

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 MAY 2024, 7 – 8 pm

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

Signed: *Mark Nokkert*

9th May 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

08/24-25 APOLOGIES (Standing item)

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

09/24-25 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.

10/24-25 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.

11/24-25 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

1) To approve the minutes of the meeting of the Finance and Governance Committee held on 9th April 2024 as a true record of that meeting ([attached](#)).

12/24-25 YEAR END ACCOUNTS FOR YEAR ENDING 31 MARCH 2024

To note; for information;

1) To receive the Summary of Accounts 2023-2024; Statement of Accounts 2023-2024; and Annual Return Summary 2023-2024 for AGAR purposes ([attached](#)).

NB: The Statement of Accounts will be presented to the next Full Council meeting for signing by the Council's Chair.

2) Budget 2024-2025, showing also '23-'24 accounts; budget as per adoption at Full Council meeting in December 2023 ([attached](#)). NB: see also [Accounts page](#) on the Town Council's website.

13/24-25 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

i) To receive the bank statement for 30th April 2024 ([shared with Cllrs](#)).

ii) To approve, and for the Chair to sign, the bank reconciliation for 30th April 2024 ([attached](#)).

2) RECEIPTS AND PAYMENTS REPORTS

i) To receive the Receipts and Payments report, dated to 31st March 2024 ([attached](#)).

3) INCOME

i) To note income as received. See **Supporting document A** for overview of income received ([attached](#)).

ii) To receive monthly report with overview of outstanding payments for market pitch fees ([shared with Cllrs](#)).

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.

14/24-25 DATES OF NEXT MEETINGS (Standing item)

a) Finance and Governance Committee: TBC (pending decision-making at Annual Meeting of the Town Council).

b) Annual Meeting of the Town Council: Tue 28th May '24 (7-9 pm); The Cabin, Northstowe.

[Final versions of motions & papers to be received by 17/05 at the latest].

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