



## 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 23<sup>rd</sup> January 2019 at 6.30pm

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**Councillors Present:** Cllr Kaamran Latif [Chair], Majid Ali Anwar, Zafar Ali, Mashuq Hussain OBE

**Absent Councillors:** Sajid Ali, Zeeshan Amjad, Eileen Ansar, Najaf Anwar, Mohammed Aslam, Nazeem Hayat

**Non-Councillor (without voting rights):** Azhar Ali

**Observing Councillors (not a member of the committee):** None

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

**Members of the Public:** None

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2018/100 (FGP) **APOLOGIES FOR ABSENCE**  
To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting

Proposed by Councillor Z Ali and Seconded by Councillor Anwar, and  
**RESOLVED:** That the apologies are received and approved from Councillors Sajid Ali, Mohammed Aslam and Nazeem Hayat

2018/101 (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.

2018/102 (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

2018/103  
(FGP)

## **MINUTES**

To approve the draft minutes of the Finance and General Purposes committee meeting held on 19 December 2018

Proposed by Councillor Mashuq and Seconded by Councillor Anwar, and

**RESOLVED:** That the minutes of the Finance and General Purposes committee meeting held on the 19 December 2018 be confirmed as a true record and signed by the Chair.

2018/104  
(FGP)

## **RESPONSIBLE FINANCIAL OFFICER (RFO) REPORT**

To receive and consider the report from the RFO including correspondence

### **Update on VAT Registration**

The Council had been advised that the actual registration needs to be done through the council's Government Gateway account (which you will then be used to submit the VAT returns) therefore an accountant cannot submit a registration on our behalf. Time will be set aside this month for the RFO to complete and submit the VAT registration.

The Accountants will then be able to advise us on completing the online form and ensure that we tick all the right boxes. They will also assist with the first, backdated claim to ensure that we reclaim everything we are entitled to and assist in preparing a partial exemption calculation at the year-end (which can then be used as a base for next year and future years). The VAT registration will be back-dated from 01 April 2018. The fee for the accountants including aftercare in the event of any queries when we submit the VAT return from 31 March VAT will be £375. A VAT update will be provided to the Unity Management committee as it effects the café and catering sales.

Members commented that further advice may be required in regard to café sales, ie is VAT applied on food and drinks etc.

### **Interim Internal Audit Report**

The head of internal audit had informed the Council that the auditor Howard Millar has not been able to write up his report from the visit in November. Howard Millar was no longer contactable. As the audit has been carried out, the company 'Yorkshire Internal Audit Services' have provided a basic report to ensure that we meet our statutory obligations in terms of internal audit. It is unfortunate that Howard Millar had not provided a report, as he had verbally expressed that the council had made significant progress since his last internal audit visit carried out in early 2018.

### **Update on the Yorkshire Bank Account Closure**

The letter requesting closure of the Yorkshire Bank account has now been completed and signed by the authorised signatories. This will now be submitted for processing. The balance of funds will be transferred to the Lloyds bank account, and coded against the Unity Management committee cost centre.

### **Review of the business charge limit**

The current limit is set to a maximum of £1,000 in accordance with the financial regulations which outlines the use of the card. The Council was currently in the process of confirming a mail distribution with Royal Mail and they required payment via bacs or bank transfer and cannot accept cheques. The committee was requested to approve the limit to £2,000 to enable the Royal Mail transaction to be paid via the charge card on a one-off basis.

Proposed by Councillor Latif and Seconded by Councillor Mashuq, and

**RESOLVED:** That the charge card limit for the Town Clerk/RFO is increased to £2,000 to enable the Royal Mail distribution costs to be paid

2018/105  
(FGP)

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

**2018/105.1 - To receive the monthly schedule of payments for November 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 and reviewed for the period of November 2018.

**2018/105.2 - 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 November 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.

**2018/105.3 - To review and approve the Finance and General Purposes committee payments for November 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 Z Ali and Seconded by Councillor Mashuq, and

**RESOLVED:** That the committee payments for November 2018 be approved by the committee and signed by the Chair

**2018/105.4 - To receive the Finance and General Purposes monthly financial committee report**

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

2018/106  
(FGP)

**BANK RECONCILIATION STATEMENTS**

**2018/106.1 - To receive the bank reconciliation statements for the period of November 2018**

The bank reconciliation statement for the period of November was received by the committee.

**2018/106.2 - 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 Latif was nominated to verify the bank reconciliation with the bank statement. This was initialed and verified in the presence of the committee.

2018/107  
(FGP)

**SMALL GRANTS APPLICATIONS**

To consider and approve the small grants applications enclosed:

- Friends of Bradley (Bradley Primary School) – sum of £1,000

The application was discussed by the committee and some documents had not been provided.

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

**RESOLVED:** That the Committee is happy to support the grant application in principle however they require the last six months bank statements, breakdown of projected costs and a minute reference from the board authoring the applicant to apply for the grant

Signed Chair: .....

Dated: .....

#### Cue Foundation

The grant application from Cue Foundation had been received late Friday afternoon and had missed the deadline for this meeting. The committee noted receipt of the application which is to be considered next month.

2018/108  
(FGP)

#### **DRAFT BUDGET 2019/20**

To consider the draft Council budget for 2019/20. The Budget Working Group were requested to meet with the RFO to consider the draft budget and request another version to be considered by the committee, however no meeting has taken place. The Committee may request another version of the budget to be prepared but must reach an agreement on a draft budget to be recommended to Council no later than Monday 4<sup>th</sup> February. The recommended budget must be capable of meeting all financial commitments and disclose the level of precept.

Note: Draft budget documents enclosed. In accordance with Financial Regulation 3.3, the budget working group members comprised of the Chair and Vice Chair of the Council and the Chair and Vice-Chair of the Finance and General Purposes committee

The RFO gave a verbal report to the committee on the draft council budget and the explained the level of general reserves and the earmarked reserves. Philip Mousdale had confirmed earlier this week that the Council had been granted an extension to submit the precept on the 14<sup>th</sup> February after the full Council meeting.

#### Election Costs

Clover Hill, Marsden East, Marsden West and Southfield approx. £3,000 per ward  
Bradley, Walverden and Whitefield approx. £5,000 per ward

#### Parks Contribution

Pendle Borough Council had requested 75% contribution of the parks which was equivalent to £97,880. In the draft budget, there was a current shortfall for the parks, however the Council will need to make a decision on the level of contribution which is likely to result in an increase. 1% increase is equivalent to £4,636

Proposed by Councillor Latif and Seconded by Councillor Mashuq, and

**RESOLVED:** That the RFO circulates the draft budget and report to full Council for consideration prior to the budget meeting

It was commented that Cllr M Pearson-Asher was the leader of the Conservative town council group.

2018/109  
(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

- Friends of Bradley – update on documentation
- Cue Foundation grant application

2018/110  
(FGP)

#### **DATE OF THE NEXT TOWN COUNCIL MEETING**

The date of the next committee meeting was noted - Wednesday 27 February 2019 at 6.30pm, Unity Wellbeing Centre

The meeting was closed by the Chair at 7.15pm