



Nelson Town Council

Nelson Town Council
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18 September 2019

To members of the Finance and General Purposes Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Finance and General Purposes Committee**. To be held at the Selina Cooper Hall, Unity Wellbeing Centre, Nelson, on Wednesday **25th September 2019** at 6.30pm

S. Kauser

Ms Safia Kauser
Town Clerk to the Town Council

Committee Membership

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

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

Non-Councillors (no voting rights)

None permitted as this committee regulates and controls the finances of the Council.

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 24 July 2019 (Previously circulated)
5.	Responsible Financial Officer (RFO) Report To receive and consider the report from the RFO including correspondence: (Report enclosed) <ul style="list-style-type: none">• Training – Preparation of Annual Accounts• Upgrade of Accounts and Room Booking Software• Making Tax Digital• External Audit Update• Elections costs invoice
6.	Accounts and Schedule of Authorised Expenditure Payments/Receipts – Copies Enclosed 6.1 To receive the monthly schedule of payments for the period of June and July 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 the period of May and June 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 the period of June and July 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 – Copies Enclosed 7.1 To receive the bank reconciliation statements for the period of June and July 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.

<p>8.</p>	<p>Asset Register 8.1 To receive a copy of the current Asset Register as at 31 March 2019 and a copy of the previous register that was used to transfer data to the new format. (Copies Enclosed) 8.2 To consider the Asset Register report and recommendations and agree any further actions that may be required. (Report Enclosed)</p>
<p>9.</p>	<p>Annual Renewal of Motor Insurance To authorise the renewal of the Quad Bike motor insurance with Zurich at a cost of £448.00 including taxes, effective from 01 October 2019.</p>
<p>10.</p>	<p>Payroll Contract To receive an update on the payroll contract and the LGPS to commence from 01 October 2019. (Report enclosed)</p>
<p>11.</p>	<p>Review of Financial Regulations and Charge Card limits 11.1 In accordance with Financial Regulation 5.11, the committee is requested to provide authorisation for the Clerk to purchase a juicer for the Revive Café at a cost of £286 using the Council business charge card that is restricted to a maximum monthly spend of £250.00. 11.2 To receive a copy of the updated model Financial Regulations issued by NALC and to consider any necessary changes to the Councils adopted Financial Regulations to ensure that they are up to date. (Copy and Report Enclosed)</p>
<p>12.</p>	<p>Drop Kerbs To receive a verbal update on the Lancashire County Council drop kerb scheme and to consider how the Town Council can support the costs for these types of applications. Note: It was agreed at the last meeting that the Council reintroduce the former drop-kerb scheme whereby residents are invited to apply for funding from the Town Council to go towards costs of drop-kerb works undertaken by Lancashire County Council.</p>
<p>13.</p>	<p>CCTV To consider a camera installation at Reedyford/Regent street junction. This item was raised at the last committee meeting.</p>
<p>14.</p>	<p>Any items for discussion for a future agenda To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p> <ul style="list-style-type: none"> • Corporate Risk Assessment • IT maintenance and cloud storage
<p>15.</p>	<p>Date of the Next Committee Meeting To note the date of the next committee meeting scheduled to take place on Wednesday 23rd October 2019 at 6.30pm, Unity Wellbeing Centre.</p>