

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 18th FEBRUARY 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
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

89/24-25 APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.

90/24-25 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.

91/24-25 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).

92/24-25 MINUTES OF PREVIOUS COMMITTEE MEETING(S) (Standing Item)

Deferred from the Committee meeting held on 21st January 2025:

- 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 (draft minutes *attached*).

N/A. NB: Draft minutes of the Finance & Governance Committee meeting held on 21st January 2025 are yet to follow.

93/24-25 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

- i) To receive Bank Statements for 31st January 2025 (*shared with Cllrs*).
- ii) To approve, and for the Chair to sign, the Bank Reconciliation for 31st January 2025 (*attached*).

2) RECEIPTS AND PAYMENTS REPORTS

- i) To receive the Receipts and Payments Report, dated to 31st January 2025 (*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.

94/24-25 POLICIES & PROTOCOLS

- 1) To receive a (draft) Data Breach Response Policy and recommend for adoption by Full Council (*attached*).
- 2) To receive a (draft) Data Breach Register Template and recommend for adoption by Full Council (*attached*).
- 3) To receive a (draft) Data Subject Consent Form and recommend for adoption by Full Council (*attached*).
- 4) To receive a (draft) End-of-Grant Project Report Form and recommend for adoption by Full Council (*attached*).

95/24-25 COUNCILLOR ACCESS TO SCRIBE

- 1) To agree that all councillors who are members of the Finance and Governance Committee, including any future members, to be given read only access to the Town Councils finance software Scribe (motion paper *attached*; additional NALC guidance *shared with Cllrs*).

96/24-25 DATES OF NEXT MEETINGS (Standing item)

To note;

- a) Full Council: Tue 25th February 2025, 7-9 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 15/02 at the latest].
- b) Finance & Governance Committee: Tue 18th March 2025, 7-8 pm; The Cabin, Northstowe.
[Final versions of motions & papers to be received by 08/03 at the latest].

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