

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 MARCH 2025, 7 – 8 pm

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

Signed: *Mark Nokkert*

13th March 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

97/24-25 APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.

98/24-25 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.

99/24-25 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).

100/24-25 GRANT APPLICATION

- 1) To receive a grant application received from Northstowe Hub CIC on behalf of the Northstowe Food Bank, for a grant request of £1,500 (application and associated documentation shared with Cllrs.).
The applicant is aiming to be present at the meeting to answer any questions.
- 2) To consider the grant application.
- 3) To decide on the grant application and grant requested.

101/24-25 MINUTES OF PREVIOUS COMMITTEE MEETING(S) (Standing Item)

Draft minutes of the Finance & Governance Committee meeting held on 21st Jan. and 18th Feb. 2025 are to follow.

102/24-25 NORTHSTOWE NEWS

Further to Finance and Governance Committee 9th April 2024, item 05/24-25 and Finance and Governance Committee 19th Nov. 2024, item 69/24-25:

- 1) To (re-)consider regular payment to Northstowe News for Town Council columns in Northstowe News editions, following Northstowe News' response to the Town Council's further observations (emails shared with Cllrs.).

103/24-25 OUTSTANDING DEBTS

- 1) To agree to write off non-recoverable debts from past market traders for the period Feb. 2023 – Mar. 2024 (£900.00 from Phoebe's Fruit Basket which had gone into administration).

104/24-25 FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

- i) To receive Bank Statements for 28th February 2025 (shared with Cllrs).
- ii) To approve, and for the Chair to sign, the Bank Reconciliation for 28th February 2025 (attached).

2) RECEIPTS AND PAYMENTS REPORTS

- i) To receive the Receipts and Payments Report, dated to 28th February 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.

105/24-25 DATES OF NEXT MEETINGS (Standing item)

a) Finance & Governance Committee: Tue 15th April 2025, 7-8 pm; The Cabin, Northstowe.

[Final versions of motions & papers to be received by 05/04 at the latest].

b) Full Council: Tue 25th March 2025, 7-9 pm; The Cabin, Northstowe.

[Final versions of motions & papers to be received by 15/02 at the latest].

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