



**Minutes of a meeting of The Finance and General Purposes Committee held on Wednesday 26th May 2021 in the Selina Cooper Hall, Vernon Street, Nelson**

**Commenced: 6.30pm - Concluded: 6.45pm**

**Councillors Present:** Kamran Latif [Chair], Zafar Ali, Mohammad Sakib and Ikram Ul-Haq.

**Absent Councillors:** Omar Ahmed, Husnan Arshad, Nazeem Hayat and Fiona Holland.

**Non-Councillor (without voting rights):** None.

**Observing Councillors (not a member of the committee):** Councillor Mohammad Iqbal (Pendle Borough Council).

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

**Members of the Public:** Mr A Hanif.

2021/001  
(FGP)

**ELECTION OF COMMITTEE CHAIRMAN**

To elect a committee chair for the ensuing year

Proposed by Councillor Ali and Seconded by Councillor Ul-Haq, and

**RESOLVED:** That Councillor Kamran Latif is elected Chairman of the Finance and General Purposes committee for the year 2021-22.

2021/002  
(FGP)

**ELECTION OF COMMITTEE VICE-CHAIRMAN**

To elect a committee vice-chair for the ensuing year

Proposed by Councillor Ali and Seconded by Councillor Latif, and

**RESOLVED:** That Councillor Ul-Haq is elected Vice-Chairman of the Finance and General Purposes committee for the year 2021-22.

2021/003  
(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.

2021/004 (FGP)	<p><b><u>DECLARATIONS OF INTEREST</u></b></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>
2021/005 (FGP)	<p><b><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u></b></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>One member of the public present to represent Whitefield Cricket Club.</p>
2021/006 (FGP)	<p><b><u>MINUTES</u></b></p> <p>To approve the draft minutes of the Finance and General Purposes committee meeting held on 24 March 2021.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Ul-Haq, and  <b>RESOLVED:</b> That the draft minutes of the Finance and General Purposes committee meeting held on the 24 March 2021 be confirmed as a true record and be signed by the Chair.</p>
2021/007 (FGP)	<p><b><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS/RECEIPTS</u></b></p> <p><b>2021/007.1 To receive the monthly schedule of payments for the period of March and April 2021. The committee is required to review the schedule of payments for compliance in accordance with the Financial Regulations.</b></p> <p>The monthly schedule of payments were received and reviewed for the period of March and April 2021.</p> <p><b>2021/007.2 To note the schedule of payments over £500.00 for the period of March and April 2021 for publication on the website in accordance with the Data Transparency Code.</b></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><b>2021/007.3 To review and approve the Finance and General Purposes committee payments for the period of March and April 2021.</b></p> <p>Proposed by Councillor Ali and Seconded by Councillor Ul-Haq, and  <b>RESOLVED:</b> That the Finance and General Purposes committee payments for the period of March and April 2021 are approved and signed off by the Chairman.</p>
2021/008 (FGP)	<p><b><u>BANK RECONCILIATION STATEMENTS</u></b></p> <p><b>2021/008.1 To receive the bank reconciliation statements for the period of March and April 2021.</b></p> <p>Members noted the bank reconciliation statements for the period of March and April 2021.</p>

	<p><b>2021/008.2 To appoint a member, other than a cheque signatory to verify the bank reconciliation statements for all accounts (produced by the Assistant Town Clerk).</b></p> <p>Proposed by Councillor Ali and Seconded by Councillor Sakib, and  <b>RESOLVED:</b> That Councillor Ul-Haq be appointed to verify the bank reconciliation statements for all accounts produced by the Assistant Town Clerk.</p>
<p>2021/009 (FGP)</p>	<p><b><u>ENVIRONMENTAL PROJECTS – BACK STREETS</u></b></p> <p>To receive an update in relation to the back streets project discussed at the previous Finance and General Purposes meeting.</p> <p>The Assistant Town Clerk and Chairman of the Finance and General Purposes committee noted that Phases 1 and 2 had recently been signed off at the last Full Council meeting. Phase 3 is currently being tendered by Pendle Borough Council and due to arrive in the next couple of weeks.</p> <p>Councillors asked that the Assistant Town Clerk and Chairman of the Finance and General Purposes committee meet with Scott Whalley to request that future works are presented to the Council one street at a time rather than in bulk blocks of various streets in the same tender.</p> <p><b>Action:</b> The Assistant Town Clerk and Chairman of the Finance and General Purposes committee meet with Scott Whalley and request the above action to take place.</p>
<p>2021/010 (FGP)</p>	<p><b><u>YEAR END CLOSEDOWN – RIALTAS</u></b></p> <p>To receive an update following on from the year end closedown with Steve Durrands from Rialtas which took place on 19<sup>th</sup> May 2021.</p> <p>The Assistant Town Clerk updated Members that the year end closedown took place on May 2021. Steve Durrands from Rialtas did an initial check that everything entered in 2020/21 was accurate ready for both the internal and external audit taking place.</p> <p>Councillors also asked that their thanks be noted to Jessica Doyle for assisting with the data entry throughout the year.</p> <p>Members noted the update.</p>
<p>2021/011 (FGP)</p>	<p><b><u>INTERNAL AUDIT</u></b></p> <p>To receive an update in relation to the internal audit taking place w/c 24th May 2021.</p> <p>The Assistant Town Clerk noted that David Holmes from Veritau, the Council's internal auditors had visited the office to complete the internal audit checks for the financial year 2020-21. A report is due to follow w/c 31<sup>st</sup> May 2021 which will be presented at the next Full Council meeting.</p> <p>Members noted the update.</p>
<p>2021/012 (FGP)</p>	<p><b><u>GRANT FUNDING REQUEST – PENDLE VOLLEYBALL CLUB</u></b></p> <p>To consider a grant request received on behalf of Pendle Volleyball Club.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Ali, and  <b>RESOLVED:</b> That this item be deferred to the next meeting of this committee as full details of the request had not been received from Pendle Volleyball Club.</p>
<p>2021/013 (FGP)</p>	<p><b><u>GRANT FUNDING REQUEST – WHITEFIELD CRICKET CLUB</u></b></p> <p>To consider a grant request received on behalf of Whitefield Cricket Club.</p> <p>Members were asked to consider a funding request from Whitefield Cricket Club for £1,000.00</p>

	<p>to go towards a cricket tournament open to all residents of Nelson to participate in. The event is going to cost £3,000.00 in total to cover pitch hire, match official fees, refreshments and trophies. The club have received £2,000.00 so far from local businesses supporting the event. The event is seen to be a good way of residents being able to socialize with one another after the last year being spent in lockdown.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Ul-Haq, and  <b>RESOLVED:</b> That the request for £1,000.00 from Whitefield Cricket Club to support the tournament be approved.</p>
<p>2021/014 (FGP)</p>	<p><b><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></b>  To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p> <p>No new items were requested.</p>
<p>2021/015 (FGP)</p>	<p><b><u>DATE OF THE NEXT COMMITTEE MEETING</u></b>  To note the date of the next committee meeting scheduled to take place on Wednesday 23rd June 2021 at 6.30pm, at the Unity Well Being Centre, Vernon Street, Nelson.</p> <p>Members noted the date of the next meeting.</p> <p>The meeting was closed by the Chair at 6.45pm.</p>