



NELSON TOWN COUNCIL

Ms Safia Kauser
Town Clerk to the Town Council
23 November 2018

Town Hall, Market Street
Nelson, BB9 7LG
Tel: 01282 697079 Mob: 07735 350735
Email: info@nelsontowncouncil.gov.uk

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 28th November 2018 at 6.30pm** or **Upon the Rise of the Personnel Committee**

S. Kauser
Town Clerk

Committee Membership

Councillor Kamran M Latif (Chair)	Councillor Mashuq Hussain (Vice-Chair)
Councillor Sajid Ali	Councillor Najaf Anwar
Councillor Zafar Ali	Councillor Mohammad Aslam
Councillor Zeeshan Amjad	Councillor Nazeem Hayat
Councillor Eileen Ansar	Councillor Majid Ali Anwar
Chair or Vice Chair of Council (Ex-Officio)	

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. 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 24 October 2018

5. Responsible Financial Officer (RFO) Report

To receive and consider the report from the RFO including correspondence

- Internal Audit

6. Accounts and Schedule of Authorized Expenditure Payments/Receipts

6.1 To receive the monthly schedule of payments for August and September 2018. The committee is required to review the schedule of payments for compliance in accordance with the Financial Regulations

6.2 To note the schedule of payments over £500.00 for publication on the website in accordance with the Data Transparency Code

6.3 To review and approve the Finance and General Purposes committee payments for August and September 2018

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

6.4 To receive the Finance and General Purposes monthly financial committee report

7. Bank Reconciliation Statements

7.1 To receive the bank reconciliation statements for the period of August and September 2018

7.2 To appoint a member, other than a cheque signatory to verify the bank reconciliation statements for all accounts (produced by the RFO).

Note: A committee member appointed for that meeting shall sign the reconciliations and the original bank statements as evidence of verification.

8. Small Grants Applications

To consider and approve the small grants applications enclosed:

- Nelson FC - £1,000 (deferred from last month)

9. Sponsorship Request

To consider the sponsorship request from Nelson FC for a sum of £3000 – deferred from the last meeting.

10. Risk Assessment

10.1 To receive and adopt the draft risk assessment policy. The Council is responsible for putting in place arrangements for the management of risk. The policy is to be adopted and reviewed annually by the Council.

10.2 To receive and adopt the corporate risk assessment. This is prepared detailing the risks which may adversely impact on the achievement of the Council's objectives and the controls in place and planned to mitigate them. The corporate risk assessment is to be adopted and reviewed annually by the Council.

11. Budget 2019/20

To draft and submit a detailed committee budget in respect of revenue and capital income and expenditure for the following year

12. Any items for discussion for a future agenda

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

13. Date of the Next Committee Meeting

To note the date of the next committee meeting scheduled for Wednesday 19 December 2018 at 6.30pm, Unity Wellbeing Centre