



**Minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 29<sup>th</sup> May 2024 at Unity Wellbeing Centre, Vernon Street, Nelson**

**Commenced: 6.30pm - Concluded: 7.00pm**

**Councillors Present:**, Shabaz Ahmed, Naeem Akhtar, Zafar Ali, Thabasum Ruby Anwar, Sughra Bibi and Mohammad Adeel Qamar

**Absent Councillors:** Anam Nawaz and Atique Rehman

**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

2024/001 (FGP)	<p><b><u>ELECTION OF COMMITTEE CHAIRMAN</u></b> To elect a committee chair for the ensuing year</p> <p>Proposed by Councillor Ahmed and Seconded by Councillor Qamar and <b>RESOLVED:</b> That Councillor Zafar Ali is elected Chairman of the Finance and General Purposes committee for the year 2024/25.</p>
2024/002 (FGP)	<p><b><u>ELECTION OF COMMITTEE VICE-CHAIRMAN</u></b> To elect a committee vice-chair for the ensuing year</p> <p>Proposed by Councillor Ahmed and Seconded by Councillor Qamar and <b>RESOLVED:</b> That Councillor Naeem Akhtar is elected Vice-Chairman of the Finance and General Purposes committee for the year 2024/25.</p>
2024/003 (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 Anwar and Seconded by Councillor Ali, and <b>RESOLVED:</b> That the apologies received from Councillor Nawaz are approved and accepted.</p>
2024/004 (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>Councillor Thabasum Ruby Anwar declared an interest in items 13 and 14 as she is a governor at the schools who have applied for the small grant funding requests.</p>

2024/005 (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>
2024/006 (FGP)	<p><b><u>MINUTES</u></b> To approve the draft minutes of the Finance and General Purposes committee meeting held on 24 April 2024. (Previously circulated)</p> <p>Proposed by Councillor Anwar and Seconded by Councillor Ahmed and <b>RESOLVED:</b> That the draft minutes of the Finance and General Purposes committee meeting held on the 24 April 2024 be confirmed as a true record and be signed by the Chair.</p>
2024/007 (FGP)	<p><b><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS / RECEIPTS</u></b></p> <p><b>2024/007.1 To receive the monthly schedule of payments for the period of April 2024. 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 April 2024.</p> <p><b>2024/007.2 To note the schedule of payments over £500.00 for the period of April 2024 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>2023/007.3 To review and approve the Finance and General Purposes committee payments for the period of April 2024.</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 Ahmed and Seconded by Councillor Anwar and <b>RESOLVED:</b> That the Finance and General Purposes committee payments for the period of April 2024 are approved and signed off by the Chairman.</p>
2024/008 (FGP)	<p><b><u>BANK RECONCILIATION STATEMENTS</u></b></p> <p><b>2023/008.1 To receive the bank reconciliation statements for the period of April 2024</b> Members noted the Bank Reconciliation Statements for the period of April 2024</p> <p><b>2023/008.2 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 Ahmed, and <b>RESOLVED:</b> That Councillor Akhtar be appointed to verify the bank reconciliation statements for all accounts produced by the Assistant Town Clerk.</p>
2024/009 (FGP)	<p><b><u>BUDGET MONITORING REVIEW</u></b> To review the budget spends so far in the financial year 2024/ 25 and identify any significant differences thus far.</p> <p>Members reviewed the spends so far this financial year. With it only being May, no budget lines were running close to being fully spent as yet.</p> <p>Members noted the update.</p>

