



**Minutes of a meeting of The Finance and General Purposes Committee held
on Wednesday 24th March 2021 via Zoom**

Commenced: 6.30pm - Concluded: 6.50pm

Councillors Present: Kamran Latif [Chair], Zafar Ali, Wayne Blackburn and Mashuq Hussain Ikram UI-Haq.

Absent Councillors: Husnan Arshad, Nazeem Hayat, Mohammad Sakib and Ikram UI-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.

2020/084
(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.

2020/085
(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.

2020/086
(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.

2020/087
(FGP)

MINUTES

To approve the draft minutes of the Finance and General Purposes committee meeting held on 24 February 2021.

Proposed by Councillor Hussain and Seconded by Councillor Blackburn, and

RESOLVED: That the draft minutes of the Finance and General Purposes committee meeting held on the 24 February 2021 be confirmed as a true record and be signed by the Chair.

<p>2020/088 (FGP)</p>	<p><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS/RECEIPTS</u></p> <p>2020/088.1 To receive the monthly schedule of payments for the period of February 2021. 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 February 2021.</p> <p>2020/088.2 To note the schedule of payments over £500.00 for the period of February 2021 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>2020/088.3 To review and approve the Finance and General Purposes committee payments for the period of February 2021.</p> <p>Proposed by Councillor Hussain and Seconded by Councillor Blackburn, and RESOLVED: That the Finance and General Purposes committee payments for the period of February 2021 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 25th March 2021 to sign off the paperwork as this meeting was being held virtually.</p>
<p>2020/089 (FGP)</p>	<p><u>BANK RECONCILIATION STATEMENTS</u></p> <p>2020/077.1 To receive the bank reconciliation statements for the period of February 2021.</p> <p>Members noted the bank reconciliation statements for the period of February 2021.</p> <p>2020/089.2 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 Latif and Seconded by Councillor Blackburn, 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 UI-Haq to visit the Town Council office on 25th March 2021 to sign off the paperwork as this meeting was being held virtually.</p>
<p>2020/090 (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>Philip Mousdale of Pendle Borough Council has been asked to provide a Service Level Agreement as requested by the Working Group showing figures at a 50% rate as was agreed at the last Full Council meeting.</p>

	<p>Once this has been provided, the Working Group will meet with Philip again to discuss the matter further. This will likely be delayed due to the upcoming elections and talks will resume in the late spring.</p> <p>The update was noted.</p>
2020/091 (FGP)	<p><u>ENVIRONMENTAL PROJECTS – BACK STREETS</u></p> <p>To receive an update in relation to the back streets project discussed at the previous Finance and General Purposes meeting. Scott Whalley of Pendle Borough Council has now provided three quotes for works on back streets in Nelson for Members to review.</p> <p>The Assistant Town Clerk notified Members that Scott Whalley has now provided three quotes for projects in Nelson on Walverden Terrace, Back Dover Street/ Midland Street and Lomeshaye Road/ St Mary’s Street.</p> <p>Members of the Finance and General Purposes committee reviewed the quotes and were happy with the recommendations as provided by Pendle Borough Council. The quotes will be brought to the next Full Council meeting on 12th May 2021 for all Members of the Council to review and consider.</p> <p>The second phase of the project is due to start early in the new financial year. As previously agreed, the Assistant Town Clerk and Councillor Latif will be working with Scott Whalley to decide which streets are the next priority cases.</p> <p>Proposed by Councillor Blackburn and Seconded by Councillor Hussain, and RESOLVED: That Scott Whalley be asked to tender the second phase of the project and provide prices to this committee to review before sending the costings for approval at Full Council.</p> <p>Councillors also noted that there could possibly be more money available for the back streets project from the Nelson Area Committee. This is yet to be confirmed, but subject to any potential match funding from Nelson Area Committee (for an amount to be confirmed) – this could lead additional streets being added to the second phase of the project.</p> <p>Councillor Blackburn also asked about the possibility of adding new streets to the list where damage has been caused through the winter to back streets. This is fine and Councillors are asked to report and new streets they would like considering for the project to the Assistant Town Clerk, who will then ask Scott Whalley to do a site visit and assess the need for works to be carried out.</p>
2020/092 (FGP)	<p><u>YEAR END CLOSEDOWN – RIALTAS</u></p> <p>To note the date of the year end closedown with Steve Durrands from Rialtas. This is due to take place on 19th May 2021.</p> <p>The Assistant Town Clerk updated Members that the year end closedown is now set for 19th May 2021. This is where the accounts software provider do an initial check that everything entered in 2020/21 is accurate ready for both the internal and external audit taking place.</p> <p>Members noted the update.</p>
2020/093 (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 new items were requested.</p>
2020/094 (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 28th April 2021 at 6.30pm, via ZOOM.</p>

Proposed by Councillor Latif and Seconded by Councillor Blackburn, and
RESOLVED: That due to the upcoming election in May, the meeting of the Finance and General Purposes committee due to be held on Wednesday 28th April is cancelled. The next meeting is scheduled for Wednesday 26th May 2021 at 6:30pm.

The meeting was closed by the Chair at 6.50pm.