



**Minutes of a meeting of The Finance and General Purposes Committee held
on Wednesday 24th July 2019 at the Pankhurst Room,
Unity Well Being Centre, 62 Vernon Street, Nelson**

Commenced: 6.30pm - Concluded: 7.25pm

Councillors Present: Kamran Latif [Chair], Zafar Ali, Nazeem Hayat, Mohammad Sakib and Ikram Ul-Haq

Absent Councillors: Wayne Blackburn, Husnan Arshad and Mashuq Hussain

Non-Councillor (without voting rights): None

Observing Councillors (not a member of the committee): Mohammad Aslam

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

Members of the Public: None

2019/029 (FGP)	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting</p> <p>Proposed by Councillor Latif and Seconded by Councillor Ali, and</p> <p>RESOLVED: That the apologies received from Councillor Blackburn are approved and accepted.</p>
2019/030 (FGP)	<p><u>DECLARATIONS OF INTERESTS</u></p> <p>To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.</p> <p>None declared.</p>
2019/031 (FGP)	<p><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u></p> <p>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.</p> <p>No members of the public were present at the meeting.</p>
2019/032 (FGP)	<p><u>MINUTES</u></p> <p>To approve the draft minutes of the Finance and General Purposes committee meeting held on 26 June 2019 (previously circulated)</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and</p> <p>RESOLVED: That the draft minutes of the Finance and General Purposes committee</p>

	meeting held on the 26 June 2019 be confirmed as a true record and be signed by the Chair.
2019/033 (FGP)	<p><u>RESPONSIBLE FINANCIAL OFFICER (RFO) REPORT</u></p> <p>To receive and consider the report from the RFO including correspondence:</p> <ul style="list-style-type: none"> • Bank Mandate Signatories • External Audit Update • Precept 2019/20 <p><u>Bank Mandate – Signatories</u></p> <p>The bank has been unable to process the bank mandate process by Councillor Latif. They have requested some additional paperwork to be signed by the current signatories. The form was submitted to remove Councillor Aslam as a signatory and replace with Councillor Latif.</p> <p>The vice-chair of Finance and GP, Mashuq Hussain and the Vice-Chair of the Council are required to complete the bank mandate forms. Councillor George Adam and former Councillor Sajid Ali are to be removed once the new signatories have been added.</p> <p><u>External Audit Update</u></p> <p>The external auditors Littlejohns requested a copy of the agenda and minutes of the council meeting that reviewed the risk management arrangements. Copies of this have now been sent for audit.</p> <p><u>Precept 2019/20</u></p> <p>The precept of £463,647 was received from Pendle Borough Council on 07 May 2019.</p> <p>Members noted the Responsible Financial Officer's report.</p>
2019/034 (FGP)	<p><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS/RECEIPTS</u></p> <p>2019/034.1 - To receive the monthly schedule of payments for May 2019. The committee is required to review the schedule of payments for compliance in accordance with the Financial Regulations.</p> <p>The monthly schedule of payments were received and reviewed for the period of May 2019.</p> <p>2019/034.2 - To note the schedule of payments over £500.00 for publication on the website in accordance with the Data Transparency Code.</p> <p>Members noted the schedule of payments over £500.00 for publication on the website in accordance with the Data Transparency Code.</p> <p>2019/019.3 - To review and approve the Finance and General Purposes committee payments for the period of May 2019.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Hayat, and RESOLVED: That the Finance and General Purposes committee payments for the period of May 2019 are approved.</p> <p>2019/019.4 - To receive the Finance and General Purposes monthly financial committee report</p> <p>Members noted the Finance and General Purposes monthly financial committee report.</p>
2019/035 (FGP)	<p><u>BANK RECONCILIATION STATEMENTS</u></p> <p>2019/035.1 - To receive the bank reconciliation statements for the period of May 2019.</p> <p>Members noted the bank reconciliation statements for the period of May 2019</p> <p>2019/035.2 - To appoint a member, other than a cheque signatory to verify the bank reconciliation statements for all accounts (produced by the RFO).</p>

