annual item)

- 1) To receive nominations for Chair of the Finance and Governance Committee.
- 2) To elect the Chair of the Committee for the Civic Year 2023-24.

12/23-24 APOLOGIES (Standing item)

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

13/23-24 ELECTION OF VICE-CHAIR OF THE COMMITTEE (Standing, annual item)

- 1) To receive nominations for Vice-Chair of the Finance and Governance Committee.
- 2) To elect the Vice-Chair of the Committee for the Civic Year 2023-24.

14/23-24 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.

15/23-24 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.

16/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

To approve the minutes of the meeting of the Finance and Governance Committee held on 16th May 2023 as a true record of that meeting (attached; NB: to follow).

17/23-24 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

- i) To receive the bank statement for 31st May 2023 (shared with Cllrs).
- ii) To approve, and for the Chair to sign, the bank reconciliation for 31st May 2023 (attached).

2) RECEIPTS AND PAYMENTS REPORT

- i) To receive the Receipts and Payments report, dated to end of May 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.

17/23-24 DATES OF NEXT MEETINGS (Standing item)

To note;

- a) Finance and Governance Committee: 11th July 2023, 8-9 PM; location: TBC.
[Finalised motions to be received by 01/07].
 - Full Council: 27th June 2023, 7-9 PM; Location: TBC *[Finalised motions to be received by 17/06].*
 - For NTC's annual meeting schedule, see www.northstowetowncouncil.gov.uk

APPENDIX A – INCOME (Further to item 17/23-24(3)):

Business	Reason	Market date	Received in NTC account	Amount
Sustainable Northstowe	Trader Stall fee	26/02/23	15/05/23	£15.00
Sustainable Northstowe	Trader Stall fee	26/03/23	15/05/23	£15.00

APPENDIX B – EXPENDITURE (Further to item 17/23-24(4)):

RETROSPECTIVE PAYMENTS – DIRECT DEBIT:

- i) Lloyds Bank – Credit card spend (cashd 16/05/2023) (overview shared with Cllrs.) £430.77

NEW PAYMENTS:

- ii) Northstowe Running Festival Events Ltd. Payment, as previously approved at Finance and Governance Committee meeting 16th May 2023, item 09/23-24(ii). £2,000.00
- iii) Print-Out, A5 flyers, A3 and A1 posters – for market promotion £120.60
- iv) Northstowe Secondary College – hire of venue for Warm Hub period Jan. – Mar. '23 £725.00
- iv) Staff salaries - Town Clerk & Deputy Clerk; for June 2023 (payment date 28/06/23) (shared with Cllrs; NB: details to follow.) Confidential
- v) HMRC – period 3, 6 Jun. – 5 Jul. '23. Confidential