



Minutes of a meeting of The Finance and General Purposes Committee held on Wednesday 23rd June 2021 in the Selina Cooper Hall, Vernon Street, Nelson

Commenced: 6.30pm - Concluded: 7.00pm

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

Absent Councillors: Omar Ahmed, Husnan Arshad, Nazeem Hayat and Mohammad Sakib.

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: Mr Rauf Bashir

2021/016 (FGP)	<u>APOLOGIES FOR ABSENCE</u> 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.
2021/017 (FGP)	<u>DECLARATIONS OF INTEREST</u> 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.
2021/018 (FGP)	<u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u> 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. One member of the public present to represent Building Bridges.
2021/019 (FGP)	<u>MINUTES</u> To approve the draft minutes of the Finance and General Purposes committee meeting held on 26 May 2021. Proposed by Councillor Ali and Seconded by Councillor Ul-Haq, and RESOLVED: That the draft minutes of the Finance and General Purposes committee meeting held on the 26 May 2021 be confirmed as a true record and be signed by the Chair.

2021/020 (FGP)	<p><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS/RECEIPTS</u></p> <p>2021/020.1 To receive the monthly schedule of payments for the period of May 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 May 2021.</p> <p>2021/020.2 To note the schedule of payments over £500.00 for the period of May 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>2021/007.3 To review and approve the Finance and General Purposes committee payments for the period of May 2021.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Ul-Haq, and RESOLVED: That the Finance and General Purposes committee payments for the period of May 2021 are approved and signed off by the Chairman.</p>
2021/021 (FGP)	<p><u>BANK RECONCILIATION STATEMENTS</u></p> <p>2021/021.1 To receive the bank reconciliation statements for the period of May 2021.</p> <p>Members noted the bank reconciliation statements for the period of May 2021.</p> <p>2021/021.2 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 Ul-Haq be appointed to verify the bank reconciliation statements for all accounts produced by the Assistant Town Clerk.</p>
2021/022 (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.</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>A full list of where works had begun and what was due to start had been circulated. Members were reminded that if they identify any other streets for the list they can email them in to the office for consideration.</p> <p>Action: Councillors to email in other streets they or residents have identified for improvements.</p>
2021/023 (FGP)	<p><u>INTERNAL AUDIT</u></p> <p>To receive an update in relation to the internal audit for the year 2020/21.</p>

	<p>The Assistant Town Clerk noted that the internal auditor had been in and completed the review for the financial year 2020/21. The findings were a big improvement on the previous year and Members noted their thanks to the Assistant Town Clerk and Acting Responsible Financial Officer for their work on this. The draft AGAR had been signed off by the Chairman, Assistant Town Clerk and Acting Responsible Financial Officer at the last meeting of the Full Council.</p> <p>Members noted the update.</p>
2021/024 (FGP)	<p><u>EXTERNAL AUDIT</u> To receive an update in relation to the external audit for the year 2020/21.</p> <p>The Assistant Town Clerk noted that the draft AGAR had been signed off at the last Full Council meeting and all relevant paperwork had been sent off to the External Auditors for review. The Notice of Public Rights to inspection form had also been advertised.</p> <p>Members noted the update.</p>
2021/025 (FGP)	<p><u>GRANT FUNDING REQUEST – PENDLE VOLLEYBALL CLUB</u> To consider a grant request received on behalf of Pendle Volleyball Club.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Ali, and RESOLVED: 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>
2021/026 (FGP)	<p><u>SHOP FRONT IMPROVEMENTS – NELSON TOWN CENTRE</u> To discuss the Shop Front Improvement scheme currently being run by Pendle Borough Council and consider whether Nelson Town Council could offer further support.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Ali, and RESOLVED: That this item be deferred to the next meeting of this committee the Councillor who requested this item be placed on this agenda was not in attendance to provide a full update for other Members.</p>
2021/027 (FGP)	<p><u>NELSON FESTIVAL OF CULTURE</u> To consider supporting the Nelson Festival of Culture being organized by Building Bridges. A request for £3,000 has been made to help fund the events for the day.</p> <p>Rauf Bashir from Building Bridges had requested £3,000 from Nelson Town Council to go towards the Festival of Culture event being held in Nelson town centre over the summer. The event is ever-expanding and assistance from the Council would be appreciated. He also asked that representatives from the Council sit in on meetings to help push the event forward.</p> <p>Councillors discussed the proposal and felt it would be appropriate for representatives to join up with Building Bridges and other partners to help ensure the event is successful like in previous years. In terms of the financial request, the Council events budget this year is limited due to Covid-19, and whilst agreeing to support in some way, the request could be part supported.</p> <p>Proposed by Councillor UI-Haq and Seconded by Councillor Ali, and RESOLVED: That the Council provide £2,000 to go towards the Festival of Culture event and that representatives from the Council sit in on meetings with Building Bridges to help make the event as successful as possible.</p>
2021/028 (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> <p>No new items were requested.</p>

2021/029 (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 July 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 7.00pm.</p>
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