



Minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 31st January 2024 at Unity Wellbeing Centre, Vernon Street, Nelson

Commenced: 6.30pm - Concluded: 6.55pm

Councillors Present: Zafar Ali (Chair), Shabaz Ahmed, Naeem Akhtar, and Anam Nawaz

Absent Councillors: Mohammed Rehan Hanif, Mohammad Kamran Latif, Atique Rehman and Mohammed Sufyaan Sarwar

Non-Councillor (without voting rights): None

Observing Councillors (not a member of the committee): Faraz Ahmad

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

Members of the Public: None

2023/071 (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 Ahmed, and RESOLVED: That the apologies received from Councillor Mohammed Rehan Hanif are approved and accepted.</p>
2023/072 (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.</p>
2023/073 (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>

<p>2023/074 (FGP)</p>	<p><u>MINUTES</u> To approve the draft minutes of the Finance and General Purposes committee meeting held on 29 November 2023. (Previously circulated)</p> <p>Proposed by Councillor Ali and Seconded by Councillor Ahmed and RESOLVED: That the draft minutes of the Finance and General Purposes committee meeting held on the 29 November 2023 be confirmed as a true record and be signed by the Chair.</p>
<p>2023/075 (FGP)</p>	<p><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS / RECEIPTS</u></p> <p>2023/075.1 To receive the monthly schedule of payments for the period of November and December 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 November and December 2023.</p> <p>2023/075.2 To note the schedule of payments over £500.00 for the period of November and December 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>2023/063.3 To review and approve the Finance and General Purposes committee payments for the period of November and December 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 Ahmed and Seconded by Councillor Akhtar and RESOLVED: That the Finance and General Purposes committee payments for the period of November and December 2023 are approved and signed off by the Chairman.</p>
<p>2023/076 (FGP)</p>	<p><u>BANK RECONCILIATION STATEMENTS</u></p> <p>2023/076.1 To receive the bank reconciliation statements for the period of November and December 2023.</p> <p>Members noted the Bank Reconciliation Statements for the period November and December 2023</p> <p>2023/076.2 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 Ahmed, and RESOLVED: That Councillor Akhtar be appointed to verify the bank reconciliation statements for all accounts produced by the Assistant Town Clerk.</p>
<p>2023/077 (FGP)</p>	<p><u>BUDGET MONITORING REVIEW</u></p> <p>To review the budget spends so far in the financial year 2023/ 24 and identify any significant differences thus far.</p> <p>As per the last meeting, Members noted the significant overspend in the “Events General” budget – this was due to the fact the Kings Coronation event took place in May and additional monies had to be spent on the event to ensure a successful town centre event for residents and visitors alike.</p> <p>There was also a large overspend in the “Legal Fees” budget line which was due to an employment issue.</p>

	Members noted the overspends and reasoning behind it.
2023/078 (FGP)	<p><u>ASSET REGISTER</u> To review the Nelson Town Council asset register in line with recommendations received by the internal auditor.</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>
2023/079 (FGP)	<p><u>BRUNSWICK STREET SITE</u> To receive an update following a meeting with Pendle Borough Council in relation to site improvements at a section of Brunswick Street in Nelson. Designs are currently with the Engineering Team at Pendle Borough Council.</p> <p>The Assistant Town Clerk, Councillors Ali and Ahmad and representatives from Pendle Borough Council had recently had a site meeting on Brunswick Street in relation to improvements which need to be made on a plot of land where there are a number of parking issues being caused by vehicles from a nearby garage site. The cars are making it difficult for passing vehicles and pedestrians and look unsightly.</p> <p>Two designs have been made by the Engineering Team at Pendle Borough Council which are due to be considered at the Nelson Area Committee meeting in February.</p> <p>Members of this committee were of the opinion that Option 2 of the proposals put forward would be the best for the site.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Akthar, and RESOLVED: That if Option 1 is the selected option by Members at the Nelson Area Committee as recommended, then the Town Council offer to contribute the difference between the two options (£752.08) to upgrade the scheme to Option 2.</p>
2023/080 (FGP)	<p><u>SHARED OWNERSHIP OF STAGE FOR EVENTS</u> To consider the approval of funding of £994.98 to go towards a shared ownership of a stage alongside Building Bridges which can be used at all future Town Council events.</p> <p>Building Bridges and Insitu had approached Members of the Council suggesting the joint purchase of a stage which could be used for events held in Nelson. Most events in the town centre and at parks require a stage area and given the fact that between the three organisations there are multiple events throughout the year, it made sense to consider purchasing one rather than hire out on each time.</p> <p>The Council were requested to contribute £994.98 to go towards funding the stage. Members were in agreement that this was a sensible approach and would be well used at the various events held in the town centre such as Lancashire Day, the Food Festival, the Festival of Culture amongst others.</p> <p>Proposed by Councillor Ahmed and Seconded by Councillor Akthar, and RESOLVED: That the Town Council contribute £994.98 to go towards a shared ownership of a stage for future town centre events.</p>
2023/081 (FGP)	<p><u>ST JOHN'S CHURCHYARD</u> To receive a request from the Friends of St John's Churchyard charity in relation to works ongoing at the site and consider supporting the safety assessment costs for £2,000 which need to take place on over 7,000 graves at the site which need reviewing. This item was requested to come to this committee after being discussed at the December 2023 Full Council meeting.</p>

