

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 16th JULY 2024, 7 – 8 pm

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

Signed: *Mark Nokkert*

11th July 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: 5: Cllr Castelino (Chair); Cllr Benedicic (Vice-Chair); Cllr Littlemore; Cllr Oluwasanya; Cllr Owen.

QUORUM: 3 Members.

A G E N D A

29/24-25 APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.

30/24-25 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.

31/24-25 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.

32/24-25 GRANT APPLICATION

- 1) To receive a grant application from Northstowe Arts, for a grant request of £2,930 towards the cost for the planned Light Up Northstowe 2024 event (application and associated documentation shared with Cllrs.).

The applicant aims to be present at the meeting to answer any questions.

- 2) To consider the grant application.
- 3) To decide on the grant requested.

33/24-25 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

- 1) To approve the minutes of the meeting of the Finance and Governance Committee held on 18th June 2024 as a true record of that meeting (attached).

34/24-25 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

- i) To receive Bank Statements for 30th June 2024 (shared with Cllrs).
- ii) To approve, and for the Chair to sign, the Bank Reconciliation for 30th June 2024 (attached).

2) RECEIPTS AND PAYMENTS REPORTS

- i) To receive the Receipts and Payments Report, dated to 30th June 2024 (attached).
- ii) To receive a Quarterly Flexed Budget Report, for quarter 1 of '24-'25 (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.

35/24-25 HOPE CIC PROJECT – BUDGET ALLOCATION

- 1) To receive a paper setting out options for how the £2,400 agreed to be allocated to cover the costs of a six-month Mobile Food Hub trial can be financed (report shared with Cllrs.). (Approved at Full Council 25th June 2024, item 60/24-25).
- 2) To consider the options proposed and to decide which budget heading(s) this project is to be funded from.

36/24-25 DIRECT DEBIT ESPO BUSINESS ACCOUNT

- 1) To agree to have two signatories sign a direct debit form to have a direct debit set up with the Council's ESPO Business Account, to enable efficiency in purchase of office stationery (template form shared with Cllrs.).

37/24-25 DATES OF NEXT MEETINGS (Standing item)

To note;

- a) Finance and Governance Committee: Tue 17th September 2024, 7-8 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 07/09 at the latest].
- b) Full Council: Tue 23rd July 2024, 7-9 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 13/07 at the latest].

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