

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 17<sup>th</sup> SEPTEMBER 2024, 7 – 8 pm**

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

Signed: *Mark Nokkert*

*12<sup>TH</sup> SEPTEMBER 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 make use of our 'Public Participation' item, please request a speaking slot with the Clerk before the meeting [you may speak for up to 3 minutes in total, in relation to any item(s) on this agenda].

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

**QUORUM:** 3 Members.

### **A G E N D A**

#### **38/24-25 APOLOGIES** (Standing Item)

To record apologies for absence received prior to the meeting.

#### **39/24-25 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.

#### **40/24-25 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.

#### **41/24-25 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

- 1) To approve the minutes of the meeting of the Finance and Governance Committee held on 18<sup>th</sup> June 2024 as a true record of that meeting ([attached](#)).

#### **42/24-25 FINANCE** (Standing Item)

##### **1) BANK STATEMENTS & BALANCES**

- i) To receive Bank Statements for 31<sup>st</sup> July 2024 ([shared with Cllrs](#)).
- ii) To receive Bank Statements for 31<sup>st</sup> August 2024 ([shared with Cllrs](#)).
- iii) To approve, and for the Chair to sign, the Bank Reconciliation for 31<sup>st</sup> July 2024 ([attached](#)).
- iv) To approve, and for the Chair to sign, the Bank Reconciliation for 31<sup>st</sup> August 2024 ([attached](#)).

##### **2) RECEIPTS AND PAYMENTS REPORTS**

- i) To receive the Receipts and Payments Report, dated to 31<sup>st</sup> July 2024 ([attached](#)).
- ii) To receive the Receipts and Payments Report, dated to 31<sup>st</sup> August 2024 ([attached](#)).

##### **3) INCOME**

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

#### **43/24-25 MOVING FUNDS INTO SAVING ACCOUNTS**

[Further to Finance & Governance Committee 18<sup>th</sup> June 2024, item 25/24-25]:

- 1) To decide to transfer funds from the Unity Trust Current Account; to move £35,000 into the Redwood Bank savings account and £35,000 into the Cambridge Building Society savings account (*NB: Redwood Bank Account is set up; Cambridge Building Society Bank Account set up in progress*).

#### **44/24-25 EXTERNAL AUDIT – CONCLUSION OF EXTERNAL AUDIT OF 23-24 ACCOUNTS**

To receive a Notice of Conclusion of External Audit Review (received from PKF Littlejohn on 10<sup>th</sup> September 2024) (papers [shared with Cllrs](#)).

**45/24-25 DONATIONS**

- 1) *Further to Full Council meeting 23<sup>rd</sup> July 2024, item 81/24-25*: To accept a donation of £250 from Longstanton Parish Council towards the costs of the Northstowe Food Hub project delivered through Hope CIC.
- 2) *Further to Full Council meeting 22<sup>nd</sup> December 2022, item 189/22-23*: To accept the donation from David Wilson Homes of the defibrillator which is placed on the Pathfinder Primary school's outer wall (email shared with Cllrs.).

**46/24-25 BUDGET ITEMS FOR FINANCIAL YEAR APR. 2025 – MAR. 2026**

- 1) To consider budget requirements for the Finance & Governance Committee for the financial year '25-'26.

**47/24-25 DATES OF NEXT MEETINGS (Standing item)**

To note;

- a) Full Council: Tue 24th September 2024, 7-9 pm; The Cabin, Northstowe.  
*[Final versions of motions & papers to be received by 14/09 at the latest].*
- a) Finance & Governance Committee: Tue 15<sup>th</sup> October 2024, 7-8 pm; The Cabin, Northstowe.  
*[Final versions of motions & papers to be received by 05/10 at the latest].*

For all Town Council meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)