



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 27th February 2019 at 6.30pm

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

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

Non-Councillor (without voting rights): None

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

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

Members of the Public: One

2018/111 **APOLOGIES FOR ABSENCE**

(FGP) To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting

No apologies for absence were received.

2018/112 **DECLARATIONS OF INTERESTS**

(FGP) 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.

2018/113 **ADJOURNMENT FOR PUBLIC PARTICIPATION**

(FGP) 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

2018/114 **MINUTES**

(FGP) To approve the draft minutes of the Finance and General Purposes committee meeting held on 23 January 2019

Signed Chair:

Dated:

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 23 January 2019 be confirmed as a true record and signed by the Chair.

2018/115
(FGP)

RESPONSIBLE FINANCIAL OFFICER (RFO) REPORT

To receive and consider the report from the RFO including correspondence

- Update on VAT Registration
- Update on Yorkshire Bank Account Closure
- Update on the Business charge card limit
- Year End Accounts Preparation

Update on VAT Registration

The HMRC registration for VAT was completed on the 18th February 2019. HM Revenue & Customs (HMRC) had confirmed that the registration is back dated with effect from 01 April 2018. The VAT Registration Number is 315 3395 14. The VAT consultant had advised that when we submit our first VAT return for the period to 31 March 2019, the council will need to account for VAT on all relevant income for this year, particularly the café income. The council will be able to reclaim VAT on associated costs (such as café stock and maintenance work) if we haven't done so already.

The accountants had advised that ideally, the till should start recording VAT on sales from 1 March, otherwise the VAT will have to be worked out manually for March, as well as the first 11 months. The RFO has informed the Catering Co-ordinator that the till needs to be prepared for VAT. The VAT number will need to be programmed on the till and VAT recorded on sales from 01 March 2019. The VAT consultant had provided guidance on food consumables that are vatable and members were provided with a copy of the guidance document. Copies of guidance document had been provided to the Café to assist all till operators.

Yorkshire Bank Account Closure

The form requesting closure of the Yorkshire Bank account has now been completed and processed by Yorkshire Bank who had issued a cheque for £11,200.34 of the outstanding balance. This cheque will be paid into the man treasurers account, Lloyd's bank account and coded to the Unity Centre account code.

Update on the Business Charge Card Limit

The limit on the charge card is now increased to £2,000 as agreed by the committee last month.

Year End Accounts Preparation 2018/19

RBS Software Solutions, the company who provide the accounting software to the Council offer a year end close-down service where an accountant comes on-site and assists the RFO with the account's preparation of the Annual Return and supporting documentation. The Council had been allocated 21st May 2019 for the year end accounts to be prepared. The cost of this service is £450.00. Members expressed concerns regarding future costs of the year-end close down fee. The RFO explained that the previous accounts were inaccurate, and the internal auditor had to correct a number of discrepancies prior to submission to the external auditors. The Council should take confidence that the accounts will be been prepared accurately with the assistance of a qualified accountant.

Action: The RFO to contact the providers and request a training programme for the preparation of the annual accounts using the RBS Omega Accounts software system

2018/116
(FGP)

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

2018/116.1 - To receive the monthly schedule of payments for December 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 December 2018.

2018/116.2 - 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 December 2018 were received by the committee. In accordance with the Data Transparency Code, the schedule would be uploaded onto the Town Council website with any personal data redacted.

2018/116.3 - To review and approve the Finance and General Purposes committee payments for December 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 December 2018 be approved by the committee and signed by the Chair

2018/116.4 - To receive the Finance and General Purposes monthly financial committee report

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

2018/117
(FGP)

BANK RECONCILIATION STATEMENTS

2018/117.1 - To receive the bank reconciliation statements for the period of December 2018

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

2018/117.2 - 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 Majid Anwar was nominated to verify the bank reconciliation with the bank statement balance. This was initialed and verified in the presence of the committee.

2018/118
(FGP)

SMALL GRANTS APPLICATIONS

To consider and approve the small grants applications enclosed:

- Update on Friends of Bradley (Bradley Primary School) – sum of £1,000
- Cue Foundation – sum of £1,000 – further documentation requested

Friends of Bradley School

The group had supplied the bank statements however this was in the name of Bradley Primary School. The breakdown of the project details referred to a different project and not what was specified in the grant application. A copy of the constitution had not been provided either.

Proposed by Councillor M Anwar and Seconded by Councillor Latif, and

RESOLVED: That the application is rejected on the grounds that the group has failed to

Signed Chair:

Dated:

provide a constitution, the bank statements are not in the name of the group and the breakdown of the project costs does not correspond to the information specified on the application form. The group are required to resubmit a fresh application with the necessary documentation if they wish to reapply.

Cue Foundation

It was noted that the further information that the group requested last month, had not been supplied.

2018/119
(FGP)

REVIEW OF SMALL GRANTS APPLICATION FORM

To approve and adopt the grant funding application form including criteria terms and conditions for the small grants scheme, updated by the Town Clerk (copy enclosed)

The grant forms had been updated to strengthen the existing form and now included a checklist. The form had been simplified and easy to follow and complete with full terms and conditions of the grant on the reverse of the form. Members were pleased with the updated document which will now enable a thorough review of the grant form and supporting documentation by the office prior to submission to the committee for consideration.

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

RESOLVED: That the updated small grants application form is adopted and uploaded onto the town council website.

2018/120

REVIEW OF THE ASSET REGISTER

To note that the Clerk is in the process of developing an asset register policy and updating the current asset register.

It was reported that the policy had been completed however the asset register was in the process of being developed and updated. Information was currently outstanding on the items within the Café and the Catering Co-Ordinator had been requested to provide a list to the Clerk.

2018/121
(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

- Updated Asset Register and Policy
- Town Centre enhancements including flower basket arrangements and green areas (Nelson in Bloom)

2018/122
(FGP)

DATE OF THE NEXT TOWN COUNCIL MEETING

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

The meeting was closed by the Chair at 7.30pm.