



NELSON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

held at the Selina Cooper Hall, Unity Well Being Centre, 62 Vernon Street, Nelson
on Wednesday 28th November 2018 at 6.45pm

Councillors Present: Cllr Kaamran Latif [Chair], Zafar Ali, Nazeem Hayat, Mohammad Aslam, Masguq Hussain

Absent Councillors: Sajid Ali, Zeeshan Amjad, Eileen Ansar, Najaf Anwar, Majid Ali Anwar

Non-Councillor (without voting rights): None

Observing Councillors (not a member of the committee): Sadia Bashir

Officers: Safia Kauser - Town Clerk/RFO [minute taker]

Members of the Public: Two Members

2018/068 (FGP) **APOLOGIES FOR ABSENCE**
To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting

There were no apologies for absence provided to the meeting.

2018/069 (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.

None declared

2018/070 (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.

Nelson FC in the Community

Two members from Nelson FC in the Community addressed the committee in respective of the two grant applications that were discussed at the last meeting. Details were provided to the committee on the separate projects that required financial support.
Two members of the public left after public participation at 7.00pm

Signed Chair:

Dated:

2018/071 **MINUTES**
(FGP) To approve the draft minutes of the Finance and General Purposes committee meeting held on 24 October 2018

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

RESOLVED: That the minutes of the Finance and General Purposes committee meeting held on the 24 October 2018 be confirmed as a true record and signed by the Chair.

2018/072 **SMALL GRANTS APPLICATIONS**
(FGP) To consider and approve the small grants applications enclosed:

- Nelson FC in the Community - £1,000 (deferred from last month)

The applicant had provided bank statements for the last six months and a minute resolution from the board authorizing the applicant to apply for this grant.

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

RESOLVED: That a grant of £1,000 is awarded to Nelson FC in the Community in accordance with the grant criteria terms and conditions. It is emphasized that the organization must ensure that the Council is promoted in their promotional materials for this project.

2018/073 **SPONSORSHIP REQUEST**
(FGP) To consider the sponsorship request from Nelson FC in the Community for a sum of £3000 – deferred from the last meeting.

The committee had concerns about awarding a sponsorship grant in addition to the small grant of £1,000 that was awarded earlier in the meeting to the same organization. The Council does not have a budget for awarding sponsorships however this had been done in the past.

Proposed by Councillor Kaamran Latif and Seconded by Councillor Nazeem, and

RESOLVED: That the sponsorship request for a sum of £3,000 from Nelson FC in the Community is rejected due to insufficient funds to support the application.

2018/074 **RESPONSIBLE FINANCIAL OFFICER (RFO) REPORT**
(FGP) To receive and consider the report from the RFO including correspondence

The RFO gave a verbal report to the committee.

BACS Salary Payments

The bacs system was up and running now. Salaries were paid this month to all staff via bacs. Liberata payroll were authorised to carry out the bacs transactions for staff and for HMRC payments.

Internal Audit

The internal auditor carried out the first audit visit for 2018/19 on the 16th November. The auditor was here from 9.30am to 5.15pm. The auditor had remarked at the positive progress the Council had made in six months and was very pleased with the work carried out. There were several areas that are to be addressed. A detailed audit report is to be received in due course.

2018/075 **ACCOUNTS AND SCHEDULE OF AUTHORIZED EXPENDITURE**
(FGP) **PAYMENTS/RECEIPTS**
2018/075.1 - To receive the monthly schedule of payments for August and September 2018. The committee is required to review the schedule of payments for

compliance in accordance with the Financial Regulations

The monthly schedule of payments were received for the period of August and September 2018 which were noted by the committee.

2018/075.2 - To note the schedule of payments over £500.00 for publication on the website in accordance with the Data Transparency Code

The schedule of payments over £500.00 for the period of August and September 2018 were received by the committee. The Clerk explained that in accordance with the Data Transparency Code, the schedule would be uploaded onto the Town Council website with any personal data redacted.

2018/075.3 - To review and approve the Finance and General Purposes committee payments for July 2018

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

Proposed by Councillor Hayat and Seconded by Councillor Kaamran Latif, and
RESOLVED: That the committee payments for August and September 2018 be approved by the committee and signed by the Chair

2018/075.4 - To receive the Finance and General Purposes monthly financial committee report

The monthly financial committee report for the period ending September 2018 was received by the committee.

2018/076
(FGP)

BANK RECONCILIATION STATEMENTS

2018/076.1 - To receive the bank reconciliation statements for the period of August and September 2018

The bank reconciliation statement for the August and September period was received by the committee.

2018/076.2 - To appoint a member, other than a cheque signatory to verify the bank reconciliation statements for all accounts (produced by the RFO)

Note: A committee member appointed for that meeting shall sign the reconciliations and the original bank statements as evidence of verification.

Councillor Z Ali was nominated to verify the bank reconciliation with the bank statement. This was initialed and verified in the presence of the committee.

2018/077
(FGP)

RISK ASSESSMENT

2018/077.1 - To receive and adopt the draft risk assessment policy. The Council is responsible for putting in place arrangements for the management of risk. The policy is to be adopted and reviewed annually by the Council.

Members queried why a risk assessment was required and the purpose of it. The RFO explained that the Council as a corporate body is responsible for putting in place arrangements for the management of risk, which is to be reviewed at least annually by the Council. The policy is a document that outlined the Council's responsibilities and how they would manage the risks including finances. The risk management forms part of the annual governance statement, box 5, which the Council must tick either yes or no, to indicate they complied with it. In reviewing the arrangements now, the council would be in a position to tick yes on the annual governance statement at the year end.

2018/077.2 - To receive and adopt the corporate risk assessment. This is prepared detailing the risks which may adversely impact on the achievement of the Council's objectives and the controls in place and planned to mitigate them. The corporate risk assessment is to be adopted and reviewed annually by the Council.

It was reported that for the 2017/18 financial year, the Council did not have a risk assessment in place. This was picked up by the internal and external auditors. The RFO had prepared a detailed 18 page risk assessment and the different levels of risk appetite were explained to the committee.

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

RECOMMENDED: That the Finance and General Purposes committee recommends that Full Council adopts the Risk Assessment Policy and Corporate Risk Assessment for 2018/19. This is required to comply with the Council's Responsibilities and box 5 of the Annual Governance Statement at year end.

2018/078
(FGP)

BUDGET 2019/20

To draft and submit a detailed committee budget in respect of revenue and capital income and expenditure for the following year

The committee tasked the RFO to prepare a base budget to include the same budget headings from this year's budget. A second version is then to be drafted with realistic budget headings for income and expenditure next year which is to be reviewed by the committee prior to any recommendations to full Council.

A member commented that the Highway Project budget should be increased by £20,000.

2018/079
(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

- Draft Budget 2019/20

2018/080
(FGP)

DATE OF THE NEXT TOWN COUNCIL MEETING

The date of the next committee meeting was noted - Wednesday 19 December 2018 at 6.30pm, Unity Wellbeing Centre

The meeting was closed by the Chair at 7.30pm.