



NELSON TOWN COUNCIL

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

held at the Unity Well Being Centre, Vernon Street, Nelson
on Wednesday 30th May 2018 at 7.00pm

Councillors Present: Nazeem Hayat (Chair); Councillors Zafar Ali, Amjad Zeeshan, Majid Ali Anwar, Mohmamad Aslam,

Observing Councillors (not a member of the committee): Saanval Safir

Officers: Safia Kauser - Town Clerk/RFO; Megan Crabtree - Clerk's Assistant

Members of the Public: One

2018/001 **ASSIGNING A COMMITTEE CHAIR**
(FGP) Councillor Nazeem Hayat volunteered to take the Chair.

Proposed by Councillor Aslam, and Seconded by Councillor Z Ali, and
RESOLVED: That Councillor Hayat takes the chair for the proceedings of this meeting

2018/002 **APOLOGIES FOR ABSENCE**
(FGP) To receive and approve apologies for absence

There were no apologies for absence.

2018/003 **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.

There were no declarations of Interest.

2018/004 **MINUTES**
(FGP) To approve the minutes of the meeting held on the 27th March 2018 (previously circulated)

Proposed by Councillor Z Ali, Seconded by Cllr Anwar, and
RESOLVED: That the minutes of the Finance & General Purposes committee meeting

Signed Chair: Date:

held on 27 March 2018 be confirmed as a true record and signed by the Chair

2018/005
(FGP)

FLOWER HANGING BASKETS

To approve the purchase of 320 flower hanging baskets. Members may need to consider a long-term contract with the selected supplier. Quotations to be tabled.

Cllr Z Ali informed the committee that quotations had been previously obtained and that the committee had selected the cheapest quote. It was recommended that the same contractor is selected again to provide the baskets for this year.

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

RESOLVED: That the purchase of 320 flowers baskets is approved at an approximate cost of £3,200 and that the Clerk is tasked to obtain 3 quotations to present at a later date for the committee to consider a long term 3 to 5 year contract to commence from May 2019

2018/006
(FGP)

ANNUAL RETURN FOR THE PERIOD ENDING 31 MARCH 2018

To recommend to Council the approval of the annual return (sections one and two) inclusive of the financial statements and supporting documents for the year ending 31 March 2018

The annual return and accounting documents were circulated to members. It was noted that the former Clerk had kindly agreed to prepare the statements which had been signed off by the internal auditor.

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

RECOMMENDED: That, the Finance and General Purposes committee recommends that full Council approves the Annual Return sections one and two (inclusive of the financial statements) and that the Annual Return governance statement declaration be duly signed by the Chair and the Town Clerk/RFO.

2018/007
(FGP)

REVIEW OF THE ACCOUNTING SOFTWARE

To consider the purchase of a specialised accounting software for Town and Parish Councils. The recommended software will enable the Council to utilise a purchases and ledger package for invoicing purposes, function to run VAT returns and room bookings package. Quotation to be tabled.

The RFO had prepared a report regarding the review of the accounting software which was circulated to members for consideration. It was noted that the current software did not include a sales ledger or room booking package. Three estimates of alternative providers were presented:

- Estimate One – The current software providers Scribe cannot provide a quotation as they do not offer a sales ledger or room booking software
- Estimate Two – Obtained from Easy PC accounts ‘Mijan Consulting’. Designed for small and medium parish councils. Unable to provide a quotation as they do not offer a sales ledger or room booking package.
- Quotation Three – Total cost £2,550 including sales and room bookings package, annual support and initial purchase and set-up

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

RESOLVED: That the Finance and General Purposes committee purchase the Rialtas Omega Financial software with the inclusion of the sales ledger invoicing and bookings software at a 1st year initial set up cost of approx. £2,328 and annual support fee of £360.00 per annum, one user license only. The software support is for an initial three-year period in accordance with the software purchase terms and conditions.

Signed Chair: Date:

2018/007
(FGP)

TO NOTE THE DATE OF THE NEXT MEETING

To be confirmed – provisional date of 20th June 2018 had been scheduled.

The meeting was closed by the Chair at 7.25pm

Signed Chair: Date: