



## NELSON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

held at the Parkhurst Room, Unity Well Being Centre, 62 Vernon Street, Nelson  
on Wednesday 27<sup>th</sup> March 2019 at 6.45pm

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**Councillors Present:** Kaamran Latif [Chair], Zafar Ali, Mohammed Aslam & Nazeem Hayat

**Absent Councillors:** Sajid Ali, Zeeshan Amjad, Eileen Ansar, Majid Anwar, Najaf Anwar & Mashuq Hussain

**Non-Councillor (without voting rights):** None

**Observing Councillors (not a member of the committee):** Mohammed Khalid

**Officers:** Safia Kauser - Town Clerk/RFO, Nick Harbour – Assistant Town Clerk [minute taker]

**Members of the Public:** One

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2018/123 (FGP) **APOLOGIES FOR ABSENCE**  
To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting

No apologies for absence were received.

2018/124 (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.

2018/125 (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.

One member of the public in attendance. He wished to raise an issue with Policing but was advised that this was not the correct meeting to discuss such an item and asked to instead raise this at the Annual Town meeting scheduled for the 10<sup>th</sup> April.

2018/126  
(FGP)

### **MINUTES**

To approve the draft minutes of the Finance and General Purposes committee meeting held on 27 February 2019

Proposed by Councillor Ali and Seconded by Councillor Hayat, and

**RESOLVED:** That the minutes of the Finance and General Purposes committee meeting held on the 27 February 2019 be confirmed as a true record and signed by the Chair.

2018/127  
(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 VAT Registration**

As mentioned at the previous meeting, 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 had informed the Catering Co-ordinator that the till needed to be prepared for VAT, and this has now been done and will come into effect from 01<sup>st</sup> April 2019. The VAT consultant had provided guidance on food consumables that are vatable and members had previously been 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**

A banker's draft was issued and sent to Lloyds Bank. This has somehow been lost in the processing centre and there is currently an ongoing dispute between Yorkshire Bank and Lloyds Bank around this. The £11,200.34 hasn't yet reached the new account. The RFO will continue to monitor this.

2018/128  
(FGP)

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

**2018/128.1 - To receive the monthly schedule of payments for January 2019. 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 January 2019.

**2018/128.2 - 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 January 2019 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.

**2018/128.3 - To review and approve the Finance and General Purposes committee payments for January 2019**

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 Hayat, and

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

**2018/128.4 - To receive the Finance and General Purposes monthly financial committee report**

The monthly financial committee report for the period ending January 2019 was received by the committee.

2018/129  
(FGP)

**BANK RECONCILIATION STATEMENTS**

**2018/129.1 - To receive the bank reconciliation statements for the period of January 2019**

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

**2018/129.2 - 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 balance. This was initialed and verified in the presence of the committee.

2018/130  
(FGP)

**SMALL GRANTS APPLICATIONS**

To consider and approve the small grants applications enclosed:

- Gaming Club at Pendle Vale College – sum of £1,000
- Senior Men and Womens Forum – sum of £600

Note: Both grant applications were completed on the incorrect form. Applicants have been advised to resubmit the applications on the new form for it to be considered at this meeting.

The update was received by the committee.

2018/131

**REVIEW OF THE ASSET REGISTER**

To receive the Asset Register Policy and updated asset register for the period ending 31 March 2019. The committee is required to recommend to Council that both documents are adopted.

The Town Clerk had circulated a draft copy of the updated Asset Register. This one is now much more detailed than the one that was previously written, as some assets didn't appear on the previous Policy. All agreed that what was on there so far was accurate and noted the importance of the document. The Town Clerk will finalise the draft in the next couple of weeks then it can go to Full Town Council to be adopted as well as being sent to the auditors.

The update was received by the committee.

2018/132  
(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). To obtain quotes to get arrangements put in the existing flower baskets and also quotes for some new ones to be placed in some of the green spots around the town. The quotes can then be reviewed in time to order the new displays in May.

2018/133  
(FGP)

**DATE OF THE NEXT TOWN COUNCIL MEETING**

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

The meeting was closed by the Chair at 7.15pm.

Signed Chair: .....

Dated: .....