	<p>Members at the Full Council meeting earlier in the month had deferred this item to the Finance and General Purposes committee whilst the applicants got together the relevant support information they needed to request the funding. The bank statements had now been received at the office and therefore Members were now in a position to consider allocating some funding to go towards the project.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Ahmed, and RESOLVED: That the Town Council contributes £1,000.00 towards the project as per the regulations for all Small Grant requests.</p>
<p>2023/082 (FGP)</p>	<p><u>'THOSE FROM DISTANT LANDS' – VIDEO AND BOOK PROJECT</u></p> <p>To consider part funding of the project to go towards a video, book and exhibition being created by Respect and Dignity Arts which will highlight the early South-Asian migrant experience in East Lancashire.</p> <p>A funding request had been received by the office requesting the Town Council's support on the upcoming 'Those From Distant Lands' project. The project will consist of a video, book and exhibition being created by Respect and Dignity Arts which will highlight the early South-Asian migrant experience in East Lancashire.</p> <p>Members thought that the project was a good idea but before deciding on whether or not to part-fund the project they had some questions for the project lead who unfortunately could not attend this meeting. It was suggested that the item be brought to the February Full Council meeting and that the organisers are invited to attend to give further details on the project and answer any questions which Members may have.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Nawaz, and RESOLVED: That this item be deferred until the next meeting of the Full Council and that the project lead is requested to attend the meeting to answer any questions which Members may have in relation to the project.</p>
<p>2023/083 (FGP)</p>	<p><u>GIBB HILL NATURE RESERVE</u></p> <p>To consider funding of £1,500.00 to go towards the maintenance of the Gibb Hill Nature Reserve as requested by Pendle Borough Council.</p> <p>Pendle Borough Council had been in touch with the office to request a £1,500.00 contribution from both Nelson Town Council and Colne Town Council to help maintain the Gibb Hill Nature Reserve. This would cover basic maintenance at the site throughout the year. Since the request, a meeting has been set up between the three Council's to discuss the site and the possibility of a Friends Group being set up to help maintain the site.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Nawaz, and RESOLVED: That this item be deferred until the next meeting of the Finance and General Purposes Committee until the meeting between the three Councils has taken place to discuss the best way forwards in terms of maintenance at Gibb Hill Nature Reserve.</p>
<p>2023/084 (FGP)</p>	<p><u>SMALL GRANT APPLICATION – BRADLEY NURSERY SCHOOL</u></p> <p>To consider a small grant application received from Bradley Nursery School to go towards a project which will assist children with early language skills, including sessions with the local youth theatre. The funding request is for £1,000.00.</p> <p>Bradley Nursery School had submitted a small grant application seeking support to go towards a project which will assist children with early language skills, including sessions with the local youth theatre. The funding request is for £1,000.00. Members had read through the application details and were in agreement that it was a project which would be beneficial for young people in the town.</p>

	<p>Proposed by Councillor Ali and Seconded by Councillor Ahmed, and RESOLVED: That the small grant funding request for £1,000.00 from Bradley Nursery School to go towards a project which will assist children with early language skills, including sessions with the local youth theatre is approved.</p>
<p>2023/085 (FGP)</p>	<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"> • None
<p>2023/086 (FGP)</p>	<p><u>DATE OF THE NEXT COMMITTEE MEETING</u> To note the date of the next committee meeting scheduled to take place on Wednesday 28th February 2024 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 6.55pm.</p>