



NELSON TOWN COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Finance and General Purposes Committee** which will be held at the Main Hall, Unity Wellbeing Centre, Nelson, on **Wednesday 27th June 2018 at 7.00pm** or upon the rise of the Events, **Promotional and Marketing Committee**

S. Dwyer

Town Clerk

Committee Membership

Councillor Sajid Ali
Councillor Zafar Ali
Councillor Zeeshan Amjad
Councillor Eileen Ansar
Councillor Majid Ali Anwar
Chair or Vice Chair of Council (Ex-Officio)

Councillor Najaf Anwar
Councillor Mohammad Aslam
Councillor Nazeem Hayat
Councillor Kamran M Latif
Councillor Mashuq Hussain

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.
-

AGENDA

1. Election of Committee Chairman

To elect a committee chair for the ensuing year

2. Election of Committee Vice-Chairman

To elect a committee vice-chair for the ensuing year

3. Apologies for Absence

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting

4. 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.

5. 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.

6. Minutes

To approve the draft minutes of the Extraordinary Finance and General Purposes committee meeting held on 30 May 2018

7. RFO Report

To receive and consider the report from the RFO including correspondence

- Annual Accounts (Public Inspection Period)
- RBS Software for Accounts and Room Bookings
- Receipts / audit for cash payments
- Bank Statements from 01 April 2018
- Banking arrangements
- Payroll
- Any other correspondence

8. Accounts and Schedule of Authorized Expenditure Payments/Receipts

To note that there are no schedule of payments/receipts from the period April 2018 due to the change of accounting software. These will be provided at a future meeting.

9. Small Grants Applications

To consider and approve the small grants application enclosed (Community Wellbeing - sum of £990.00)

10. Local Authority Powers and Duties

To receive a report from the Town Clerk regarding the legalities surrounding the Community Wellbeing Café and VAT implications. The committee is requested to approve the costs for

the specialist legal advice required to ensure that the Council is legally compliant in discharge of its duties.

11. Town Council Website

To receive and consider quotations for a new website design and transfer, annual hosting fees and official email addresses for members (report enclosed)

12. Society of Local Council Clerks (SLCC) Membership

To approve the annual SLCC membership for the Town Clerk/RFO at a cost of £223.00

13. Internal Controls (Working Group)

To appoint a working group of the Finance & General Purposes committee to review the system of internal control to part comply with section two of the annual governance statement, to be carried out once every six months. Local councils should self-manage risk to enable it to respond accordingly and remove or limit such risk. This is managed by carrying out internal control checks.

Note: The working group will be required to provide a report to the committee once this has been carried out.

14. Lone Working

14.1 To consider the draft Lone Working Policy and recommend to Full Council to adopt

14.2 To consider a contract for lone working devices to be supplied to employees. The devices are GPS navigated and monitored by a call centre. The device provides lone workers and vulnerable individuals a simple yet effective way to call for help in any emergency situation.

15. Any items for discussion for a future agenda

To notify the Clerk of any matters for inclusion on the agenda of the next meeting

16. Date of the Next Committee Meeting

To note the date of the next committee meeting scheduled for Wednesday 25 July 2018 at 7.00pm, Unity Wellbeing Centre