

NORTHSTOWE TOWN COUNCIL - Finance and Governance Committee

Minutes of the meeting of the Finance and Governance Committee Held on 22nd February 2022 at 7PM in The Wing, Pathfinder School, Northstowe.

Members: 6 - Cllr Castelino (Chair), Cllr Benedicic (Vice-Chair), Cllr Gamon, Cllr Littlemore, Cllr Owen, Cllr Panvekar.

Quorum: 4 Members.

Present: 5 Members: Cllr Benedicic; Cllr Castelino; Cllr Gamon; Cllr Littlemore; Cllr Owen.
No members of the public present.

Apologies: None.

Absent: Cllr Panvekar.

Meeting started at 7:01 pm. Cllr Castelino took the Chair.

52/21-22 APOLOGIES

None received.

53/21-22 DECLARATIONS OF INTEREST

None were declared.

54/21-22 PUBLIC PARTICIPATION

No member of the public was present.

55/21-22 MINUTES OF PREVIOUS COMMITTEE MEETING

1) *To approve the minutes of the meeting of the Finance and Governance Committee held on 18th January 2022 as a true record of that meeting.*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED, with 4 votes for and 1 abstaining, to approve the minutes of the meeting of 18th January 2022 as a true record of that meeting.**

56/21-22 FINANCE

1) TO APPROVE BANK STATEMENTS AND BANK BALANCES

i) *31st January 2022.*

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously to approve the bank statements for 31st January 2022.**

2) TO APPROVE EXPENDITURE

RETROSPECTIVE APPROVAL OF PAYMENTS MADE – DIRECT DEBITS:

i) *TPT Pensions Trust - pension contributions, period 9th Aug. '21 - 31st Jan. '22* £2,422.66

APPROVAL OF NEW PAYMENTS:

ii) *CAPALC – Chairmanship training x5 Cllrs on 15th Feb 2022* £250.00

iii) *Salary Town Clerk – February 2022 (payment date 23/02/22)* £2,510.90

iv) *HMRC – period 6 Jan – 5 Feb 2022* £1,149.49

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously to approve the above retrospective and new payments.**

Cllr Littlemore and Cllr Owen counter-signed the invoices or other relevant paperwork for above payments.

3) INCOME RECEIVED

For Information:

i) *Sponsorship Christmas tree – House by Urban Splash (Received 7TH Feb. '22)* £500.00

Noted.

4) TO RECEIVE SUMMARY OF RECEIPTS AND PAYMENTS REPORT

Noted.

Following an observation made by a Councillor and a subsequent discussion around the S106 contributions received to date, the RFO was tasked to split out the S106 contributions and name both accordingly, also where possible to make it clearer in financial paperwork that these are earmarked reserves.

57/21-22 FINANCIAL PROCEDURES

1) QUARTERLY CHECKS

For information:

- i) *Report on quarterly financial check, for Q3 of '21-'22, carried out by Cllr Males on 1st February 2022.*

Noted.

58/21-22 GRANT POLICY

- 1) *To receive and discuss a draft Grant Awarding Policy.*

The Clerk summarised the work done on a draft Grant Awarding policy, following the points raised at the latest Committee meeting (item 50/21-22).

The draft Grant Awarding Policy was, thereafter, discussed by Councillors in detail, with a number of changes proposed to the wording of the text and associated application form. The Clerk was tasked to update the draft policy accordingly and send to the committee members.

- 2) *To approve the Grant Awarding Policy and recommend to Full Council for adoption.*

Following the discussion, it was agreed to **defer** this item to the next Finance and Governance Committee, to ensure another round of discussion on a new draft, before this would be recommended to Full Council.

59/21-22 DATES OF NEXT MEETINGS

Full Council:	Wed 23 rd February 2022 at 7PM
Finance and Governance Committee:	Tue 15 th March 2022 at 7PM
Full Council:	Wed 30 th March 2022 at 7PM

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

Noted.

Meeting closed at 7:49 pm.

Signed.....
Chairman of the Finance & Governance Committee

Date.....