



Minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 26th June 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 and Sughra Bibi

Absent Councillors: Anam Nawaz, Mohammad Adeel Qamar and Atique Rehman

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

2024/019 (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 Councillors Anam Nawaz and Mohammad Adeel Qamar are approved and accepted.</p>
2024/020 (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>
2024/021 (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>
2024/022 (FGP)	<p><u>MINUTES</u> To approve the draft minutes of the Finance and General Purposes committee meeting held on 29 May 2024. (Previously circulated)</p> <p>Proposed by Councillor Anwar and Seconded by Councillor Akhtar and RESOLVED: That the draft minutes of the Finance and General Purposes committee meeting held on the 29 May 2024 be confirmed as a true record and be signed by the Chair.</p>

<p>2024/023 (FGP)</p>	<p><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS / RECEIPTS</u></p> <p>2024/023.1 To receive the monthly schedule of payments for the period of May 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 May 2024.</p> <p>2024/023.2 To note the schedule of payments over £500.00 for the period of May 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>2023/023.3 To review and approve the Finance and General Purposes committee payments for the period of May 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 Anwar and Seconded by Councillor Ahmed and RESOLVED: That the Finance and General Purposes committee payments for the period of May 2024 are approved and signed off by the Chairman.</p>
<p>2024/024 (FGP)</p>	<p><u>BANK RECONCILIATION STATEMENTS</u></p> <p>2023/024.1 To receive the bank reconciliation statements for the period of May 2024</p> <p>Members noted the Bank Reconciliation Statements for the period of May 2024</p> <p>2023/024.2 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 Anwar be appointed to verify the bank reconciliation statements for all accounts produced by the Assistant Town Clerk.</p>
<p>2024/025 (FGP)</p>	<p><u>BUDGET MONITORING REVIEW</u></p> <p>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 June, no budget lines were running close to being fully spent as yet.</p> <p>Members noted the update.</p>
<p>2024/026 (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>Members noted the update.</p>
<p>2024/027 (FGP)</p>	<p><u>IMPROVEMENTS AT LOMESHAYE PLAY AREA AND MUGA</u></p> <p>To consider the approval of funding for repairs and maintenance at Lomeshaye Play Area and MUGA. The works include cleaning of the site, resurfacing of damaged safety surfacing, removal of overgrown vegetation and installation of new bins. A report has been provided detailing the works.</p>

	<p>The Assistant Town Clerk and Chairman had recently met the Parks Team from Pendle Borough Council to look at what needs doing at Lomeshaye Play Area and MUGA. The equipment on the play area was dirty and needs jet washing, as does the whole of the MUGA. Some damage has also occurred to the safety surfacing around some of the play equipment. There was also quite a lot of litter at the site and new bins would also be beneficial to the area. Lots of the bushes and trees were also overgrown and needed cutting back.</p> <p>The works had been priced up and would come to a cost of £8,706.00 to have all the above completed and make the site ready for the summer holidays.</p> <p>Proposed by Councillor Anwar and Seconded by Councillor Ahmed, and RESOLVED: That the £8,706.00 quote is approved to get the above jobs completed so that the site is ready for summer 2024.</p>
<p>2024/028 (FGP)</p>	<p><u>NELSON FOOD FESTIVAL 2024</u> To consider a request for an additional £1,000 to be contributed towards the hosting of the Nelson Food Festival for 2024. This item was deferred to this meeting by the Events, Promotional and Marketing committee.</p> <p>A request had been made from Scott Dawson’s for an additional £1,000.00 to go towards the Food Festival being held in September 2024.. A breakdown of costs had been submitted to the office showing increases in most aspects of the festival from last year. It was also highlighted that additional security would be provided at the event due to large numbers expected to attend.</p> <p>Proposed by Councillor Ahmed and Seconded by Councillor Ali, and RESOLVED: That the request for an additional £1,000.00 to go towards the Food Festival is approved.</p>
<p>2024/029 (FGP)</p>	<p><u>ANNUAL PLAYGROUND INSPECTIONS</u> To consider the approval of funding for the annual playground inspection checks for 2024-25. The cost of each inspection is £70.00 per site and a detailed report is provided in relation to health and safety aspects and expected lifespan of existing equipment.</p> <p>All present were in agreement that the annual playground inspections were important to go ahead to identify any potential health and safety issues and also to ascertain which sites would need to be prioritised in terms of replacing aging equipment.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Ahmed, and RESOLVED: That the annual playground inspection charges are approved for each play area owned by this Town Council.</p>
<p>2024/030 (FGP)</p>	<p><u>SMALL GRANT APPLICATION – NATURE WARRIORS</u> 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. This item was deferred at the May meeting to be considered again once more information had been provided from the applicant.</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>Whilst Members agreed that the applicants no doubt conduct some good work in the local area, the statements provided indicated that there appeared to be decent levels of surplus money available at the present time and therefore felt that given the town council’s limited budget for small grant applications that they could not offer any support to the project at this time.</p> <p>Proposed by Councillor Anwar and Seconded by Councillor Ahmed, and</p>

	<p>RESOLVED: That the small grant application for £1,000.00 for Marsden Community Primary School be refused on the grounds of the current levels of funding available in the statements provided by the applicants.</p>
<p>2024/031 (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>2024/032 (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 25th September 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>