



Minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 22nd March 2023 at Unity Wellbeing Centre, Vernon Street, Nelson

Commenced: 6.30pm - Concluded: 6.45pm

Councillors Present: Zafar Ali (Chair), Rehan Hanif, Mohammad Kamran Latif and Ikram UI-Haq

Absent Councillors: Husnan Arshad, Wayne Blackburn, 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: None

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| 2022/093 (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>None.</p> |
| 2022/094 (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> |
| 2022/095 (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>None.</p> |
| 2022/096 (FGP) | <p><u>MINUTES</u> To approve the draft minutes of the Finance and General Purposes committee meeting held on 22 February 2023. (Previously circulated)</p> <p>Proposed by Councillor Hanif and Seconded by Councillor UI-Haq and RESOLVED: That the draft minutes of the Finance and General Purposes committee meeting held on the 22 February 2023 be confirmed as a true record and be signed by the Chair.</p> |

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| <p>2022/097 (FGP)</p> | <p><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS / RECEIPTS</u></p> <p>2022/097.1 To receive the monthly schedule of payments for the period of February 2023. 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 February 2023.</p> <p>2022/097.2 To note the schedule of payments over £500.00 for the period of February 2023 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>2022/083.3 To review and approve the Finance and General Purposes committee payments for the period of February 2023.</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 Hanif and Seconded by Councillor UI-Haq and RESOLVED: That the Finance and General Purposes committee payments for the period of February 2023 are approved and signed off by the Chairman.</p> |
| <p>2022/098 (FGP)</p> | <p><u>BANK RECONCILIATION STATEMENTS</u></p> <p>2022/098.1 To receive the bank reconciliation statements for the period of February 2023.</p> <p>Members noted the Bank Reconciliation Statements for the period February 2023</p> <p>2022/098.2 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 Hanif, and RESOLVED: That Councillor UI-Haq be appointed to verify the bank reconciliation statements for all accounts produced by the Assistant Town Clerk.</p> |
| <p>2022/099 (FGP)</p> | <p><u>ASSET REGISTER</u></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> |
| <p>2022/100 (FGP)</p> | <p><u>WARD INITIATIVE FUNDING – WALVERDEN PRIMARY SCHOOL</u></p> <p>To consider a request from Southfield Ward Councillors allocate their ward initiative funding to Walverden Primary School to go towards a student trip to London to experience different socio-economic areas. The funding request is for £1,000.</p> <p>Members were asked to note the usage of ward initiative funding as signed off by the Southfield Councillors for Walverden Primary School to go towards a student trip to London to experience different socio-economic areas. The funding used was for £1,000.</p> <p>Members noted the Ward Initiative Funding approval signed by the Southfield Councillors.</p> |
| <p>2022/101 (FGP)</p> | <p><u>SMALL GRANT APPLICATION – WALVERDEN PRIMARY SCHOOL</u></p> <p>To consider a request from Walverden Primary School for funding to go towards a student trip to London to experience different socio-economic areas. The funding request is for £1,000.</p> |

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| | <p>Members were asked to consider a small grant funding request from Walverden Primary School to go towards a student trip to London to experience different socio-economic areas. Members were in agreement that this would be a worthwhile project and beneficial to local students to have the experience of the visit.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Ali, and RESOLVED: That the small grant application request from Walverden Primary School for £1,000 is approved.</p> |
| <p>2022/102 (FGP)</p> | <p><u>LONG STANDING BUSINESS RECOGNITION</u></p> <p>To consider writing to long standing businesses in Nelson Town Centre to note the Council's thanks for their vital services to residents of the town.</p> <p>Members were asked to consider the approval of a letter of thanks to go out to all businesses in Nelson which have been established for 10 years or longer. The letter would acknowledge the hard work these businesses do and that the Town Council recognise their efforts and are grateful for the services which they provide to residents of the town.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Hanif, and RESOLVED: That this Town Council write to local businesses in Nelson who have been established for 10 years or more to acknowledge their services they provide to the local community.</p> <p>Action: Councillor Ali and the Assistant Town Clerk to draft the letter and organise its distribution to the relevant businesses.</p> |
| <p>2022/103 (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> <ul style="list-style-type: none"> • None |
| <p>2022/104 (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 31st May 2023 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> |