

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 14th NOVEMBER 2023, 8 - 9 PM

The Cabin (Community Centre), **Northstowe**; Assembly Room 2;
1, The Green, Pathfinder Way, Northstowe CB24 1FD

Signed: *Mark Nokkert*

9th November 2023

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council

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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

44/23-24 APOLOGIES (Standing item)

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

45/23-24 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.

46/23-24 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.

47/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

To approve the minutes of the meeting of the Finance and Governance Committee held on 10th October 2023 as a true record of that meeting (attached).

48/23-24 ITEMS FOR INFORMATION

To receive an update from the RFO on the following changes to staff payments;

- Pay agreement reached for '23-'24 (information shared with Cllrs.).
- increase one spinal point for Deputy Clerk, as per contract, following successful completion of probationary period.
- Salary changes, including backpay since Apr. '23, have been implemented in the payments presented under item 49/23-24 (as per resolution [FC meeting 22 Nov. '22, item 167/22-23\(3\)](#)). NB: changes made are also to be notified at the next Personnel Committee meeting.

49/23-24 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

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

2) RECEIPTS AND PAYMENTS REPORTS

- i) To receive the Receipts and Payments report, dated to end of October 2023 (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 payments (attached).
- ii) To allocate two authorised Councillors to sign paperwork for afore-mentioned payments and to carry out online banking authorisations.

50/23-24 BUSINESS SAVING ACCOUNT

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](#). NB: Motion paper shared with Cllrs.

1. To open an Instant Access Savings Account with the Town Council's current provider, Unity Trust Bank.
2. To decide to transfer £40,000 from the General Reserve into the Instant Access Savings Account, once activated.
3. To decide to aim to have the combined total funds in the Council's Business Current Account and Instant Access Savings Account to always remain under £85,000 once further savings accounts have also been opened and are in use.
4. To decide to open up two more (standard) instant access business savings accounts with two different banks which do not share a banking license, with the intention that each account will never contain more than £85,000, and for the RFO to bring a proposal towards this to a future committee meeting.
5. To decide to have an annual review of the Council's banking systems, to be discussed at an appropriate Finance and Governance Committee meeting.

51/23-24 DATES OF NEXT MEETINGS (Standing item)

To note;

- Finance and Governance Committee: Tue [12th Dec. '23, 8-9 pm](#), Temporary Community Centre.
[Final versions of motions & papers to be received by 18/11 at the latest].
- Full Council: Tue [28th Nov. '23, 7-9 pm](#), Temporary Community Centre.
[Final versions of motions & papers to be received by 02/12/10 at the latest].

For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk