



**Minutes of a meeting of The Finance and General Purposes Committee held
on Wednesday 27th January 2021 via Zoom**

Commenced: 6.30pm - Concluded: 6.45pm

Councillors Present: Kamran Latif [Chair], Zafar Ali and Mashuq Hussain

Absent Councillors: Husnan Arshad, Wayne Blackburn, Nazeem Hayat, 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.

2020/059
(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.

2020/060
(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.

2020/061
(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.

2020/062
(FGP)

MINUTES

To approve the draft minutes of the Finance and General Purposes committee meeting held on 16 December 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 16 December 2020 be confirmed as a true record and be signed by the Chair.

<p>2020/063 (FGP)</p>	<p><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS/RECEIPTS</u></p> <p>2020/063.1 To receive the monthly schedule of payments for the period of December 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 December 2020.</p> <p>2020/063.2 To note the schedule of payments over £500.00 for the period of December 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>2020/063.3 To review and approve the Finance and General Purposes committee payments for the period of December 2020.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Hussain, and RESOLVED: That the Finance and General Purposes committee payments for the period of December 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 28th January 2021 to sign off the paperwork as this meeting was being held virtually.</p>
<p>2020/064 (FGP)</p>	<p><u>BANK RECONCILIATION STATEMENTS</u></p> <p>2020/064.1 To receive the bank reconciliation statements for the period of December 2020.</p> <p>Members noted the bank reconciliation statements for the period of December 2020.</p> <p>2020/064.2 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 Hussain be appointed to verify the bank reconciliation statements for all accounts produced by the Assistant Town Clerk.</p> <p>Action: Councillor Hussain to visit the Town Council office on 28th January 2021 to sign off the paperwork as this meeting was being held virtually.</p>
<p>2020/065 (FGP)</p>	<p><u>TRANSFER OF SERVICES – PARKS</u></p> <p>To receive feedback from Members of the Parks Working Group with the latest information in relation to the transfer of parks services to Nelson Town Council.</p> <p>Members of the Parks Working Group along with the Assistant Town Clerk had recently held a second virtual meeting with Philip Mousdale to discuss the transfer of parks services from Pendle Borough Council to Nelson Town Council.</p>

	<p>It was previously agreed that Philip would provide further detail in relation to exact costings should the Town Council wish to consider the takeover. Philip came back with an estimated cost of £155,801 for 2021/22.</p> <p>Philip has also now provided a Service Level Agreement as requested by the Working Group. Members will review this over the next few days then arrange to meet again to discuss the next course of action.</p> <p>The update was noted.</p>
<p>2020/066 (FGP)</p>	<p><u>HOME SCHOOLING PROJECT</u></p> <p>To discuss ideas in relation to support families who are struggling getting the required support they need for children to do schoolwork from home whilst schools remain closed due to the recently imposed government lock down.</p> <p>An Extraordinary meeting of the Finance committee had taken place on Monday 25th January 2021 where Members approved the purchase of 56 laptops to support students who are working from home due to the Covid-19 pandemic.</p> <p>The Home Schooling Project Working Group had also been in talks with all other Members of the Council in terms of what other support could be provided. None of the Wards had spent any of their Ward Initiative Funding money for 2020/21, and had recently written to the Assistant Town Clerk to request that another 24 laptops are purchased using the £6,000 remaining in the six different budget codes. Due to Covid-19 restrictions during the lockdown, it was not possible to receive all Member signatures in the usual way on the application form. However, a majority of Councillors from each Ward had emailed the office to authorise their agreement to release the funds from their Ward Initiative Budget, and one completed application form was filed along with copies of the email authorisations.</p> <p>The update was noted.</p>
<p>2020/067 (FGP)</p>	<p><u>ENVIRONMENTAL PROJECTS – BACK STREETS</u></p> <p>To receive an update in relation to the back streets project discussed at the December Finance and General Purposes meeting.</p> <p>At the last Full Council meeting, Members resolved for Councillor Latif and the Assistant Town Clerk to meet with Scott Whalley from Pendle Borough Council to arrange for a number of back streets in Nelson to be repaired.</p> <p>Councillor Latif informed Members that this meeting had now taken place. The estimated cost per back street block is between £12,000 to £15,000. Scott had provided a list of back streets in the town that he and his team had been out to see and felt that they were the priority areas in Nelson.</p> <p>With what remained in the budget for 2020/21, Councillor Latif and the Assistant Town Clerk selected a number of back streets for the Highways Team to prioritise. This was done on a ward level basis, ensuring that the money was allocated as equally as possible between the different areas of the town. The below list are the streets which will be covered in the 2020/21 budget:</p> <ul style="list-style-type: none"> • Walverden Terrace / Back 249-289 Brunswick Street • Back 70-80 Barkerhouse Road • Back 82-92 Barkerhouse Road • Back 94-108 Barkerhouse Road • Back Percy / Princess Street (Top Block) • Back Lomeshaye / St Mary’s (bottom block) • Back Swaine / Lomeshaye (two blocks)

	<ul style="list-style-type: none"> • Back 273 – 291 Chapelhouse Road • Back Dover / Derby • Back Dover / Midland <p>The Town Council are now awaiting quotes from Scott Whalley which will then be presented at Full Council for approval.</p> <p>Members noted the update.</p>
2020/068 (FGP)	<p><u>INSURANCE RENEWAL</u> To consider the Long Term Renewal quote received from the Council's insurance company Zurich Municipal.</p> <p>Zurich Municipal had recently written to the office highlighting that the insurance policy was due for renewal. Three new options were presented:</p> <ul style="list-style-type: none"> • A 5-year LTA premium of £2203.61 • A 3-year LTA premium of £2318.24 • A 1-year standard premium of £2432.88 <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That the 5-year LTA premium of £2203.61 option from Zurich Municipal is accepted.</p>
2020/069 (FGP)	<p><u>DROPPED KERB FUNDING REQUEST</u> To consider two dropped kerb funding requests for works carried out at Ethersall Road and Hartley Drive, Nelson.</p> <p>Dropped kerb funding requests were received from two different residents in Nelson:</p> <ol style="list-style-type: none"> 1. A request for £180.00 was made for a property on Ethersall Road (total job cost of £360.15). 2. A request for £500.00 was made for a property on Hartley Drive (total job cost of £1,239.00). <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That the funding for both requests is authorised by this Committee subject to the following conditions:</p> <ul style="list-style-type: none"> • The applicants submit a photo of the completed works to the office • A copy of the applicant bank statement showing proof of payment has been made to Lancashire County Council <p>Action: The Assistant Town Clerk to request these items before a payment is made to the applicants. A third dropped kerb application was also received but missed the deadline for this agenda – the Assistant Town Clerk to also request the same information from this applicant to present to the Finance committee next month.</p>
2020/070 (FGP)	<p><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u> To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p> <ul style="list-style-type: none"> • Environmental Projects – Back Streets • Budget update
2020/071 (FGP)	<p><u>DATE OF THE NEXT COMMITTEE MEETING</u> To note the date of the next committee meeting scheduled to take place on Wednesday 24th</p>

Signed Chair:

Dated:

February 2021 at 6.30pm, via ZOOM.

Members noted the next meeting date.

The meeting was closed by the Chair at 6.50pm.

Signed Chair:

Dated: