



**Minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 25<sup>th</sup> January 2023 at Unity Wellbeing Centre, Vernon Street, Nelson**

**Commenced: 6.30pm - Concluded: 6.55pm**

**Councillors Present:** Zafar Ali (Chair), Wayne Blackburn and Mohammad Sakib

**Absent Councillors:** Husnan Arshad, Nazeem Hayat, Rehan Hanif, Mohammad Kamran Latif and Ikram Ul-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

2022/067 (FGP)	<p><b><u>APOLOGIES FOR ABSENCE</u></b> 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 <b>RESOLVED:</b> That the apologies received from Councillors Mohammad Kamran Latif and Ikram Ul-Haq are approved and accepted.</p>
2022/068 (FGP)	<p><b><u>DECLARATIONS OF INTEREST</u></b> 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>
2022/069 (FGP)	<p><b><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u></b> 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>None.</p>

2022/070 (FGP)	<p><b><u>MINUTES</u></b></p> <p>To approve the draft minutes of the Finance and General Purposes committee meeting held on 21 December 2022. (Previously circulated)</p> <p>Proposed by Councillor Sakib and Seconded by Councillor Ali and</p> <p><b>RESOLVED:</b> That the draft minutes of the Finance and General Purposes committee meeting held on the 21 December 2022 be confirmed as a true record and be signed by the Chair.</p>
2022/071 (FGP)	<p><b><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS / RECEIPTS</u></b></p> <p><b>2022/071.1 To receive the monthly schedule of payments for the period of December 2022. 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 December 2022.</p> <p><b>2022/071.2 To note the schedule of payments over £500.00 for the period of December 2022 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>2022/071.3 To review and approve the Finance and General Purposes committee payments for the period of December 2022.</b></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 Sakib and</p> <p><b>RESOLVED:</b> That the Finance and General Purposes committee payments for the period of December 2022 are approved and signed off by the Chairman.</p>
2022/072 (FGP)	<p><b><u>BANK RECONCILIATION STATEMENTS</u></b></p> <p><b>2022/072.1 To receive the bank reconciliation statements for the period of December 2022.</b></p> <p>Members noted the Bank Reconciliation Statements for the period December 2022</p> <p><b>2022/072.2 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</p> <p><b>RESOLVED:</b> That Councillor Blackburn be appointed to verify the bank reconciliation statements for all accounts produced by the Assistant Town Clerk.</p>
2022/073 (FGP)	<p><b><u>ASSET REGISTER</u></b></p> <p>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 the asset register. No new changes had been made since the previous meeting of this committee.</p> <p>Members noted the update.</p>
2022/074 (FGP)	<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 and to review the existing list to prioritise the next lot of back</p>

	<p>streets to go to tender.</p> <p>No new estimates or tenders have been received from Pendle Borough Council in relation to the back streets project.</p> <p>Pendle Borough Council have been in discussions with Lancashire County Council about how future back street project works are carried out. With road closures needing to be in place on adopted back streets and resident consultations also needing to take place, this may prove more difficult in future. Unadopted back streets should remain relatively straight forward to carry out.</p> <p><b>Action:</b> The Assistant Town Clerk to contact Scott Whalley at Pendle Borough Council for an update when the next lot of estimates can be expected.</p>
<p>2022/075 (FGP)</p>	<p><b><u>LIGHTING AT SCOTLAND ROAD</u></b></p> <p>At the last meeting of this committee, an item was requested for the agenda to discuss lighting at Scotland Road.</p> <p>The Assistant Town Clerk had been in touch with Lancashire County Council following a previous discussion around the lighting issues on Scotland Road. Diane Keane from LCC has logged the concerns and a team are due to go out to the site and conduct an investigation and look to replace the existing lights if deemed necessary.</p> <p>A conversation also took place around the potential of a new column being fitted – this will come back to a future agenda should there still be an issue after LCC have conducted their investigation. Likewise, potential fencing at the site will also be placed on a future agenda should problems around safety arise.</p> <p>Members noted the update.</p>
<p>2022/076 (FGP)</p>	<p><b><u>TOWN CENTRE TOTEM</u></b></p> <p>To consider a Management Agreement Plan offer to be drawn up by Pendle Borough Council in relation to the town centre totem.</p> <p>Pendle Borough Council had approached the office requesting a change to the previous agreement in that the transfer of service of the town centre totem no longer goes ahead as agreed, but remains owned by Pendle Borough Council and is to be funded by Nelson Town Council – and that a Management Agreement Plan is put in place instead.</p> <p>Members were all in agreement that if this Town Council are to fully fund the running of the totem that it should be under Town Council ownership as per the original agreement offered and accepted in October 2022.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Blackburn, and  <b>RESOLVED:</b> That Pendle Borough Council are requested to transfer the ownership of the totem to this Town Council if Nelson Town Council are to be fully funding the service.</p>
<p>2022/077 (FGP)</p>	<p><b><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></b></p> <p>To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p> <ul style="list-style-type: none"> <li>• Fencing at Scotland Road</li> </ul>
<p>2022/078 (FGP)</p>	<p><b><u>DATE OF THE NEXT COMMITTEE MEETING</u></b></p> <p>To note the date of the next committee meeting scheduled to take place on Wednesday 22nd February 2023 at 6.30pm, at the Unity Well Being Centre, Vernon Street, Nelson.</p> <p>Members noted the date of the next meeting.</p>

The meeting was closed by the Chair at 6.55pm.

Signed Chair: .....

Dated: .....