



Minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 28th September 2022 at Unity Wellbeing Centre, Vernon Street, Nelson

Commenced: 6.30pm - Concluded: 7.00pm

Councillors Present: Zafar Ali (Chair), Wayne Blackburn, Rehan Hanif and Ikram Ul-Haq

Absent Councillors: Husnan Arshad, Nazeem Hayat, Mohammad Kamran Latif 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: None

2022/028 (FGP)	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>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 Mohammad Kamran Latif are approved and accepted.</p>
2022/029 (FGP)	<p><u>DECLARATIONS OF INTEREST</u></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>
2022/030 (FGP)	<p><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u></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>No public present at the meeting.</p>

<p>2022/031 (FGP)</p>	<p><u>MINUTES</u> To approve the draft minutes of the Finance and General Purposes committee meeting held on 22nd June 2022.</p> <p>Proposed by Councillor Blackburn and Seconded by Councillor UI-Haq and RESOLVED: That the draft minutes of the Finance and General Purposes committee meeting held on the 22 June 2022 be confirmed as a true record and be signed by the Chair.</p>
<p>2022/032 (FGP)</p>	<p><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS / RECEIPTS</u></p> <p>2022/032.1 To receive the monthly schedule of payments for the period of June, July and August 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 June, July and August 2022.</p> <p>2022/032.2 To note the schedule of payments over £500.00 for the period of June, July and August 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>2022/032.3 To review and approve the Finance and General Purposes committee payments for the period of June, July and August 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 Blackburn and Seconded by Councillor UI-Haq and RESOLVED: That the Finance and General Purposes committee payments for the period of June, July and August 2022 are approved and signed off by the Chairman.</p>
<p>2022/033 (FGP)</p>	<p><u>BANK RECONCILIATION STATEMENTS</u></p> <p>2022/033.1 To receive the bank reconciliation statements for the period of June, July and August 2022.</p> <p>Members noted the Bank Reconciliation Statements for the period June, July and August 2022</p> <p>2022/033.2 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 Rehman and Seconded by Councillor UI-Haq, and RESOLVED: That Councillor Blackburn be appointed to verify the bank reconciliation statements for all accounts produced by the Assistant Town Clerk.</p>
<p>2022/034 (FGP)</p>	<p><u>ASSET REGISTER</u> To review the Nelson Town Council asset register in line with recommendations received by the internal auditor following the 2021/22 audit.</p> <p>The Assistant Town Clerk had circulated an up-to-date asset register with the latest purchases made by the town council. This included the new gazebos, strimmers and box planters bought during the summer break.</p> <p>Proposed by Councillor Rehman and Seconded by Councillor Blackburn and RESOLVED: That the asset register is approved and recognised as set out in the document provided at this meeting and the updates are noted.</p>

<p>2022/035 (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 and to review the existing list to prioritise the next lot of back streets to go to tender.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Ul-Haq, and RESOLVED: That the Assistant Town Clerk is to ask Scott Whalley and Jonathan Austin to obtain estimates for a number of back streets from the existing list. Once the estimates are received, a decision can be made as to which ones are sent for tender.</p>
<p>2022/036 (FGP)</p>	<p><u>NEW BENCHES AND NEW BIN FOR PLAY AREA IN SOUTHFIELD</u></p> <p>To consider a request for the purchase of two new benches and new bin for the play area in Southfield.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Blackburn, and RESOLVED: That the Assistant Town Clerk is to obtain costings for the new benches and bin for the play area in Southfield.</p> <p>Action: The Assistant Town Clerk to obtain costings from Keith Higson for the new benches and bin.</p>
<p>2022/037 (FGP)</p>	<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>None.</p>
<p>2022/038 (FGP)</p>	<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 26th October 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 7.00pm.</p>