

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 10th October 2023, 7 - 8 PM
Temporary Community Centre (Assembly Room 2)
1, The Green; Pathfinder Way; Northstowe CB24 1FD

Signed: *Mark Nokkert*

5th October 2023

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

We welcome members of the public or press to any of our Council meetings.
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

35/23-24 APOLOGIES (Standing item)

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

36/23-24 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.

37/23-24 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.

38/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

To approve the minutes of the meeting of the Finance and Governance Committee held on 12th September 2023 as a true record of that meeting (attached).

39/23-24 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

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

2) RECEIPTS AND PAYMENTS REPORTS

- i) To receive the Receipts and Payments report, dated to end of September 2023 (attached).
- ii) To receive a Quarterly Flexed budget overview – to end quarter 2 of '23-'24 (attached).

3) INCOME

- i) To note income as received.

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

4) EXPENDITURE

- i) To approve retrospective and new payments.

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

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

40/23-24 MODEL FINANCIAL REGULATIONS CONSULTATION

[Item deferred from item [33/23-24, meeting 12th Sep. '23](#)]:

To consider the request from NALC regarding input towards an update of the Model Financial Regulations (email from NALC, dated 1st Sep. '23 [shared with Cllrs](#)). NB: to submit views an online form is to be completed by 5 Nov. '23. NB: A formal response from the Council is requested.

41/23-24 BUDGET FINANCIAL YEAR 2024-2025

To consider budget needs for the Finance and Governance Committee for the financial year '24-'25.

43/23-24 UPDATES ON ACTIONS

- 1) Further to discussions at [item 63/22-23\(2\), meeting 17th Jan. '23](#); [item 17/23-24 \(1\)\(i\), meeting 13th June 2023](#); and [31/23-24\(1\) \(ii\), meeting 12th Sep. '23](#)]: Update on research into savings accounts for the Town Council.
- 2) Further to: [32/23-24, meeting 12th Sep. '23, 'Donation Coffee machine'](#) – outstanding action to research sustainable capsules options for new coffee machine.

44/23-24 DATES OF NEXT MEETINGS (Standing item)

To note;

- Finance and Governance Committee: Tue [14th Nov. '23, 8-9 pm](#), Temporary Community Centre.
[Final versions of motions & papers to be received by 04/11 at the latest]
- Full Council: Tue [31st Oct. '23, 7-9 pm](#), Temporary Community Centre.
[Final versions of motions & papers to be received by 21/10 at the latest]
- For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk