

**NORTHSTOWE TOWN COUNCIL - FINANCE AND GOVERNANCE COMMITTEE**  
**MINUTES** of the meeting held on **13<sup>th</sup> JUNE 2023**  
at Northstowe Secondary College

**MEMBERS:** 6: Cllr Castelino (Chair); Cllr Benedicic (Vice-Chair); Cllr Greef; Cllr Littlemore; Cllr Owen; Cllr Panvekar.  
**QUORUM:** 3 Members.  
**Present:** 3 Members: Cllr Castelino; Cllr Littlemore; Cllr Owen.  
Town Clerk/RFO.  
0 members of the public.  
**Apologies:** Cllr Benedicic; Cllr Panvekar.  
**Absent:** Cllr Greef.

The meeting was started at 20:03 pm. Cllr Castelino took the Chair.

**11/23-24 ELECTION OF CHAIR OF THE COMMITTEE** (Standing, annual item)

1) *To receive nominations for Chair of the Finance and Governance Committee.*

Cllr Castelino proposed to continue as Chair of the committee.

2) *To elect the Chair of the Committee for the Civic Year 2023-24.*

It was proposed by Cllr Castelino, seconded by Cllr Owen and **RESOLVED**, unanimously, **to elect Cllr Castelino as Chair of the Committee for the Civic Year 2023-24.**

**12/23-24 APOLOGIES** (Standing item)

*To receive any apologies for absence received prior to the meeting.*

Apologies were received, and accepted, from: Cllr Benedicic; Cllr Panvekar.

**13/23-24 ELECTION OF VICE-CHAIR OF THE COMMITTEE** (Standing, annual item)

1) *To receive nominations for Vice-Chair of the Finance and Governance Committee.*

No nominations had been received.

2) *To elect the Vice-Chair of the Committee for the Civic Year 2023-24.*

The Chair **deferred** this item to the next committee meeting.

**14/23-24 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 Chairman if they wish to speak on the matter during public participation.*

No interests were declared.

**15/23-24 PUBLIC PARTICIPATION** (Standing item)

a) *To adjourn the meeting for up to 15 mins. to allow members of the public, or Councillors declaring a prejudicial interest, to address the meeting in relation to business to be transacted at this meeting.*

b) *To reconvene the meeting.*

No members of the public were present. The Chair reconvened the meeting.

**16/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

*To approve the minutes of the meeting of the Finance and Governance Committee held on 16<sup>th</sup> May 2023 as a true record of that meeting (attached; NB: to follow).*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, with 2 voting for and 1 abstaining, **to approve the minutes of the Finance and Governance Committee held on 16<sup>th</sup> May 2023 as a true record of that meeting.**

**17/23-24 FINANCE** (Standing Item)

1) **BANK STATEMENTS & BALANCES**

i) *To receive the bank statement for 31<sup>st</sup> May 2023 (shared with Cllrs).*

Noted.

It was observed that the development of an investment strategy, as had [previously also been discussed with a task set](#), ought to be given priority, at least to allow the opening a second bank account to ensure each stays within the £85,000 protection level through the Financial Services Compensation Scheme.

*ii) To approve, and for the Chair to sign, the bank reconciliation for 31<sup>st</sup> May 2023 (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to approve and for the Chair to sign the bank reconciliation for 31<sup>st</sup> May 2023.**

The Bank Reconciliation was counter-signed by the Chair.

## **2) RECEIPTS AND PAYMENTS REPORT**

*i) To receive the Receipts and Payments report, dated to end of May 2023 (attached).*

Noted.

## **3) INCOME**

See **Appendix A** for overview of income received.

*i) To note income as received.*

Noted.

## **4) TO APPROVE EXPENDITURE**

See **Appendix B** for overview of retrospective and new payments.

*i) To approve retrospective and new payments.*

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

*ii) To allocate two authorised Councillors to sign paperwork associated with afore-mentioned payments and to carry out online banking authorisations.*

Cllr Littlemore and Cllr Owen counter-signed the paperwork and carried out online bank authorisations for aforementioned payments.

## **18/23-24 DATES OF NEXT MEETINGS** (Standing item)

*To note;*

*a) Finance and Governance Committee: 11<sup>th</sup> July 2023, 8-9 PM; location: TBC.*

*[Finalised motions to be received by 01/07].*

• *Full Council: 27<sup>th</sup> June 2023, 7-9 PM; Location: TBC [Finalised motions to be received by 17/06].*

• *For NTC's annual meeting schedule, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)*

Noted.

The meeting was closed at 20:25 pm.

## **APPENDIX A – INCOME** (Further to item 17/23-24(3)):

<b>Business</b>	<b>Reason</b>	<b>Market date</b>	<b>Received in NTC account</b>	<b>Amount</b>
Sustainable Northstowe	Trader Stall fee	26/02/23	15/05/23	£15.00
Sustainable Northstowe	Trader Stall fee	26/03/23	15/05/23	£15.00

## **APPENDIX B – EXPENDITURE** (Further to item 17/23-24(4)):

### **RETROSPECTIVE PAYMENTS – DIRECT DEBIT:**

*i) Lloyds Bank – Credit card spend (cashd 16/05/2023) (overview shared with Cllrs.) £430.77*

### **NEW PAYMENTS:**

*ii) Northstowe Running Festival Events Ltd. Payment, as previously approved at Finance and Governance Committee meeting 16<sup>th</sup> May 2023, item 09/23-24(ii). £2,000.00*

*iii) Print-Out, A5 flyers, A3 and A1 posters – for market promotion £120.60*

*Northstowe Secondary College – hire of venue for Warm Hub period Jan. – Mar. '23 £725.00*

*iv) Staff salaries - Town Clerk & Deputy Clerk; for June 2023 (payment date 28/06/23) (shared with Cllrs; NB: details to follow.) Confidential*

*v) HMRC – period 3, 6 Jun. – 5 Jul. '23. Confidential*

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

Date.....