



Minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 22nd June 2022 at Unity Wellbeing Centre, Vernon Street, Nelson

Commenced: 6.30pm - Concluded: 6.55pm

Councillors Present: Zafar Ali (Chair), Wayne Blackburn and Mohammad Kamran Latif

Absent Councillors: Husnan Arshad, Rehan Hanif, Nazeem Hayat, Mohammad Sakib and Ikram UI-Haq

Non-Councillor (without voting rights): None

Observing Councillors (not a member of the committee): Patricia Hannah-Wood

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

Members of the Public: Marie Stone and Martyn Stone

2022/016 (FGP)	<p><u>APOLOGIES FOR ABSENCE</u> To receive and approve apologies for absence and reasons given to the Assistant Town Clerk prior to the meeting.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Blackburn, and RESOLVED: That the apologies received from Councillor Sakib are approved and accepted.</p>
2022/017 (FGP)	<p><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.</p> <p>None declared.</p>
2022/018 (FGP)	<p><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.</p> <p>Two members of the public were present at the meeting – Marie Stone and Martyn Stone. No comments were raised.</p>
2022/019 (FGP)	<p><u>MINUTES</u> To approve the draft minutes of the Finance and General Purposes committee meeting held on 27 April 2022.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Ali and RESOLVED: That the draft minutes of the Finance and General Purposes committee meeting held on the 25 May 2022 be confirmed as a true record and be signed by the Chair.</p>

<p>2022/020 (FGP)</p>	<p><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS / RECEIPTS</u></p> <p>2022/020.1 To receive the monthly schedule of payments for the period of April and May 2022. 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 April and May 2022.</p> <p>2022/020.2 To note the schedule of payments over £500.00 for the period of April and May 2022 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>2022/020.3 To review and approve the Finance and General Purposes committee payments for the period of April and May 2022.</p> <p>Note: The schedules of committee payments shall be signed by the Committee chair and included as an annex to the minutes, subject to any redaction to protect personal information</p> <p>Proposed by Councillor Latif and Seconded by Councillor Ali, and RESOLVED: That the Finance and General Purposes committee payments for the period of April and May 2022 are approved and signed off by the Chairman.</p>
<p>2022/021 (FGP)</p>	<p><u>BANK RECONCILIATION STATEMENTS</u></p> <p>2022/021.1 To receive the bank reconciliation statements for the period of April and May 2022.</p> <p>Members noted the bank reconciliation statements for the period of April and May 2022.</p> <p>2022/021.2 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 Latif and Seconded by Councillor Ali, and RESOLVED: That Councillor Blackburn be appointed to verify the bank reconciliation statements for all accounts produced by the Assistant Town Clerk.</p>
<p>2022/022 (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 previous Finance and General Purposes meeting.</p> <p>The Assistant Town Clerk noted that at the last Full Council meeting, Members had resolved to approve works to be carried out on the back street of Victoria and Macleod Street.</p> <p>Members requested that a list is compiled to show all works carried out so far on the project, including total monies spent.</p> <p>Members noted the update.</p> <p>Action: The Assistant Town Clerk to prepare a list of all completed works including costs.</p>
<p>2022/023 (FGP)</p>	<p><u>INTERNAL AUDIT</u></p> <p>To receive an update around the recently conducted internal audit visit.</p> <p>The Assistant Town Clerk informed Members that the internal auditor had been in the previous day to finish off the last parts of the internal audit. A report is currently being prepared which will be brought before Full Council for signing off. No major issues are expected on the report and</p>

	<p>the Assistant Town Clerk will provide more feedback at the next Full Council meeting.</p> <p>Members noted the update.</p>
2022/024 (FGP)	<p><u>PURCHASE OF STRIMMERS</u> To consider the purchase of strimmers for usage by Councillors when conducting clean ups in their ward.</p> <p>A request had been submitted by Councillor Ahmad to purchase two strimmers for use by Councillors for when they go out tidying and cleaning areas in their ward. He noticed that there are often sections of weeds and grass which quickly become overgrown, particularly during the summer months which could easily be taken care of with the right equipment.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That the Assistant Town Clerk is delegated to purchase two strimmers and the appropriate health and safety equipment which are to be stored at the Unity Well Being Centre for Councillors to use as and when tidying land around the town.</p>
2022/025 (FGP)	<p><u>PURCHASE OF LITTER PICKERS</u> To consider the purchase of litter pickers for usage by Councillors when conducting clean ups in their ward.</p> <p>Currently, the Town Council only own 10 litter pickers and it was suggested that more be purchased for when all Councillors are out on organized litter picks to ensure there are enough for everyone present.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That the Assistant Town Clerk is delegated to purchase litter pickers which are to be stored at the Unity Well Being Centre for Councillors to use as and when litter picks are being conducted around the town.</p>
2022/026 (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"> • 2 x new benches and new bin for play area in Southfield
2022/027 (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 27th July 2022 at 6.30pm, at the Unity Well Being Centre, Vernon Street, Nelson.</p> <p>Members noted the date of the next meeting. The meeting was closed by the Chair at 6.55pm.</p>