



NELSON TOWN COUNCIL

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE held at the Parkhurst Room, Unity Well Being Centre, 62 Vernon Street, Nelson on Wednesday 29th May 2019 at 6.30pm

Councillors Present: Kaamran Latif [Chair], Zafar Ali, Husnan Arshad, Wayne Blackburn, Mashuq Hussain OBE, Mohammad Sakib and Ikram Ul-Haq

Absent Councillors: Nazeem Hayat

Non-Councillor (without voting rights): None

Observing Councillors (not a member of the committee): Mohammed Aslam and George Adam

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

Members of the Public: One representative from the Armed Forces Support Group

2019/001
(FGP) **ELECTION OF COMMITTEE CHAIRMAN**
To elect a committee chair for the ensuing year

Proposed by Councillor Z Ali and Seconded by Councillor M Hussain, and
RESOLVED: That Councillor M Kamran Latif be elected Chairman of the Finance and General Purposes committee for the ensuing year

2019/002
(FGP) **ELECTION OF COMMITTEE VICE-CHAIRMAN**
To elect a committee vice-chair for the ensuing year

Proposed by Councillor Z Ali and Seconded by Councillor M Kamran Latif, and
RESOLVED: That Councillor M Hussain be elected Vice-Chairman of the Finance and General Purposes committee for the ensuing year.

2019/003
(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. A member of the committee informed the new members that any apologies for future meetings are to be emailed to the Town Clerk.

2019/004
(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.

2019/005
(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.

A representative from the Armed Forces Support Group addressed the committee with a funding request. The Support Group are holding two memorial services to commemorate the 75th anniversary of D-Day. The first service will be held on 07th June whereby local schools as well as residents will be invited to attend. The second service will be on 09th June where a large crowd are expected to pay their respects. The event costs are expected to be around £200.00 to expenses (ie the brass band). The Council were requested to contribute half of these costs. Members all agreed that the Council would be able to cover the costs in its entirety. As this item was not on the agenda, the Committee could not make a resolution to award grant under the usual conditions. However, The Town Clerk and Councillor G Adam had a chance to discuss this item just before the meeting and the money can be paid from the Ward Initiative funding if a Councillor wishes to request this from their pot. Councillor G Adam agreed to complete the form and allocate the funding from the Walverden Ward Initiative funding.

Action: Cllr Adam to submit a Ward Initiative funding application form to the Town Town with the required signatures from the remaining ward members in support of the grant.

Action: Cllr Hussain (OBE) to circulate the flyer to the Town Clerk to be forwarded on to all members of the Council.

Mr Sutcliff thanked those present and left the meeting at 18:50

2019/006
(FGP)

MINUTES

2019/006.1 - To note that the meeting scheduled for 24th April 219 was not quorate
The item was noted

2018/128.2 - To approve the draft minutes of the Finance and General Purposes committee meeting held on 27th March 2019

Proposed by Councillor Ali and Seconded by Councillor Latif, and

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

2019/007
(FGP)

INTERNAL CONTROLS (WORKING GROUP)

To appoint a working group of the Finance & General Purposes committee to review the system of internal control to part comply with section two of the annual governance statement, to be carried out once every six months. Local councils should self-manage risk to enable it to respond accordingly and remove or limit such risk. This is managed by carrying out internal control checks

Proposed by Councillor Ali and Seconded by Councillor Latif, and
RESOLVED: That the working group be made up of Councillors Blackburn, Latif and Ul-Haq. The group is required to meet at least once a year to review the system of internal control.

Action: Internal controls working group to carry out the internal control checks from October 2019.

2019/008
(FGP)

PAYROLL ARRANGEMENTS

To review the service level agreement with Liberata who provide a payroll service for six/seven employees. An annual cost of £2,432 will be charged from 01 June 2019. A discussion took place around the quotes which were submitted to the committee. Whilst all were in agreement that a change in providers might be favourable going off the costings provided, further clarification around exact figures and what the contract would look like long term would be needed before the members could make a decision.

Proposed by Councillor Blackburn and Seconded by Councillor Ali, and
RESOLVED: That the item be deferred until the next meeting of this Committee and that Liberata continue to provide the payroll service until a decision can be made. That the Town Clerk be authorised to request further information from the companies with the companies who have provided quotes for services.

Action: The Town Clerk to obtain clarity on pricings from quotation one and to request figures for a 3 year contract to enable a like for like contract comparison for quotation purposes.

2019/009
(FGP)

TOWN CENTRE ENHANCEMENTS

2019/009.1 - To consider quotations for a three to five-year contract for the provision of approximately 156 hanging baskets

Quotations were obtained for the refill of 156 hanging baskets.

	12 inch baskets	14 inch baskets
Quotation One	£20.00	£20.00
Quotation Two	£12.00	£17.50
Quotation Three	Not quoted	£24.50

Proposed by Councillor Z Ali and Seconded by Councillor W Blackburn, and
RESOLVED: That quotation three, Holland House Nurseries be requested to provide the hanging baskets for the town centre on a fixed three year contract based on the price per basket.

Action: The order for 156 baskets to be placed with urgency and installed around the Town Centre.

2019/009.2 - To consider and identify areas that would benefit from additional flower arrangements in the town centre. Consideration should be given partnership working with Nelson in Bloom.

Councillor Ali spoke of the importance of the town centre needing to be more attractive, and suggested that this would lead to a better atmosphere in and around the town. He identified some areas leading into the town that he suggested would be a good starting point for floral displays. All present were keen to maintain good relationships with Nelson in Bloom and to assist them wherever possible.

Proposed by Councillor Z Ali and Seconded by Councillor W Blackburn, and
RESOLVED: That £3,000 be allocated from the Special Projects budget and delegated to the Town Clerk for the purchase of additional planters around the town centre.

Action: The Town Clerk to add an item around town centre flower arrangements to the next Environmental Improvements committee who are tasked to set-up a working group to further develop and build on the project.

2019/009.3 - To note that the site locations for the Nelson in Bloom flowers have been provided to the Handyman who will commence the watering as required.
The update was noted.

2019/010
(FGP)

BANK MANDATE

To review and update the bank signatories in accordance with Financial Regulation 5.2. The Council's signatories shall be the Chair and Vice-Chair of the Council, the Chair and Vice-Chair of the Finance and General Purposes committee and another member of the committee.

Proposed by Councillor Z Ali and Seconded by Councillor Latif, and
RESOLVED: That the bank signatories be confirmed as Councillors Zafar Ali, Nazeem Hayat, Mashuq Hussain, M Kamran Latif and Mohammad Sakib.

Action: Councillors to liaise with the Town Clerk for the completion and update of the bank mandate forms.

2019/011
(FGP)

SMALL GRANTS APPLICATIONS

To consider and approve the small grants applications enclosed:

- Building Bridges Pendle – sum of £1,000

Building Bridges had submitted a detailed small grant application form requesting support from the Town Council for a contribution of £1,000 to go towards the costs of running the Pendle Festival of Culture. It was commented that the festival is an excellent way to work towards integrated communities.

Proposed by Councillor Ali and Seconded by Councillor Blackburn, and
RESOLVED: That the grant request of £1,000 for the Pendle Festival of Culture be approved in accordance with the grant criteria terms and conditions.

2019/012
(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

- Payroll update
- Town Centre enhancement update

2019/013
(FGP)

DATE OF THE NEXT TOWN COUNCIL MEETING

The date of the next committee meeting was noted - Wednesday 26 June 2019 at 6.30pm, Unity Wellbeing Centre

The meeting was closed by the Chair at 7.25pm.