



Minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 28th February 2024 at Unity Wellbeing Centre, Vernon Street, Nelson

Commenced: 6.30pm - Concluded: 6.55pm

Councillors Present:, Naeem Akhtar, Mohammad Kamran Latif and Mohammed Rehan Hanif

Absent Councillors: Shabaz Ahmed, Zafar Ali, Anam Nawaz, Atique Rehman and Mohammed Sufyaan Sarwar

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

2023/087 (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>In the absence of the Chair and Vice Chair, Members were required to appoint a Chairman for this meeting:</p> <p>Proposed by Councillor Latif and Seconded by Councillor Hanif, and RESOLVED: That Councillor Mohammad Kamran Latif is to Chair this meeting of the Finance and General Purposes committee.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Hanif, and RESOLVED: That the apologies received from Councillors Zafar Ali, Anam Nawaz and Atique Rehman are approved and accepted.</p>
2023/088 (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.</p>

2023/089 (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>None.</p>
2023/090 (FGP)	<p><u>MINUTES</u></p> <p>To approve the draft minutes of the Finance and General Purposes committee meeting held on 31 January 2024. (Previously circulated)</p> <p>Proposed by Councillor Hanif and Seconded by Councillor Akhtar and</p> <p>RESOLVED: That the draft minutes of the Finance and General Purposes committee meeting held on the 31 January 2024 be confirmed as a true record and be signed by the Chair.</p>
2023/091 (FGP)	<p><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS / RECEIPTS</u></p> <p>2023/091.1 To receive the monthly schedule of payments for the period of January 2024. 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 January 2024.</p> <p>2023/091.2 To note the schedule of payments over £500.00 for the period of January 2024 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>2023/091.3 To review and approve the Finance and General Purposes committee payments for the period of January 2024.</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 Akhtar and</p> <p>RESOLVED: That the Finance and General Purposes committee payments for the period of January 2024 are approved and signed off by the Chairman.</p>
2023/092 (FGP)	<p><u>BANK RECONCILIATION STATEMENTS</u></p> <p>2023/092.1 To receive the bank reconciliation statements for the period of January 2024</p> <p>Members noted the Bank Reconciliation Statements for the period of January 2024</p> <p>2023/092.2 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 Akhtar, and</p> <p>RESOLVED: That Councillor Hanif be appointed to verify the bank reconciliation statements for all accounts produced by the Assistant Town Clerk.</p>
2023/093 (FGP)	<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</p>

	<p>visitors alike.</p> <p>There was also a large overspend in the “Legal Fees” budget line which was due to an employment issue.</p> <p>Members noted the overspends and reasoning behind it.</p>
2023/094 (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>The stage approved at the last meeting of this committee is due to be purchased early March and will be added to the asset register before the next meeting.</p> <p>Members noted the update.</p>
2023/095 (FGP)	<p><u>SMALL GRANT APPLICATION – YESFEST – BARROWFORD PRIMARY SCHOOL</u> To consider a small grant application received from Barrowford Primary School to go towards a project which will benefit the local community within the Nelson Town boundary through amplifying the voice and agency of its young people and developing their capacity to, interest in and understanding of how to address the climate emergency. The funding request is for £1,000.00.</p> <p>Members discussed the application and were in agreement that the project would be beneficial to those taking part in it and be a good way to help contribute to the climate emergency programme which is backed by the Town Council.</p> <p>Members questioned whether or not funding could be provided to a school out of the Nelson boundary – regulations had been checked and as over 65% of the students who attend Barrowford Primary School are in fact Nelson residents, it is fine to support the project should Members decide to do so.</p> <p>Proposed by Councillor Hanif and Seconded by Councillor Latif, and RESOLVED: That the funding request for £1,000.00 from Barrowford Primary School for the YESFest project is approved.</p>
2023/096 (FGP)	<p><u>SMALL GRANT APPLICATION – RC LIONS CRICKET CLUB – RC COMMUNITY GROUP</u> To consider a small grant application received from RC Community Group to support the running of the RC Lions Cricket Club to provide cricket facilities for residents throughout 2024. The funding request is for £1,000.00.</p> <p>A small grant application form had been completed by the RC Lions Cricket Club but upon review the form was filled out incorrectly and no bank statements had been provided to the Assistant Town Clerk before the meeting.</p> <p>Financial regulations state that the application cannot be considered until the relevant paperwork is provided.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Hanif, and RESOLVED: That this item be sent to the Full Council meeting in March for discussion once the correct application form and support documents have been provided.</p>
2023/097 (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"> • None
2023/098 (FGP)	<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 27th March 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>