



## NELSON TOWN COUNCIL

Ms Safia Kauser  
Town Clerk to the Town Council  
22 May 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 29<sup>th</sup> May 2019 at 6.30pm**

*S. Kauser*  
Town Clerk

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### **Committee Membership**

Councillor Kamran M Latif  
Councillor Zafar Ali  
Councillor Wayne Blackburn  
Councillor Nazeem Hayat  
Chair or Vice Chair of Council (Ex-Officio)

Councillor Mashuq Hussain (OBE)  
Councillor Husnain Arshad  
Councillor Mohammad Sakib  
Councillor Ikram Ul-Haq

**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. **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**
  - 6.1 To note that the meeting scheduled for 24<sup>th</sup> April 2019 was not quorate
  - 6.2 To approve the draft minutes of the Finance and General Purposes committee meeting held on 27 March 2019 (previously circulated)
7. **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. An internal controls checklist will be provided to the working group.
8. **Payroll Arrangements**  
To review the service level agreement with Liberata who provide a payroll service for six/seven employees. An annual cost of £2,432 will be charged from 01 June 2019. Quotations for an alternative payroll provider will be provided at the meeting.
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. Consideration should be given partnership working with Nelson in Bloom.
  - 9.3 To note that the site locations for the Nelson in Bloom flowers have been provided to the Handyman who will commence the watering as required.

**10. Bank Mandate**

To review and update the bank signatories in accordance with Financial Regulation 5.2. The Council's signatories shall be the Chair and Vice-Chair of the Council, the Chair and Vice-Chair of the Finance and General Purposes committee and another member of the committee.

Note: During a period of changeover, the signatories may continue to be valid until the bank has completed the changeover process, subject to them being a member of the Council.

**11. Small Grants Applications**

To consider and approve the small grants applications enclosed:

- Building Bridges Pendle – sum of £1,000

**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 26 June 2019 at 6.30pm, Unity Wellbeing Centre.