



Minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 25th September 2024 at Unity Wellbeing Centre, Vernon Street, Nelson

Commenced: 6.30pm - Concluded: 6.45pm

Councillors Present: Naeem Akhtar, Zafar Ali, Thabasum Ruby Anwar and Sughra Bibi

Absent Councillors: Shabaz Ahmed, 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

2024/033 (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 Akhtar, and RESOLVED: That the apologies received from Councillors Shabaz Ahmed and Mohammad Adeel Qamar are approved and accepted.</p>
2024/034 (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>
2024/035 (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>2024/036 (FGP)</p>	<p><u>MINUTES</u> To approve the draft minutes of the Finance and General Purposes committee meeting held on 26 June 2024. (Previously circulated)</p> <p>Proposed by Councillor Bibi and Seconded by Councillor Akhtar and RESOLVED: That the draft minutes of the Finance and General Purposes committee meeting held on the 26 June 2024 be confirmed as a true record and be signed by the Chair.</p>
<p>2024/037 (FGP)</p>	<p><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS / RECEIPTS</u></p> <p>2024/037.1 To receive the monthly schedule of payments for the period of June, July and August 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 June, July and August 2024.</p> <p>2024/037.2 To note the schedule of payments over £500.00 for the period of June, July and August 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>2023/037.3 To review and approve the Finance and General Purposes committee payments for the period of June, July and August 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 Bibi and Seconded by Councillor Akhtar and RESOLVED: That the Finance and General Purposes committee payments for the period of June, July and August 2024 are approved and signed off by the Chairman.</p>
<p>2024/038 (FGP)</p>	<p><u>BANK RECONCILIATION STATEMENTS</u></p> <p>2023/038.1 To receive the bank reconciliation statements for the period of June, July and August 2024</p> <p>Members noted the Bank Reconciliation Statements for the period of June, July and August 2024</p> <p>2023/038.2 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 Akhtar, and RESOLVED: That Councillor Bibi be appointed to verify the bank reconciliation statements for all accounts produced by the Assistant Town Clerk.</p>
<p>2024/039 (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.</p> <p>A couple of the lines had gone over the limited allocated in the budget in relation to subscription costs. These weren't significant overspends and will be addressed in the setting of the budget for the next financial year.</p> <p>Members noted the update.</p>

2024/040 (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>
2024/041 (FGP)	<p><u>SHOP FRONT IMPROVEMENT SCHEME</u> To consider a match funding project with Pendle Borough Council to enable grants to be made available for town centre businesses in Nelson to improve their shop fronts. The request is for £15,000.00.</p> <p>A meeting had recently taken place between representatives of Nelson Town Council and Pendle Borough Council to consider a joint initiative to fund a shop front improvement scheme in the town centre. The proposal requests a contribution of £15,000 from both Council's to improve shop fronts for any premises in the town centre. Written details are due to be sent by Mike Williams from Pendle Borough Council later this week.</p> <p>In principle, Members of this committee felt that it was a good initiative to get involved with as it would improve the look of the town centre.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Anwar, and RESOLVED: That the item be placed onto the next Full Council agenda where full details of the proposal can be shared with all Members of the Council before a decision is made, but with a recommendation from this Committee that the proposal is approved.</p>
2024/042 (FGP)	<p><u>GRANT APPLICATION – EAST LANCASHIRE COMMUNITY ACTION PLAN</u> To consider a grant application received from East Lancashire Community Action Plan to part fund a Winter Wonderland event to take place on 14th December 2024 in Victoria Park, Nelson. The funding request is for £3,000.00.</p> <p>This application was withdrawn after the agenda had already been sent out. It will be submitted again to Full Council next month.</p> <p>Members noted the update.</p>
2024/043 (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
2024/044 (FGP)	<p><u>DATE OF THE NEXT COMMITTEE MEETING</u> To note the date of the next committee meeting scheduled to take place on Wednesday 30th October 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>