



**Minutes of a meeting of The Finance and General Purposes Committee held
on Wednesday 25th September 2019 at the Pankhurst Room,
Unity Well Being Centre, 62 Vernon Street, Nelson**

Commenced: 6.30pm - Concluded: 7.10pm

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

Absent Councillors: Wayne Blackburn, Husnan Arshad, Nazeem Hayat and Mashuq Hussain

Non-Councillor (without voting rights): None

Observing Councillors (not a member of the committee): George Adam [from 6.45]

Officers: Nick Harbour – Assistant Town Clerk [minute taker]

Members of the Public: None

2019/041 (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 Ali and Seconded by Councillor Latif, and</p> <p>RESOLVED: That the apologies received from Councillor Hussain are approved and accepted.</p>
2019/042 (FGP)	<p><u>DECLARATIONS OF INTEREST</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>
2019/043 (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>
2019/044 (FGP)	<p><u>MINUTES</u></p> <p>To approve the draft minutes of the Finance and General Purposes committee meeting held on 24 July 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 meeting held on the 24 July 2019 be confirmed as a true record and be signed by the Chair.</p>

2019/045 (FGP)	<p><u>RESPONSIBLE FINANCIAL OFFICER (RFO) REPORT</u></p> <p>To receive and consider the report from the RFO including correspondence:(Report enclosed)</p> <ul style="list-style-type: none"> • Training – Preparation of Annual Accounts • Upgrade of Accounts and Room Booking Software • Making Tax Digital • External Audit Update • Elections costs invoice <p>Proposed by Councillor Ali and Seconded by Councillor Sakib, and RESOLVED: That in the absence of the Responsible Financial Officer at this meeting, this item be deferred to a future meeting of the Finance and General Purposes Committee.</p>
2019/046 (FGP)	<p><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS/RECEIPTS</u></p> <p>2019/046.1 - To receive the monthly schedule of payments for the period of June and July 2019. The committee is required to review the schedule of payments for compliance in accordance with the Financial Regulations.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Sakib, and RESOLVED: That in the absence of the Responsible Financial Officer at this meeting, this item be deferred to a future meeting of the Finance and General Purposes Committee.</p> <p>2019/046.2 - To note the schedule of payments over £500.00 for the period of May and June 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>2019/046.3 - To review and approve the Finance and General Purposes committee payments for the period of June and July 2019</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That the Finance and General Purposes committee payments for the period of June and July 2019 are approved.</p> <p>2019/046.4 - To receive the Finance and General Purposes monthly financial committee report</p> <p>Proposed by Councillor Ali and Seconded by Councillor Sakib, and RESOLVED: That in the absence of the Responsible Financial Officer at this meeting, this item be deferred to a future meeting of the Finance and General Purposes Committee.</p>
2019/047 (FGP)	<p><u>BANK RECONCILIATION STATEMENTS</u></p> <p>2019/047.1 - To receive the bank reconciliation statements for the period of June and July 2019.</p> <p>Members noted the bank reconciliation statements for the period of June and July 2019</p> <p>2019/047.2 - 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 Ali and Seconded by Councillor Latif, and RESOLVED: That Councillor Sakib be appointed to verify the bank reconciliation statements for all accounts produced by the RFO.</p>
2019/048 (FGP)	<p><u>ASSET REGISTER</u></p> <p>2019/048.1 - To receive a copy of the current Asset Register as at 31 March 2019 and a copy of the previous register that was used to transfer data to the new format.</p>

	<p>Proposed by Councillor Ali and Seconded by Councillor Sakib, and RESOLVED: That in the absence of the Town Clerk at this meeting, this item be deferred to a future meeting of the Finance and General Purposes Committee.</p> <p>2019/048.2 - To consider the Asset Register report and recommendations and agree any further actions that may be required.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Sakib, and RESOLVED: That in the absence of the Town Clerk at this meeting, this item be deferred to a future meeting of the Finance and General Purposes Committee.</p>
2019/049 (FGP)	<p><u>ANNUAL RENEWAL OF MOTOR INSURANCE</u> To authorise the renewal of the Quad Bike motor insurance with Zurich at a cost of £448.00 including taxes, effective from 01 October 2019.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That the Council authorise the renewal of the Quad Bike motor insurance with Zurich at a cost of £448.00 including taxes, effective from 01 October 2019.</p>
2019/050 (FGP)	<p><u>PAYROLL CONTRACT</u> To receive an update on the payroll contract and the LGPS to commence from 01 October 2019.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That in the absence of the Town Clerk at this meeting, this item be deferred to a future meeting of the Finance and General Purposes Committee.</p>
2019/051 (FGP)	<p><u>REVIEW OF FINANCIAL REGULATIONS AND CHARGE CARD LIMITS</u> 2019/051.1 - In accordance with Financial Regulation 5.11, the committee is requested to provide authorisation for the Clerk to purchase a juicer for the Revive Café at a cost of £286 using the Council business charge card that is restricted to a maximum monthly spend of £250.00.</p> <p>Members discussed the need for the new juicer – stating that the Catering Co-Ordinator offers fresh juice on a daily basis in the café and is a vital piece of equipment necessary for the café.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That the committee provide authorisation for the Clerk to purchase a juicer for Revive Café at a cost of £286 using the Council business card that is restricted to a maximum monthly spend of £250.00.</p> <p>2019/051.2 - To receive a copy of the updated model Financial Regulations issued by NALC and to consider any necessary changes to the Councils adopted Financial Regulations to ensure that they are up to date</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That in the absence of the Responsible Financial Officer at this meeting, this item be deferred to a future meeting of the Finance and General Purposes Committee.</p>
2019/052 (FGP)	<p><u>DROP KERBS</u> To receive a verbal update on the Lancashire County Council drop kerb scheme and to consider how the Town Council can support the costs for these types of applications.</p>

	<p>Note: It was agreed at the last meeting 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 works undertaken by Lancashire County Council.</p> <p>Proposed by Councillor Sakib and Seconded by Councillor Ali, and RESOLVED: That the Town Council reintroduce the drop-kerb scheme and support residents with part funding for the works carried out. The Council would expect the applicant to liaise with both Lancashire County Council and Pendle Borough Council to get the work completed, and that the applicant pay the full amount invoiced to them. The applicant can then claim part funding from Nelson Town Council for up to 50% of the total charge, with the Town Council's contribution capped at a maximum of £500.</p>
2019/053 (FGP)	<p><u>CCTV</u> To consider a camera installation at Reedyford/Regent street junction. This item was raised at the last committee meeting.</p> <p>Proposed by Councillor Sakib and Seconded by Councillor UI-Haq, and RESOLVED: That the monies to be received from Pendle Borough Council once the CCTV transfer takes place be used to install a camera at the Reedyford Road/ Regent Street junction of Nelson.</p> <p>Action: The Assistant Town Clerk to contact Blackburn Hub and other companies to seek quotes for the camera, installation and maintenance charges.</p>
2019/054 (FGP)	<p><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u> To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p> <ul style="list-style-type: none"> • Corporate Risk Assessment • IT maintenance and cloud storage
2019/055 (FGP)	<p><u>DATE OF THE NEXT COMMITTEE MEETING</u> To note the date of the next committee meeting scheduled to take place on Wednesday 23rd October 2019 at 6.30pm, Unity Wellbeing Centre.</p> <p>The meeting was closed by the Chair at 7.10pm.</p>