<p>2024/010 (FGP)</p>	<p><b><u>ASSET REGISTER</u></b> 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>
<p>2024/011 (FGP)</p>	<p><b><u>YEAR END CLOSEDOWN</u></b> To receive an update around the year end closedown with Karen Singleton from Rialtas which is took place on Wednesday 15<sup>th</sup> May 2024.</p> <p>The Assistant Town Clerk notified that he and Jessica Robinson who inputs the accounts into the Rialtas system had recently completed the year end closedown with Karen Singleton from Rialtas. No issues were found and the closedown was completed ready for the internal audit to take place.</p> <p>Members noted the update.</p>
<p>2024/012 (FGP)</p>	<p><b><u>INTERNAL AUDIT – VERITAU</u></b> To receive an update around the internal audit visit from Veritau, due to take place on 28<sup>th</sup> and 29<sup>th</sup> May 2024.</p> <p>The Assistant Town Clerk notified Members that the internal audit was currently taking place. The auditor had visited the town hall earlier today and was due back again in the morning to complete the work and prepare the report which could be signed off at the June Full Council meeting. So far, no issues have been identified.</p> <p>Members noted the update.</p>
<p>2024/013 (FGP)</p>	<p><b><u>SMALL GRANT APPLICATION – LOMESHAYE JUNIOR SCHOOL</u></b> To consider a small grant application received from Lomeshaye Junior School to part fund a community funday on Thursday 18<sup>th</sup> July 2024. The funding request is for £1,000.00.</p> <p>A small grant application for £1,000.00 had been received from Lomeshaye Junior School to part fund a community funday on Thursday 18<sup>th</sup> July 2024.</p> <p>All present were in agreement that the initiative was a worthwhile cause and had been demonstrated in the past with Lomeshaye Junior School linking up with the Council to fund an event in 2023.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Ahmed, and <b>RESOLVED:</b> That the small grant application for £1,000.00 for Lomeshaye Junior School be approved as requested.</p>
<p>2024/014 (FGP)</p>	<p><b><u>SMALL GRANT APPLICATION – MARSDEN COMMUNITY PRIMARY SCHOOL</u></b> To consider a small grant application received from Marsden Community Primary School to part fund a community funday on Thursday 11<sup>th</sup> July 2024. The funding request is for £1,000.00.</p> <p>A small grant application for £1,000.00 had been received from Marsden Community Primary School to part fund a community funday on Thursday 11<sup>th</sup> July 2024.</p> <p>All present were in agreement that the initiative was a worthwhile cause and had been demonstrated in the past with Marsden Community Primary School linking up with the Council to fund an event in 2023.</p>

	<p>Proposed by Councillor Ali and Seconded by Councillor Ahmed, and  <b>RESOLVED:</b> That the small grant application for £1,000.00 for Marsden Community Primary School be approved as requested.</p>
2024/015 (FGP)	<p><b><u>SMALL GRANT APPLICATION – WALVERDEN PRIMARY SCHOOL</u></b>  To consider a small grant application received from Walverden Primary School to part fund the ‘Parking Buddies’ initiative taking place in relation to safety and visibility outside the school. The funding request is for £1,000.00.</p> <p>A small grant application for £1,000.00 had been received from Walverden Primary School to part fund the ‘Parking Buddies’ initiative taking place in relation to safety and visibility outside the school. The funding request is for £1,000.00.</p> <p>All present were in agreement that the initiative was a worthwhile cause as there had been numerous concerns raised to both the Town Council and the Police in relation to parking outside of the school.</p> <p>Proposed by Councillor Ahmed and Seconded by Councillor Akhtar, and  <b>RESOLVED:</b> That the small grant application for £1,000.00 for Walverden Primary School be approved as requested.</p>
2024/016 (FGP)	<p><b><u>SMALL GRANT APPLICATION – NATURE WARRIORS</u></b>  To consider a small grant application received from Nature Warriors to part fund new equipment to help the organisation support local residents with Health and wellbeing initiatives. The funding request is for £1,000.00.</p> <p>A small grant application for £1,000.00 had been received from Nature Warriors to part fund new equipment to help the organisation support local residents with Health and wellbeing initiatives.</p> <p>All present were in agreement that whilst the project seems to be a worthwhile cause, the bank statements provided appeared to have quite a large amount in already and Members were first keen to see how this money was to be allocated and see if it was already earmarked for certain projects before making a decision on whether to support the application.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Rehman, and  <b>RESOLVED:</b> That the small grant application for £1,000.00 for Nature Warriors be deferred until further information is provided around existing monies available in the bank account statements provided.</p>
2024/017 (FGP)	<p><b><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></b>  To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p> <ul style="list-style-type: none"> <li>• None</li> </ul>
2024/018 (FGP)	<p><b><u>DATE OF THE NEXT COMMITTEE MEETING</u></b>  To note the date of the next committee meeting scheduled to take place on Wednesday 26th June 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 7.00pm.</p>