

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 11<sup>th</sup> JULY 2023, 8-9 PM**  
**Northstowe Secondary College (Community Room)**

Signed: *Mark Nokkert*

*6th July 2023*

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council  
[townclerk@northstowetowncouncil.gov.uk](mailto: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**

**19/23-24 APOLOGIES** (Standing item)

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

**20/23-24 ELECTION OF VICE-CHAIR OF THE COMMITTEE** (Standing, annual item)

*[Item deferred from committee meeting held on 13<sup>th</sup> June 2023]*

- 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.

**21/23-24 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 Chair if they wish to speak on the matter during public participation.

**22/23-24 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.

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

To approve the minutes of the meeting of the Finance and Governance Committee held on 13<sup>th</sup> June 2023 as a true record of that meeting (attached).

**24/23-24 FINANCE** (Standing Item)

**1) BANK STATEMENTS & BALANCES**

- i) To receive the bank statement for 30<sup>th</sup> June 2023 (shared with Cllrs).
- ii) To approve, and for the Chair to sign, the bank reconciliation for 30<sup>th</sup> June 2023 (attached).

**2) RECEIPTS AND PAYMENTS REPORT**

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

**3) INCOME**

- i) To note income as received.

See **Supporting document A** for overview of income received (attached).

**4) TO APPROVE EXPENDITURE**

- i) To approve retrospective and new payments.

See **Supporting document A** for overview of retrospective and new payments (attached).

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

## **25/23-24 UPDATES TO [FINANCIAL REGULATIONS](#)**

- 1) To approve to change section 6.18, from: *'Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Finance and Governance Committee in writing before any order is placed'* to: *'Any Debit or Credit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a **monthly transaction maximum value as well as single transaction maximum value of £1,000** unless authorised by council or Finance and Governance Committee in writing before any order is placed.'*

NB: This to reduce risk of Clerk needing to use personal payment systems when company credit card limit has been reached.

[Following task RFO set at [Finance and Governance Committee meeting 21st March 2023, item 79/22-23\(4\)](#)]

- 2) To approve to change section 5.6 b from: *'An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and Governance Committee]; or'* to: *'An expenditure item authorised under **5.7** below (continuing contracts and obligations **and other payments due**) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and Governance Committee]; or'*

NB: This to allow for contractual payments (e.g., staff salaries; HMRC; pension) as well as any invoices that need paying on time to be made at all times, e.g. during August when normally no Council meeting is taking place; and also to account for previously inserted section 5.3.

- 3) To approve to change section 5.8. from: *'A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.'* to: *'A record of regular payments made under **5.7** above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.'*

NB: This to account for previously inserted section 5.3.

- 4) For the Committee to recommend to Full Council that above changes – in sub-items 1-3 - to the Council's Financial Regulations are adopted by the Council.

## **26/23-24 DATES OF NEXT MEETINGS (Standing item)**

To note;

- a) Finance and Governance Committee: 12<sup>th</sup> September 2023, 8-9 PM; location: TBC.  
*[Final versions of motions & papers to be received by 02/09 at the latest]*
- b) Full Council: Tue 25<sup>th</sup> July 2023, 7-9 pm; Location TBC  
*[Final versions of motions & papers to be received by 15/07 at the latest].*
- For all Council meetings and annual meeting schedule, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)