



Nelson Town Council

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Town Hall

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Assistant Town Clerk: Mr Nicholas Harbour
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24 January 2024

To members of the Finance and General Purposes Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the Finance and General Purposes Committee. To be held in the Pankhurst Room, Unity Well Being Centre, Nelson on **Wednesday 31st January 2024** at 6.30pm

N Harbour

Mr Nicholas Harbour

Assistant Town Clerk to the Town Council

Committee Membership

Councillor Shabaz Ahmed

Councillor Naeem Akhtar

Councillor Zafar Ali

Councillor Mohammed Rehan Hanif

Chair or Vice Chair of Council (Ex-Officio)

Councillor Mohammed Kamran Latif

Councillor Anam Nawaz

Councillor Atique Rehman

Councillor Mohammed Sufyaan Sarwar

Non-Councillors (no voting rights)

None permitted as this committee regulates and controls the finances of the Council.

Committee Terms of Reference contained within the Scheme of Delegation

Recording of Council Meetings

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted

Public Participation

- Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting
- Any member of the public shall not speak for more than five minutes.
- A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

A G E N D A

1.	Apologies for Absence To receive and approve apologies for absence and reasons given to the Assistant Town Clerk prior to the meeting.
2.	Declarations of Interests To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest. Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.
3.	Adjournment for Public Participation To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation.
4.	Minutes To approve the draft minutes of the Finance and General Purposes committee meeting held on 29 November 2023. (Previously circulated)
5.	Accounts and Schedule of Authorised Expenditure Payments/Receipts – Copies Enclosed 5.1 To receive the monthly schedule of payments for the period of November and December 2023. The committee is required to review the schedule of payments for compliance in accordance with the Financial Regulations. 5.2 To note the schedule of payments over £500.00 for the period of November and December 2023 for publication on the website in accordance with the Data Transparency Code. 5.3 To review and approve the Finance and General Purposes committee payments for the period of November and December 2023. Note: The schedules of committee payments shall be signed by the Committee chair and included as an annex to the minutes, subject to any redaction to protect personal information
6.	Bank Reconciliation Statements – Copies Enclosed 6.1 To receive the bank reconciliation statements for the period of November and December 2023. 6.2 To appoint a member, other than a cheque signatory to verify the bank reconciliation statements for all accounts (produced by the Assistant Town Clerk). Note: A committee member appointed for that meeting shall sign the reconciliations and the original bank statements as evidence of verification.
7.	Budget Monitoring Review To review the budget spends so far in the financial year 2023/ 24 and identify any significant differences thus far.
8.	Asset Register To review the Nelson Town Council asset register in line with recommendations received by the internal auditor.

9.	<p>Brunswick Street Site To receive an update following a meeting with Pendle Borough Council in relation to site improvements at a section of Brunswick Street in Nelson. Designs are currently with the Engineering Team at Pendle Borough Council.</p>
10.	<p>Shared Ownership of Stage for Events To consider the approval of funding of £994.98 to go towards a shared ownership of a stage alongside Building Bridges which can be used at all future Town Council events.</p>
11.	<p>St John's Churchyard To receive a request from the Friends of St John's Churchyard charity in relation to works ongoing at the site and consider supporting the safety assessment costs for £2,000 which need to take place on over 7,000 graves at the site which need reviewing. This item was requested to come to this committee after being discussed at the December 2023 Full Council meeting.</p>
12.	<p>'Those From Distant Lands' – Video and Book Project To consider part funding of the project to go towards a video, book and exhibition being created by Respect and Dignity Arts which will highlight the early South-Asian migrant experience in East Lancashire.</p>
13.	<p>Gibb Hill Nature Reserve To consider funding of £1,500.00 to go towards the maintenance of the Gibb Hill Nature Reserve as requested by Pendle Borough Council.</p>
14.	<p>Small Grant Application – Bradley Nursery School To consider a small grant application received from Bradley Nursery School to go towards a project which will assist children with early language skills, including sessions with the local youth theatre. The funding request is for £1,000.00.</p>
15.	<p>Any items for discussion for a future agenda To notify the Assistant Town Clerk of any matters for inclusion on the agenda of the next meeting.</p>
16.	<p>Date of the Next Committee Meeting To note the date of the next committee meeting scheduled to take place on Wednesday 28th February 2024 at 6.30pm, at the Unity Well Being Centre, Vernon Street, Nelson.</p>