



## NELSON TOWN COUNCIL

Ms Safia Kauser  
Town Clerk to the Town Council  
18 April 2019

Town Hall, Market Street  
Nelson, BB9 7LG  
Tel: 01282 697079 Mob: 07735 350735  
Email: [info@nelsontowncouncil.gov.uk](mailto: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 Pankhurst Meeting Room, Unity Wellbeing Centre, Nelson, on **Wednesday 24<sup>th</sup> April 2019 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

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**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 March 2019 (previously circulated)

## **5. Responsible Financial Officer (RFO) Report**

To receive a verbal report from the RFO including correspondence

- Payroll service level agreement with Pendle Borough Council
- Update on Yorkshire Bank Account Closure
- VAT return for the period ending 31 March 2019

## **6. Accounts and Schedule of Authorized Expenditure Payments/Receipts**

6.1 To receive the monthly schedule of payments for February 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 February 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 February 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:

- Building Bridges Pendle – sum of £1,000

**9. Town Centre Enhancements**

9.1 To consider quotations for a three to five-year contract for the provision of approximately 156 hanging baskets

9.2 To consider and identify areas that would benefit from additional flower arrangements in the town centre.

Note: Consideration should be given partnership working with Nelson in Bloom.

**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.