



Minutes of a meeting of The Finance and General Purposes Committee held on Wednesday 25th November 2020 via Zoom

Commenced: 6.30pm - Concluded: 6.55pm

Councillors Present: Kamran Latif [Chair], Zafar Ali and Husnan Arshad

Absent Councillors: Wayne Blackburn, Nazeem Hayat, Mashuq Hussain, Mohammad Sakib and Ikram Ul-Haq

Non-Councillor (without voting rights): None

Observing Councillors (not a member of the committee): None

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

Members of the Public: None

2020/036
(FGP)

APOLOGIES FOR ABSENCE

To receive and approve apologies for absence and reasons given to the Assistant Town Clerk prior to the meeting.

No apologies were received for the meeting.

2020/037
(FGP)

DECLARATIONS OF INTEREST

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.

None declared.

2020/038
(FGP)

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.

No members of the public were present at the meeting.

2020/039
(FGP)

MINUTES

To approve the draft minutes of the Finance and General Purposes committee meeting held on 28 October 2020.

Proposed by Councillor Ali and Seconded by Councillor Latif, and

RESOLVED: That the draft minutes of the Finance and General Purposes committee meeting held on the 28 October 2020 be confirmed as a true record and be signed by the Chair.

<p>2020/040 (FGP)</p>	<p><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS/RECEIPTS</u></p> <p>2020/040.1 To receive the monthly schedule of payments for the period of October 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 October 2020.</p> <p>2020/040.2 To note the schedule of payments over £500.00 for the period of October 2020 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>2020/040.3 To review and approve the Finance and General Purposes committee payments for the period of October 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 October 2020 are approved and signed off by the Chairman.</p> <p>Action: The Chairman of the Finance and General Purposes committee to visit the Town Council office on 26th November 2020 to sign off the paperwork as this meeting was being held virtually.</p>
<p>2020/041 (FGP)</p>	<p><u>BANK RECONCILIATION STATEMENTS</u></p> <p>2020/041.1 To receive the bank reconciliation statements for the period of October 2020.</p> <p>Members noted the bank reconciliation statements for the period of October 2020.</p> <p>2020/041.2 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> <p>Action: Councillor Arshad to visit the Town Council office on 26th November 2020 to sign off the paperwork as this meeting was being held virtually.</p>
<p>2020/042 (FGP)</p>	<p><u>TRANSFER OF SERVICES – PARKS</u></p> <p>To receive feedback from Members of the Parks Working Group following on from a meeting with Philip Mousdale around the transfer of parks services to Nelson Town Council, and to discuss the potential financial costings this could bring.</p> <p>Members of the Parks Working Group along with the Assistant Town Clerk had recently held a virtual meeting with Philip Mousdale to discuss the transfer of parks services from Pendle Borough Council to Nelson Town Council.</p>

	<p>It was agreed that Philip would provide further detail in relation to exact costings should the Town Council wish to consider the takeover. The Working Group also stated that a Service Level Agreement would also need to be provided so that Members of the Council and members of the public also knew the exact details of services Pendle Borough Council would be providing should the Town Council wish to make the contribution.</p> <p>A further meeting will take place in the next few days once Philip has provided the requested information.</p> <p>The update was noted.</p>
2020/043 (FGP)	<p><u>2020/21 AUDIT</u> To receive feedback from the Assistant Town Clerk following on from a recent meeting with the Town Council's Auditors.</p> <p>The Assistant Town Clerk had recently spoken with the Council's Auditor, David Holmes of Veritau, to discuss how things were progressing with the financial records in the office. David was happy with the information provided and stated that things seemed to be on track and that a face to face meeting would not be required, and that he is happy to wait until the spring to come and audit the financial documents.</p> <p>Members noted the update.</p> <p>Action: The Assistant Town Clerk to add this item to the Full Council agenda for December to update other Members who are not on the Finance Committee.</p>
2020/044 (FGP)	<p><u>CONTROLLED PARKING ZONE – NELSON TOWN CENTRE</u> To consider a request from Pendle Borough Council for £2,500 to go towards signage for a controlled parking zone within Nelson town centre. This matter was deferred at the October meeting of this committee.</p> <p>At last month's meeting of the Finance and General Purposes committee, it was resolved to defer this item until further information had been provided. The Assistant Town Clerk had written to Neil Yates asking for a response around who would be providing the other half of the funding should Nelson Area Committee not be able to match a Town Council contribution. No response was received and when the Assistant Town Clerk visited the Highways Office, no officers were there to provide an answer.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That the request for funding for the controlled parking zone signage be refused on the grounds that the additional information this committee requested last month had not been provided.</p> <p>Action: The Assistant Town Clerk to write to Neil Yates to Neil Yates to inform him of the decision.</p>
2020/045 (FGP)	<p><u>ENVIRONMENTAL PROJECTS – BACK STREETS</u> To discuss potential Environmental Projects in relation to back streets in Nelson.</p> <p>Scott Whalley had recently provided the Council with a list of back streets in Nelson which required some work carrying out on them. The list was large and the Town Council's 2020/21 budget for road improvements would not be able to cover all the work which needs carrying out.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That the Assistant Town Clerk, the Chairman of the Finance and General Purposes committee and Scott Whalley review the document and decide which streets are in most urgent need of repair. Once this has been done, Scott Whalley will be asked to get quotes</p>

	for the works, which in turn will be brought before Full Council for all Members of the Council to discuss and consider.
2020/046 (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> <ul style="list-style-type: none"> • Christmas Boxes for vulnerable residents
2020/047 (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 16th December 2020 at 6.30pm, via ZOOM.</p> <p>Members noted the next meeting date.</p> <p>The meeting was closed by the Chair at 6.55pm.</p>