NELSON TOWN COUNCIL

Ms Safia Kauser
Town Clerk to the Town Council
22 March 2019

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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 Pankhurst Meeting Room, Unity Wellbeing Centre, Nelson, on **Wednesday 27th March 2019 at 6.30pm**

S. Kauser
Town Clerk

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

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 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 February 2019 (previously circulated)

5. Responsible Financial Officer (RFO) Report

To receive a verbal report from the RFO including correspondence:

- Update on VAT Registration
- Update on Yorkshire Bank Account Closure

6. Accounts and Schedule of Authorized Expenditure Payments/Receipts

6.1 To receive the monthly schedule of payments for January 2019. 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 January 2019

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 January 2019

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:

- Gaming Club at Pendle Vale College – sum of £1,000
- Senior Men and Womens Forum – sum of £600

Note: Both grant applications were completed on the incorrect form. Applicants have been advised to resubmit the applications on the new form for it to be considered at this meeting.

9. Review of the Asset Register

To receive the Asset Register Policy and updated asset register for the period ending 31 March 2019 (policy enclosed). The committee is required to recommend to Council that both documents are adopted.

10. Any items for discussion for a future agenda

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

11. Date of the Next Committee Meeting

To be confirmed.