



## NELSON TOWN COUNCIL

Ms Safia Kauser  
Town Clerk to the Town Council  
20 July 2018

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Nelson, BB9 7LG  
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**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **Finance and General Purposes Committee** which will be held at the Selina Cooper Hall, Unity Wellbeing Centre, Nelson, on **Wednesday 25<sup>th</sup> July 2018 at 6.30pm**

*S Kauser*

**Town Clerk**

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### **Committee Membership**

Councillor Kamran M Latif (Chair)  
Councillor Sajid Ali  
Councillor Zafar Ali  
Councillor Zeeshan Amjad  
Councillor Eileen Ansar  
Chair or Vice Chair of Council (Ex-Officio)

Councillor Mashuq Hussain (Vice-Chair)  
Councillor Najaf Anwar  
Councillor Mohammad Aslam  
Councillor Nazeem Hayat  
Councillor Majid Ali Anwar

**Committee Terms of Reference contained within the Scheme of Delegation**

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### **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.
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# **AGENDA**

**1. Apologies for Absence**

To receive and approve apologies for absence and reasons given to the 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 27 June 2018

**5. RFO Report**

To receive and consider the report from the RFO including correspondence

**6. 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 delay in receiving bank statements. These will be provided at a future meeting.

**7. Small Grants Applications**

To consider and approve the small grants application enclosed:

- Community Wellbeing - sum of £990.00 (further documentation to be tabled)
- Migrants Wellbeing Association Lancashire – applicant to address the committee. The Town Council at the reconvened meeting held on 17 July resolved that additional information is provided in regards to the application and reassurances obtained in regards to longer term sustainability

**8. Review of grant funding application forms**

To review the grant funding applications forms, criteria and associated documents:

- Small grants application form
- Ward Initiative funding
- Feedback forms (to be introduced)
- Memorandums of agreement including publicity (to be introduced)
- Grant Funding Guidance document (to be introduced)

**9. Local Authority Powers and Duties**

To consider the legal advice surrounding the legalities appertaining to the Community Wellbeing Café and VAT implications (enclosed)

**10. Office set-up including telephone and mobile contracts**

10.1 To review the contracts in place for the Council office and the Unity Wellbeing Centre and to consider a telephone line for the main office

10.2 To receive an update on the office refurbishment and purchase of office equipment

**11. Town Council Website**

To receive an update on the new town council website

**12. Equipment Loan Agreement**

To approve the Equipment Loan Agreement and recommend to Council to adopt (enclosed). This agreement is being introduced in view of the equipment that has been recently loaned out to various organisations/members of the public.

**13. Members Allowances and Travel and Subsistence Expenses**

In accordance with the Local Authorities (Members Allowances) (England) Regulations 2003; parish councils have the discretion to introduce a members allowances scheme in addition to a travelling allowance and a subsistence allowance. The committee is required to consider the schemes.

Note: Travel and Subsistence allowances can be set by the Council however a parish basic allowance can only be set by the Council after it has considered the recommendations of the parish remuneration panel of the principal authority. It is recommended where such schemes exist, they must be outlined in a formal policy adopted by the Council.

**14. Review of Flower Baskets**

To review the current arrangements in place for the hanging baskets and consider any additional improvements that may be required subject to budget parameters.

**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 26 September 2018 at 6.30pm, Unity Wellbeing Centre