

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 12th MARCH 2024, 7 – 8 pm

The Cabin, Northstowe; Assembly Room 2;
[1, The Green, Pathfinder Way, Northstowe CB24 1FD]

Signed: *Mark Nokkert*

7th March 2024

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

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

If you wish to speak at our standard 'Public Participation' item [you may speak for up to 3 mins. in relation to any item(s) on this agenda], please request a speaking slot with the Clerk before the meeting starts.

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

74/23-24 APOLOGIES (Standing item)

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

75/23-24 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.

76/23-24 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.

77/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

1) To approve the minutes of the meeting of the Finance and Governance Committee held on 16th January 2024 as a true record of that meeting (attached).

78/23-24 ADDITIONAL COSTS FOR FITTING OUT OFFICE

1) To receive information about additional costs associated with secure WIFI connection linked to NTC's photocopier at The Cabin (email shared with Cllrs.)

2) To receive information about additional costs associated with moving x2 desks and x2 office chairs from SCDC storage, via external removal company, to NTC office space (email shared with Cllrs.)

79/23-24 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

i) To receive the bank statement for 31st January 2024 (shared with Cllrs.)

ii) To approve, and for the Chair to sign, the bank reconciliation for 31st January 2024 (attached).

2) RECEIPTS AND PAYMENTS REPORTS

i) To receive the Receipts and Payments report, dated to end of January 2024 (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 payments overview (attached).

ii) To allocate 2 Councillors to sign paperwork for afore-mentioned payments and to carry out bank authorisation.

80/23-24 ITEMS FOR INFORMATION

a) To receive an update from the RFO on the credit card limit – monthly and limit per individual transactions.

81/23-24 DATES OF NEXT MEETINGS (Standing item)

a) Finance and Governance Committee: Tue 9th April 2024, 8-9 pm; The Cabin, Northstowe.

[Final versions of motions & papers to be received by 28/03 at the latest].

b) Full Council meeting: Tue 26th March 2024 (7-9 pm); venue: The Cabin, Northstowe.

[Final versions of motions & papers to be received by 16/03 at the latest]

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