



Minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 27th March 2024 at Unity Wellbeing Centre, Vernon Street, Nelson

Commenced: 6.30pm - Concluded: 6.45pm

Councillors Present:, Naeem Akhtar, Anam Nawaz, Atique Rehman and Mohammed Sufyaan Sarwar

Absent Councillors: Shabaz Ahmed, Zafar Ali, Mohammad Kamran Latif and Mohammed Rehan Hanif

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

2023/099 (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 Sarwar and Seconded by Councillor Akhtar, and RESOLVED: That the apologies received from Councillors Shabaz Ahmed, Zafar Ali, Mohammad Kamran Latif and Mohammed Rehan Hanif are approved and accepted.</p>
2023/100 (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>
2023/101 (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>
2023/102 (FGP)	<p><u>MINUTES</u> To approve the draft minutes of the Finance and General Purposes committee meeting held on 28 February 2024. (Previously circulated)</p> <p>Proposed by Councillor Sarwar and Seconded by Councillor Akhtar and RESOLVED: That the draft minutes of the Finance and General Purposes committee meeting held on the 28 February 2024 be confirmed as a true record and be signed by the Chair.</p>

<p>2023/103 (FGP)</p>	<p><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS / RECEIPTS</u></p> <p>2023/103.1 To receive the monthly schedule of payments for the period of February 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 February 2024.</p> <p>2023/103.2 To note the schedule of payments over £500.00 for the period of February 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>2023/103.3 To review and approve the Finance and General Purposes committee payments for the period of February 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 Sarwar and Seconded by Councillor Akhtar and RESOLVED: That the Finance and General Purposes committee payments for the period of February 2024 are approved and signed off by the Chairman.</p>
<p>2023/104 (FGP)</p>	<p><u>BANK RECONCILIATION STATEMENTS</u></p> <p>2023/104.1 To receive the bank reconciliation statements for the period of February 2024</p> <p>Members noted the Bank Reconciliation Statements for the period of February 2024</p> <p>2023/104.2 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 Sarwar and Seconded by Councillor Rehman, and RESOLVED: That Councillor Akhtar be appointed to verify the bank reconciliation statements for all accounts produced by the Assistant Town Clerk.</p>
<p>2023/105 (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> <p>Members noted the overspends and reasoning behind it.</p>
<p>2023/106 (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.</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 January meeting of this committee is on order and will be added to the asset register before the next meeting.</p>

	<p>Members noted the update.</p>
2023/107 (FGP)	<p><u>DROPPED KERB GRANT REQUEST – WAIDSHOUSE ROAD</u> To consider a request for the dropped kerb grant funding for works carried out at Waidshouse Road, Nelson.</p> <p>A dropped kerb grant request for £500.00 had been received following works at Waidshouse Road, Nelson.</p> <p>All present were in agreement that the criteria for the application had been met and relevant documentation had been provided.</p> <p>Proposed by Councillor Rehman and Seconded by Councillor Sarwar, and RESOLVED: That the funding request contribution for £500.00 for works carried out at Waidshouse Road are approved for payment.</p>
2023/108 (FGP)	<p><u>PENDLE PEACE WALK 2024</u> To consider supporting the Pendle Peace Walk in 2024. Full Council had requested that Building Bridges provide further details of expenditure for review before agreeing to provide the £4,000.00 requested for this event. This document has now been provided and Members are asked to review and make a decision on the additional funding.</p> <p>Members had reviewed the additional costings breakdown for the upcoming Pendle Peace Walk 2024 and noted increases in prices for the various artists/ stalls/ entertainment which had been booked from the previous year. The proposals in the report also suggested that the event would be to a greater scale than the previous year too and were happy to award the full amount which Full Council had asked them to review and consider.</p> <p>Proposed by Councillor Rehman and Seconded by Councillor Sarwar, and RESOLVED: That the additional £1,000 is awarded to Building Bridges for the Pendle Peace Walk 2024 now that the full breakdown has been reviewed.</p>
2023/109 (FGP)	<p><u>NELSON AND DISTRICT SNOOKER LEAGUE – SPONSORSHIP OPPORTUNITY</u> Members are asked to consider a sponsorship opportunity for the Nelson and District Snooker League. The options are £100.00 for one season, £180.00 for two seasons or £250.00 for three seasons.</p> <p>The Council had previously agreed to support the Nelson and District Snooker League and Members were pleased to see that two teams from Nelson had reached the finals this year. The funding goes towards the running of the league and the presentation evening for all participating teams to join.</p> <p>Proposed by Councillor Nawaz and Seconded by Councillor Rehman, and RESOLVED: That the Town Council support the Nelson and District Snooker League with the three season option for £250.00.</p>
2023/110 (FGP)	<p><u>RURAL MARKET TOWN GROUP MEMBERSHIP</u> To consider Membership of the Rural Market Town Group. The Rural Market Town Group is a network of rural town and larger parish councils across England that RSN have brought together to network, share fellow councils' best practice, and contribute to the rural voice at a national level. The cost is £137.00 plus VAT for the year.</p> <p>The Council had recently been given a free six month trial to the Rural Market Town Group Network which enables various Town Council's across the country to network with one another and be provided with best practice ideas and be kept in the loop with any significant changes which may need implementing.</p>

	<p>The trial runs out in March 2024 and the subscription cost for an annual Membership for 2024/25 is £137.00 + VAT. Members asked the Assistant Town Clerk if the membership would be useful, and following a brief discussion were in agreement to subscribe to the group for one year and to review again at the end of the year to consider whether to renew again.</p> <p>Proposed by Councillor Rehman and Seconded by Councillor Nawaz, and RESOLVED: That the Town Council subscribe to the Rural Market Town Group Network for one year for £137.00 plus VAT.</p>
<p>2023/111 (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>2023/112 (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 24th April 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 6.45pm.</p>