	<p>Proposed by Councillor Latif and Seconded by Councillor Ali, and RESOLVED: That Councillor Latif be appointed to verify the bank reconciliation statements for all accounts produced by the RFO.</p>
2019/036 (FGP)	<p><u>PAYROLL CONTRACT</u> To receive an update on the new payroll contract with Blackburn and Darwen Borough Council and the invoices received to date from the current provider Liberata.</p> <p>The Clerk had circulated a report in relation to the new payroll contract and listed a number of actions which needed taking following on from a meeting with officers from Blackburn with Darwen Borough Council:</p> <ul style="list-style-type: none"> • That a consultation exercise takes place with all employees for the transfer of the NEST pension scheme to the Local Government Pension Scheme (LGPS). • That all employees (subject to consultation) are transferred from the NEST pension scheme to the Local Government Pension Scheme effective from 01 September 2019 and that the RFO is authorised to register Nelson Town Council with the LGPS and provide authorization to the new payroll provider to administer. • That notice is given to NEST to terminate the current scheme and that the termination date is agreed as 31 August 2019, subject to a 28-notice period. • That all employee contract terms and conditions are reviewed by Peninsula and re-issued to all employees to ensure they are consistent with the Green Book terms and conditions. • That the employee handbook is reviewed by Peninsula to ensure all contract terms are consistent with the green book terms and conditions and that the Town Clerk issues the updated handbook to all employees. <p>Members agreed that all contract terms and conditions should mirror the ones in the green book for local government employees. It was noted that a transfer from NEST to the LGPS would result in an increase in the employer pension contribution budget.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Hayat, and RESOLVED: 1) That the consultation takes place with staff and that the pension scheme is transferred from NEST to the Local Government Pension Scheme from 01 September 2019 on the current employer contribution rates recommended by the LGPS provider; 2) That the employee contracts are reviewed by Peninsula along with the employee handbook. Once this review has been undertaken then the matter is then deferred to the Personnel committee for further inspection prior to being issued to all employees.</p> <p>Action: The Town Clerk/RFO to serve the termination notice to NEST and register the employer with the LGPS to commence from 01 September 2019.</p>
2019/037 (FGP)	<p><u>DROP KERBS</u> To consider any issues relating to drop kerbs inclusive of any budget implications. This item was raised by a member at the last Finance and GP committee meeting.</p> <p>One Member suggested that the Council should consider reintroducing the drop kerb scheme where residents can apply to the Council for funding to go towards having the work carried out. This would be particularly useful for disabled residents. It was stated that the cost of installing the drop kerbs has actually reduced over the past few years and is now down from approximately £1,300 to just £700.</p> <p>Proposed by Councillor Sakib and Seconded by Councillor Ali, and RESOLVED: That the Council reintroduce the former drop-kerb scheme whereby residents are invited to apply for funding from the Town Council to go towards costs of drop-kerb</p>

	<p>works undertaken by Lancashire County Council.</p> <p>Action: The Town Clerk to contact Lancashire County Council to obtain exact costings for the works.</p>
2019/038 (FGP)	<p><u>MUGAS AND PLAY AREAS</u></p> <p>To receive an update from the ward members on the visual inspections carried out and consider any further action as required. This item was raised at the last Finance and GP committee meeting.</p> <p>All MUGA's and Play Areas have now been assessed by the Councillors in their respective wards. The Clerk has received reports from all except Bradley, who will be submitting theirs before the deadline which was set as 31st July. The Clerk will then assess the notes made by Councillors alongside what was already identified on the report carried out by Lidas Leisure and then invite six companies to bid for the works which need carrying out most urgently.</p> <p>Members also outlined their concerns as to why the deficiencies at some of the MUGA's and Play Areas are not being identified by Pendle Borough Council, who go out and do weekly site inspections.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Hayat, and RESOLVED: That the Clerk write to Pendle Borough Council to raise this Council's concerns around the condition of some of the sites and seek a response as to why the ones in poor condition are not being reported.</p> <p>Action: The Clerk was asked by Members to circulate a copy of the asset register to Members of this committee.</p>
2019/039 (FGP)	<p><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></p> <p>To notify the Clerk of any matters for inclusion on the agenda of the next meeting</p> <ul style="list-style-type: none"> • CCTV camera installation at Reedyford/Regent street junction.
2019/040 (FGP)	<p><u>DATE OF THE NEXT TOWN COUNCIL MEETING</u></p> <p>To note the date of the next committee meeting scheduled for Wednesday 25th September 2019 at 6.30pm, Unity Wellbeing Centre.</p> <p>The meeting was closed by the Chair at 7.25pm.</p>