

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 18th JUNE 2024, 7 – 8 pm**

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

Signed: *Mark Nokkert*

13th June 2024

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

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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: 5: Cllr Castelino (Chair); Cllr Benedicic (Vice-Chair); Cllr Littlemore; Cllr Oluwasanya; Cllr Owen.

QUORUM: 3 Members.

A G E N D A

15/24-25 ELECTION OF CHAIR OF THE COMMITTEE

- 1) To receive nominations for Chair of the Finance and Governance Committee.
- 2) To elect the Chair of the Finance and Governance Committee for the Civic Year 2024-2025.

16/24-25 APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.

17/24-25 ELECTION OF VICE-CHAIR OF THE COMMITTEE

- 1) To receive nominations for Vice-Chair of the Finance and Governance Committee.
- 2) To elect the Vice-Chair of the Finance and Governance Committee for the Civic Year 2024-2025.

18/24-25 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.

19/24-25 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.

20/24-25 GRANT APPLICATION

- 1) To receive a grant application received from Northstowe Running Festival, for a grant request of £3,300 (application and associated documentation shared with Cllrs.).
The applicant is aiming to be present at the meeting to answer any questions.
- 2) To consider the grant application.
- 3) To decide on the grant application and grant requested.

21/24-25 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

- 1) To approve the minutes of the meeting of the Finance and Governance Committee held on 14th May 2024 as a true record of that meeting (attached).

22/24-25 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

- i) To receive the bank statement for 31st May 2024 (shared with Cllrs).
- ii) To approve, and for the Chair to sign, the bank reconciliation for 31st May 2024 (attached).

2) RECEIPTS AND PAYMENTS REPORTS

- i) To receive the Receipts and Payments report, dated to 31st May 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.

23/24-25 DONATION - OFFICE FURNITURE

- 1) To decide to accept a donation of office furniture from South Cambridgeshire District Council (desks; chairs; under desk drawer units; whiteboard; clock (email [shared with Cllrs.](#))).

24/24-25 INCOME OFFER – COMMUNITY LOUNGE

- 1) To accept a grant offer from Sustainable Northstowe (originating from their awarded Zero Carbon Grant) for a total of £30.00 towards the costs of materials for activities to be held at the Northstowe Community Lounge during the Great Big Green Week (email [shared with Cllrs.](#)).

25/24-25 BUSINESS SAVINGS ACCOUNTS

[Further to item 50/23-24(4), committee meeting held on 14th Nov. '23]:

- 1) To decide to open two instant access business savings accounts with two different banks which do not share a banking license with either Unity Trust Bank or with each other (motion paper with options to be considered - documents [shared with Cllrs.](#)).
- 2) To decide that each account can never contain more than £85,000.

26/24-25 BOOKS FOR OFFICE

- 1) To decide to purchase two books for use by staff, for reference purposes: 'Minute Taking', www.slcc.co.uk/product/1013/ - membership price: £14.95; and 'Clerk's Manual', www.slcc.co.uk/product/1122/ - membership price: £47.50, utilising budget heading 'staff training' for this purpose, through the committee's delegated decision-making powers under section 4.1 in the Scheme of Delegation.

27/24-25 EMAIL EXPANSION

- 1) To decide to open an additional email account with Vision ICT, to be called enquiries@northstowetowncouncil.gov.uk, to streamline public enquiries amongst staff team.

28/24-25 DATES OF NEXT MEETINGS (Standing item)

To note;

- a) Finance and Governance Committee: Tue 16th July 2024, 7-8 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 06/07 at the latest].
- b) Full Council: Tue 25th June 2024, 7-9 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 15/06 at the latest].

For all Town Council meetings, see www.northstowetowncouncil.gov.uk