

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 19th NOVEMBER 2024, 7 – 8 pm

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

Signed: *Mark Nokkert*

14th November 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 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

58/24-25 APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.

59/24-25 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.

60/24-25 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.

61/24-25 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

- 1) To approve the minutes of the meeting of the Finance and Governance Committee held on 15th October 2024 as a true record of the meeting (attached).

62/24-25 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

- i) To receive Bank Statements for 31st October 2024 (shared with Cllrs).
- ii) To approve, and for the Chair to sign, the Bank Reconciliation for 31st October 2024 (attached).

2) RECEIPTS AND PAYMENTS REPORTS

- i) To receive the Receipts and Payments Report, dated to 31st October 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.

63/24-25 ITEMS FOR INFORMATION

For information/to note: 2024-2025 National Pay agreement has been reached (information shared with Cllrs). [NB: the changes have been implemented with this month's staff payments (see item 62/24-25(4)).

64/24-25 AGREEMENT FOR S106 COMMUNITY ENDOWMENT FUND (2ND TRANCHE)

- a) To receive an Indemnity Agreement from South Cambridgeshire District Council, regarding the second instalment of the Community Endowment Fund; a total of £39,870.00, to come to the Town Council (document shared with Cllrs).
- b) To accept the contribution, and to allocate two Councillors to sign the document.

65/24-25 BUDGET FINANCIAL YEAR 2025-2026

- a) To receive a draft budget, from the RFO, for the financial year 2025-2026 for the Town Council (draft budget shared with Cllrs).
- b) To consider the draft budget [NB: an updated draft budget is to be presented at the next committee meeting before this is to be recommended to Full Council].

66/24-25 POLICIES NEEDS OVERVIEW

To receive an overview of all policies, protocols and other key Council documents with recommendations for either up[dates or creation (attached).

67/24-25 DONATION TO ROYAL BRITISH LEGION

To decide to donate £25.00 to the Royal British Legion charity for its annual Poppy Appeal (with no new wreath purchase this year for Remembrance Day).

68/24-25 DONATION

To accept a donation of the Santa Claus outfit from (former) Northstowe Social, received via South Cambridgeshire District Council [NB: the Town Council had been nominated as the most suitable organisation to take on this item, as discussed at a Northstowe Community Networkers meeting held early 2024].

69/24-25 CONTRIBUTION REQUEST NORTHSTOWE NEWS

To receive a request from Northstowe News for payment for Town Council columns in future magazine editions (email shared with Cllrs).

70/24-25 DATES OF NEXT MEETINGS (Standing item)

To note;

- a) Full Council: Tue 26th November 2024, 7-9 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 16/11 at the latest].
- b) Finance & Governance Committee: Tue 10th December 2024, 7-8 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 30/11 at the latest].

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