

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 21st JANUARY 2025, 7 – 8 pm

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

Signed: *Mark Nokkert*

16th January 2025

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

81/24-25 APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.

82/24-25 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.

83/24-25 PUBLIC PARTICIPATION (Standing item)

- a) To allow members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to business to be transacted at this meeting (maximum 3 minutes per person; up to 15 minutes in total).

84/24-25 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

- 1) To approve the minutes of the meeting of the Finance and Governance Committee held on 10th December 2024 as a true record of the meeting (*to follow shortly; being finalised*).

85/24-25 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

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

2) RECEIPTS AND PAYMENTS REPORTS

- i) To receive the Receipts and Payments Report, dated to 31st December 2024 (attached).
- ii) To receive a Quarterly Flexed Budget Report, for quarter 3 of '24-'25 (Oct. – Dec.) (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.

86/24-25 INTERNAL AUDIT : MID-YEAR REPORT

Item deferred from Finance and Governance Committee meeting held on 10th December 2024:

- 1) To receive a report and accompanying letter following the mid-year internal audit report for the financial year 2024-2025, as carried out by CAPALC in November 2024 (letter and report attached).
- 2) To consider the internal audit's findings and recommendations.

87/24-25 BUDGET FINANCIAL YEAR 2025-2026

Item deferred from Finance and Governance Committee meeting held on 10th December 2024:

- 1) To receive the notification of Parish precept consultation (shared with Cllrs).
- 2) To receive from the RFO an updated draft budget for the Town Council, for the financial year 2025-2026 (shared with Cllrs).

Further, relevant, background information has also been shared with Cllrs for the committee's consideration:

Paperwork from the 14th January 2025 Personnel Committee meeting (updated 5-year staffing plan; details about

staffing changes proposed for 2024-25-26); latest draft financial projections for unity Centre management potentials (as being developed for the Full Council meeting on 28th January 2025).

- 3) To consider the draft budget, including Earmarked Reserves and General Reserve.
- 4) To discuss and consider setting a draft Precept.
- 5) To decide on a draft budget.
- 6) To decide on a draft Precept.
- 7) To recommend the draft budget, precept, Earmarked Reserves and General Reserve to Full Council for approval.

88/24-25 DATES OF NEXT MEETINGS (Standing item)

To note;

- a) Full Council: Tue 28th January 2025, 7-9 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 18/01 at the latest].
- b) Finance & Governance Committee: Tue 18th February 2025, 7-8 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 08/02 at the latest].

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