

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 15th OCTOBER 2024, 7 – 8 pm

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

Signed: *Mark Nokkert*

10th October 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

NB: This agenda includes items from the agenda of the non-quorate committee meeting held on 17th Sep. '24.

48/24-25 APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.

49/24-25 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.

50/24-25 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.

51/24-25 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 the meeting ([attached](#)).
- 2) To approve the minutes of the meeting of the Finance and Governance Committee held on 17th September 2024 as a true record of the meeting ([attached](#)).

52/24-25 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

- i) To receive Bank Statements for 31st July 2024; 31st August 2024; and 30th September 2024 ([shared with Cllrs](#)).
- ii) To approve, and for the Chair to sign, the Bank Reconciliation for 31st July 2024; 31st August 2024; and 30th September 2024 ([attached](#)).

2) RECEIPTS AND PAYMENTS REPORTS

- i) To receive the Receipts and Payments Report, dated to 31st July 2024; 31st August 2024; and 30th September 2024 ([attached](#)).
- ii) To receive a Quarterly Flexed Budget Report, for quarter 2 of '24-'25 (Jul – Sep.) ([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.

53/24-25 MOVING FUNDS INTO SAVING ACCOUNTS

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

- 1) To decide to transfer the following funds from the Unity Trust Current Account: to move £50,000 into the newly set up Redwood Bank savings account; and £50,000 into the Cambridge Building Society savings account being set up.

54/24-25 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 10th September 2024) (papers shared with Cllrs).

55/24-25 DONATIONS

- 1) *Further to Full Council meeting 23rd 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 22nd 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).

56/24-25 BUDGET ITEMS FOR FINANCIAL YEAR APR. 2025 – MAR. 2026

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

57/24-25 DATES OF NEXT MEETINGS (Standing item)

To note;

- a) Full Council: Tue 22nd October 2024, 7-9 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 12/10 at the latest].
- a) Finance & Governance Committee: Tue 19th November 2024, 7-8 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 09/11 at the latest].

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