

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 20th MAY 2025, 7 – 8 pm

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

Signed: *Mark Nokkert*

15th May 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

07/25-26/FG APOLOGIES (Standing Item)

To record apologies for absence received prior to the meeting.

08/25-26/FG 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.

09/25-26/FG 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).

10/25-26/FG MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

- 1) To receive minutes of the 15th April 2025 Finance & Governance Committee meeting and to resolve to accept these as a correct record (attached).

11/25-26/FG GRANT APPLICATION

- 1) To receive a grant application received from Northstowe Half Marathon, for a grant request of £3,300 towards the costs of the free community entertainment planned for the event (application and associated documentation shared with Cllrs.). *The applicant is planning 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 amount requested.

12/25-26/FG FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

- i) To receive Bank Statement for 30th April 2025 (shared with Cllrs).
- ii) To approve, and for the Chair to sign, the Bank Reconciliation for 30th April 2025 (attached).

2) RECEIPTS AND PAYMENTS REPORTS

- i) To receive the Receipts and Payments Report, dated to 30th April 2025 (attached).

3) INCOME

- i) To receive **Supporting document A** for an overview of income received (attached).

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.

13/25-26/FG INTERNAL AUDIT REPORT FOR END-OF-YEAR 2024-2025

- 1) To receive the Internal Audit Report for end-of-year 2024-2025 (Report and cover letter from internal auditor, CAPALC, attached). *The report will be formally presented, for approval, at the Annual Meeting of the Town Council on 27th May 2025.*

14/25-26/FG ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2024-25

- 1) To receive the AGAR's Annual Governance Statement 2024-2025 (section 1) and Accounting Statement 2024-2025 (section 2) - with separate 'Explanation of variances report' - and Annual Internal Audit Report 2023-2024

(section 3). *The AGAR documentation will be formally presented, for approval and signing, at the Annual Meeting of the Town Council to take place on 27th May 2025.*

15/25-26/FG POLICIES

- 1) *Further to recommendations made in internal audit report. To receive an updated Risk Management Plan and recommend for adoption by Full Council (attached).*
- 2) *Further to Standing Order 13. To receive a draft Granting of Dispensations Policy, with associated forms, and recommend for adoption by Full Council (attached; associated dispensation procedure guide, from South Cambridgeshire District Council, shared with Cllrs.).*
- 3) *To receive the latest version (updated March 2025) of the NALC template Financial Regulations and to decide to recommend this as a basis for adoption by Full Council, to replace the existing NTC's Financial Regulations [*in line with the resolution passed at the Full Council meeting 25th February 2025, item 242/24-25(2)*] (shared with Cllrs.).*

16/25-26/FG DATES OF UPCOMING MEETINGS (Standing item)

a) Annual Meeting of the Town Council: Tue 27th May 2025, 7-9 pm; The Cabin, Northstowe.

[Final versions of motions & papers to be received by 16/05 at the latest].

NB: For all NTC meetings, see www.northstowetowncouncil.gov.uk