



NELSON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

held at the Selina Cooper Hall, Unity Well Being Centre, Vernon Street, Nelson
on Wednesday 27th June 2018 at 7.30pm

Councillors Present: Cllr Sajid Ali, Zafar Ali, Zeeshan Amjad, Mohammad Aslam, Mashuq Hussain, Mohammed Kamran Latif

Absent Councillors: Cllr Eileen Ansar, Nazeem Albert Hayat

Non-Councillor (without voting rights): None in attendance

Officers: Safia Kauser - Town Clerk/RFO

Members of the Public: Zero

2018/008 (FGP) **ELECTION OF COMMITTEE CHAIRMAN**
To elect a committee chair for the ensuing year

Proposed by Councillor Z Ali, and Seconded by Councillor Amjad, and
RESOLVED: That Cllr Latif is elected as Chair for the ensuing year

2018/009 (FGP) **ELECTION OF COMMITTEE VICE-CHAIRMAN**
To elect a committee vice-chair for the ensuing year

Proposed by Councillor Z Ali, and Seconded by Councillor Latif, and
RESOLVED: That Cllr Mashuq Hussain is elected as Vice-Chair for the ensuing year

2018/010 (FGP) **APOLOGIES FOR ABSENCE**
To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

Apologies were received and accepted from Cllr Eileen Ansar and Nazeem Hayat.

2018/011 (FGP) **DECLARATIONS OF INTERESTS**
Members are reminded of the legal requirements concerning the declaration of interests. A Member must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

There were no declarations of Interest.

Signed Chair:

Dated:

2018/012
(FGP)

ADJOURNMENT FOR PUBLIC PARTICIPATION

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.

No members of the public were present.

2018/013
(FGP)

MINUTES

To approve the draft minutes of the Extraordinary Finance and General Purposes committee meeting held on 30 May 2018

Proposed by Councillor Z Ali and Seconded by Councillor Mashuq, and

RESOLVED: That the minutes of the Extraordinary Finance and General Purposes committee meeting held on the 30 May 2018 be confirmed as a true record and signed by the Chair

2018/014
(FGP)

RFO REPORT

To receive and consider the report from the RFO including correspondence

- Annual Accounts (Public Inspection Period)
- RBS Software for Accounts and Room Bookings
- Receipts / audit for cash payments
- Bank Statements from 01 April 2018
- Banking arrangements
- Payroll
- Any other correspondence

The RFO circulated the report to members. It was clarified that the Lloyds account would be transferred to the existing account with Yorkshire Bank due to the Lloyds bank closure in Nelson. The account with Lloyds would eventually be closed once the switch is complete.

Proposed by Councillor Z Ali, and Seconded by Councillor Mashuq

RESOLVED: That the Finance and General Purposes committee approves the switch of bank accounts from Lloyds to Yorkshire bank and for the switch date to take place within 7 working days subject to completion of the paperwork. The account signatories for both accounts are expected to complete the necessary paperwork.

Proposed by Councillor Z Ali, and Seconded by Councillor Mashuq

RESOLVED: That the Finance and General Purposes Committee appoints Councillor Sajid Ali from the committee to act as a cheque signatory. The RFO is tasked to ensure that the change of signatories form is processed and the RFO is to be appointed as an administrator for dealing with the Council's bankers but will not be an account signatory

All staff are currently being paid via cheque and the Clerk is responsible for sending the HMRC payments on behalf of the employer. Members were requested to consider bacs payment of salaries to staff. The bank may charge a small fee for this service.

Proposed by Councillor Z Ali, and Seconded by Councillor S Ali, and

RESOLVED: That the staff salaries are paid via bacs transfer and that a bacs user number is requested from the Council's bankers and passed onto Liberata to set-up.

2018/015
(FGP)

**ACCOUNTS AND SCHEDULE OF AUTHORIZED EXPENDITURE
PAYMENTS/RECEIPTS**

It was noted that there are no schedule of payments/receipts from the period April 2018 due to the change of accounting software. These will be provided at a future meeting.

2018/016
(FGP)

SMALL GRANTS APPLICATIONS

To consider and approve the small grants application enclosed

- Community Wellbeing - sum of £990.00
- Friends of Wolverden Park – sum of £1,000

Community Wellbeing

This was a social group of men and women aged over 50. The grant was to support the delivery of courses from the Unity Well Being Centre which included the provision of food from the café.

Proposed by Councillor S Ali and Seconded by Councillor Z Ali, and

RESOLVED: That the grant application for £990 is awarded in principle subject to providing a minute reference within their committee documents authorising the application for grant, copies of recent bank statements and confirmation of other funding secured in order to make the project viable.

Friends of Wolverden Park

Application for improving the footpath in the park. The project is part funded by Pendle Council Area Committee.

Proposed by Councillor S Ali and Seconded by Councillor Z Ali, and

RESOLVED: That the grant application for £1,000 is granted in principle subject to the provision of supplying copy bank statements.

