



**Minutes of a meeting of The Finance and General Purposes Committee held
on Wednesday 22nd July 2020 in the Selina Cooper Hall,
Unity Well Being Centre, 62 Vernon Street, Nelson**

Commenced: 6.30pm - Concluded: 6.55pm

Councillors Present: Kamran Latif [Chair], Zafar Ali, Husnan Arshad, Mashuq Hussain, Mohammad Sakib and Ikram Ul-Haq

Absent Councillors: Wayne Blackburn and Nazeem Hayat

Non-Councillor (without voting rights): None

Observing Councillors (not a member of the committee): Sheila Wicks (from 6.45pm)

Officers: Nick Harbour – Assistant Town Clerk [minute taker]

Members of the Public: None

2020/001 (FGP)	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>To receive and approve apologies for absence and reasons given to the Assistant Town Clerk prior to the meeting.</p> <p>None received.</p>
2020/002 (FGP)	<p><u>DECLARATIONS OF INTEREST</u></p> <p>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.</p> <p>None declared.</p>
2020/003 (FGP)	<p><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u></p> <p>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.</p> <p>No members of the public were present at the meeting.</p>
2020/004 (FGP)	<p><u>MINUTES</u></p> <p>To approve the draft minutes of the Finance and General Purposes committee meeting held on 26 February 2020.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Hussain, and RESOLVED: That the draft minutes of the Finance and General Purposes committee meeting</p>

	held on the 26 February 2020 be confirmed as a true record and be signed by the Chair.
2020/005 (FGP)	<p><u>INTERNAL AUDIT REPORT</u> To receive and consider the internal audit report conducted by Veritau</p> <p>Proposed by Councillor Ali and Seconded by Councillor Hussain, and RESOLVED: That the internal audit report is signed off by the Chairman of the Finance and General Purposes committee.</p>
2020/006 (FGP)	<p><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS/RECEIPTS</u></p> <p>2020/006.1 To receive the monthly schedule of payments for the period of April and May 2020. The committee is required to review the schedule of payments for compliance in accordance with the Financial Regulations.</p> <p>The monthly schedule of payments were received and reviewed for the period of April and May 2020.</p> <p>2020/006.2 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.</p> <p>Members noted the schedule of payments over £500.00 for publication on the website in accordance with the Data Transparency Code.</p> <p>2020/006.3 To review and approve the Finance and General Purposes committee payments for the period of April and May 2020.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Arshad, and RESOLVED: That the Finance and General Purposes committee payments for the period of April and May 2020 are approved.</p>
2020/007 (FGP)	<p><u>BANK RECONCILIATION STATEMENTS</u></p> <p>2020/007.1 To receive the bank reconciliation statements for the period of April and May 2020.</p> <p>Members noted the bank reconciliation statements for the period of April and May 2020.</p> <p>2020/007.2 To appoint a member, other than a cheque signatory to verify the bank reconciliation statements for all accounts (produced by the Assistant Town Clerk).</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That Councillor Arshad be appointed to verify the bank reconciliation statements for all accounts produced by the Assistant Town Clerk.</p>
2020/008 (FGP)	<p><u>PSPA CHARITY MONEY</u> To note the money raised for the Council's named charity PSPA from 2018-20.</p> <p>The Assistant Town Clerk notified Members that a total of £425.99 had been raised for the Council's named charity PSPA from 2018-20. A cheque will be made out to the PSPA for that amount.</p>

	Members noted the update.
2020/009 (FGP)	<p><u>RESURFACING OF LOMESHAYE ROAD MUGA</u> To consider quotes received by Pendle Borough Council in relation to the resurfacing of Lomeshaye Road MUGA.</p> <p>Proposed by Councillor Arshad and Seconded by Councillor Ali, and RESOLVED: That the quote from Monks of Colne is approved, but before work is authorised that the Assistant Town Clerk gets clarity from Monks in relation to the length of the warranty and around the pitch markings.</p> <p>Action: The Assistant Town Clerk gets clarity around the warranty period and the lining out of the pitch markings before the works are approved.</p>
2020/010 (FGP)	<p><u>DEEP CLEAN OF MUGA'S AND PLAY AREAS</u> To discuss the need and financial implications for deep cleaning of the MUGA's and play areas in line with government guidelines ready for when the Council decide to re-open them.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Sakib, and RESOLVED: That the re-opening of MUGA's and play areas is considered at an upcoming meeting of the Council, and that before they are re-opened and then every week from then on that the MUGA's and play areas are disinfected to ensure the safety of local residents who use them. A review of the risk assessment will also be taken before the MUGA's and play areas are re-opened.</p> <p>Action: The Assistant Town Clerk obtain quotes to carry out the cleaning of MUGA's and play areas from three local businesses.</p>
2020/011 (FGP)	<p><u>GUTTERS ON EVERY STREET</u> To consider a request from Pendle Borough Council to provide a £500 contribution towards repairing guttering on Every Street.</p> <p>Proposed by Councillor Sakib and Seconded by Councillor Hussain, and RESOLVED: That the Council approve the request of £500 to go towards the repairing of guttering on Every Street.</p>
2020/012 (FGP)	<p><u>NELSON CRICKET CLUB – RE-DEVELOPMENT OF THE FORMER BOWLING GREEN AREA</u> To consider a request from Pendle Borough Council to provide a £1,000 contribution towards the redevelopment of the former Bowling Green area at Nelson Cricket Club.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Hussain, and RESOLVED: That the Council approve the request of £1,000 to go towards the redevelopment of the former bowling green area at Nelson Cricket Club.</p>
2020/013 (FGP)	<p><u>FACE MASKS FOR RESIDENTS</u> To consider the purchase of face masks for residents in light of the new government guidance around face masks in public places.</p> <p>Members discussed the need for face masks in light of new government guidance outlining the need for people to wear them when entering any shops. All agreed that it was vitally important to the health and safety of residents and local businesses and that the Town Council should assist to ensure that the measures are adhered to.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Sakib, and RESOLVED: That the Council purchase 20,000 face masks to be distributed to local residents</p>

	<p>and businesses.</p> <p>Action: The Assistant Town Clerk and Councillor Sakib liaise to make the purchase.</p>
2020/014 (FGP)	<p><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></p> <p>To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p> <p>No items put forward at this stage.</p>
2020/015 (FGP)	<p><u>DATE OF THE NEXT COMMITTEE MEETING</u></p> <p>To note the date of the next committee meeting scheduled to take place on Wednesday 23rd September 2020 at 6.30pm, Unity Wellbeing Centre.</p> <p>Members noted the next meeting date.</p> <p>The meeting was closed by the Chair at 6.55pm.</p>