2018/017
(FGP)

LOCAL AUTHORITY POWERS AND DUTIES

To receive a report from the Town Clerk regarding the legalities surrounding the Community Wellbeing Café and VAT implications. The committee is requested to approve the costs for the specialist legal advice required to ensure that the Council is legally compliant in discharge of it's duties.

A report by the Clerk was circulated and a discussion took place regarding VAT registration for café supplies and the powers the Council was relying on for running the Café. As a result of the implications outlined within the report, the Clerk recommended that the Council engages a solicitor who specializes in local authority powers and duties to provide some legal advice. Two quotations were obtained:

Quotation One:

£500-600 + VAT – Specialist legal advice to be obtained on Unity Wellbeing Café legal powers and VAT status from a specialist who provides legal and strategic advice to local authorities.

Quotation Two:

£1,288.10 + VAT – VAT consultancy only. Quotation includes fees for a director and consultant on site including travel expenses

Proposed by Councillor Z Ali and Seconded by Councillor S Ali, and

RESOLVED: That the Finance and General Purposes committee accepts Quotation One and engages a specialist solicitor to provide advice on the legality and powers relating to the Unity Wellbeing Café including VAT status/ registration

2018/018
(FGP)

TOWN COUNCIL WEBSITE

To receive and consider quotations for a new website design and transfer, annual hosting fees and official email addresses for members (report enclosed)

The report was considered by members including quotes that had been obtained for a new website. Example websites were given by prospective contractors. The Council had been experiencing website issues since December 2017 and a local contractor had been

appointed to deal with the issues however these were outside of their scope of work.

	Quotation One	Quotation Two	Quotation Three
Website design, transfer and content as spec above	£730.00	£1,350	£1,500
Annual hosting fee, help and support and website warranty	£280.00	£275.00	£275.00
Domain costs	£120 (first two years, then £60.00 for each subsequent year)	Not applicable	
Emails accounts .gov for members	£0.00	£0.00	*£18.00 per account
Total Cost year one (design + hosting)	£1,010	£1,625	£1,775

Proposed by Councillor Z Ali, and Seconded by Councillor Mashuq, and

RESOLVED: That the Finance and General Purposes committees accepts quotation three and authorizes the cost of £1,500 for a new website design, transfer and content service in addition to an annual hosting fee of £275.00. The Clerk is authorised to set-up councillors with an official .gov email on request (service charge of £18.00 per email account to be applied by the service provider).

2018/019
(FGP)

SOCIETY OF LOCAL COUNCIL CLERKS (SLCC) MEMBERSHIP

To approve the annual SLCC membership for the Town Clerk/RFO at a cost of £223.00

Proposed by Councillor Z Ali, and Seconded by Councillor Mashuq, and

RESOLVED: That that payment of £223.00 is authorised for the annual SLCC membership fee for the Town Clerk/RFO

2018/020
(FGP)

INTERNAL CONTROLS (WORKING GROUP)

To appoint a working group of the Finance & General Purposes committee to review the system of internal control to part comply with section two of the annual governance statement, to be carried out once every six months. Local councils should self-manage risk to enable it to respond accordingly and remove or limit such risk. This is managed by carrying out internal control checks.

Note: The working group will be required to provide a report to the committee once this has been carried out.

Proposed by Councillor Z Ali, and Seconded by Councillor Latif, and

RESOLVED: That Councillors Z Ali, Latif and Mashuq are appointed on the internal controls working group (dates to be arranged with the Clerk)

2018/021
(FGP)

LONE WORKING

2018/021.1 - To consider the draft Lone Working Policy and recommend to Full Council to adopt (attached)

A draft policy was circulated. The Clerk reported that herself and the Catering Co-Ordinator work on their own at times when other part-time staff are not around. For health and safety purposes, it was important the Council had a policy and arrangements in place

for lone working.

Proposed by Councillor Z Ali and Seconded by Councillor Mashuq

RECOMMENDED: That the Finance and General Purposes committee recommends that Full Council adopts the Lone Working Policy

2018/021.2 - To consider a contract for lone working devices to be supplied to employees. The devices are GPS navigated and monitored by a call centre. The device provides lone workers and vulnerable individuals a simple yet effective way to call for help in any emergency situation.

One to five year contracts were considered for lone working devices. The contract fess for each device decreased on the number of years contract.

Proposed by Councillor Z Ali, and Seconded by Councillor Mashuq, and

RESOLVED: That the Finance and General Purposes committee approves a five year contract for two lone working devices at a cost of £9.00 per month. Cllr Z Ali, chairman of the Council volunteered to be assigned as an emergency contact for the devices.

2018/022
(FGP)

ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA

To notify the Clerk of any matters for inclusion on the agenda of the next meeting

None declared.

2018/023
(FGP)

DATE OF THE NEXT TOWN COUNCIL MEETING

The date of the next committee meeting was noted - Wednesday 25 July 2018 at 7.00pm, Unity Wellbeing Centre

The meeting was closed by the Chair at 8.25pm.