



## 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 26<sup>th</sup> June 2019 at 6.30pm

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

**Absent Councillors:** Husnan Arshad and Wayne Blackburn

**Non-Councillor (without voting rights):** Azhar Ali

**Observing Councillors (not a member of the committee):** None

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

**Members of the Public:** One representative from Together Lancashire

2019/014 (FGP)	<p><b><u>APOLOGIES FOR ABSENCE</u></b> To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting</p> <p>Proposed by Councillor Hayat and Seconded by Councillor Sakib, and <b>RESOLVED:</b> That the apologies received from Councillor Blackburn are approved and accepted.</p>
2019/015 (FGP)	<p><b><u>DECLARATIONS OF INTERESTS</u></b> 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>
2019/016 (FGP)	<p><b><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u></b> 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>A representative from Together Lancashire, addressed the committee with a funding request. The funding request was seeking a commercial fridge for the food club being run by the organisation up at the Grass Roots Centre. The club currently rely on second hand domestic fridges and cool boxes, which unfortunately aren't up to the job of keeping the large stocks of food needed fresh for service users. 40 people per week use the service.</p> <p><i>Ms Mitchell thanked those present and left the meeting at 18:50.</i></p>

Signed Chair: .....

Dated: .....

2019/017 (FGP)	<p><b><u>MINUTES</u></b> To approve the draft minutes of the Finance and General Purposes committee meeting held on 29 May 2019 (previously circulated)</p> <p>Proposed by Councillor Hayat and Seconded by Councillor Latif, and <b>RESOLVED:</b> That the draft minutes of the Finance and General Purposes committee meeting held on the 29 May 2019 be confirmed as a true record and be signed by the Chair.</p>
2019/018 (FGP)	<p><b><u>RESPONSIBLE FINANCIAL OFFICER (RFO) REPORT</u></b> To receive and consider the report from the RFO including correspondence:</p> <ul style="list-style-type: none"> <li>• Yorkshire Bank Account closure</li> <li>• Yearend accounts</li> <li>• VAT partial exemption summary</li> <li>• HMRC – VAT Compliance check</li> <li>• Bank Mandate</li> </ul> <p><u>Yorkshire Bank Account Closure</u> The complaint submitted to Lloyds bank in relation to the bankers' draft issued by Yorkshire Bank has been concluded.</p> <p>The complaint related to:</p> <ul style="list-style-type: none"> <li>• Unhappy that Lloyds Bank have lost a bankers cheque from Yorkshire Bank for the amount of £11,200.34 when trying to deposit it in the Lloyds Burnley branch. We would like these funds to be credited to our Lloyds Business account.</li> </ul> <p>The complaint was upheld and a payment of £333.84 made for the inconvenience caused. This was made up of the following:</p> <ul style="list-style-type: none"> <li>• £150.00 for the upset and frustration caused</li> <li>• £171.84 for the deprived of funds</li> <li>• £12.00 to cover the call costs</li> </ul> <p><u>Year End Accounts</u> The Full Town Council approved the annual accounts and financial statements on the 12 June 2019. The AGAR, financial statements and supporting documentation have been submitted to the external auditors to comply with the statutory deadline of 01 July 2019.</p> <p><u>VAT Partial Exemption Summary</u> The VAT consultant has now completed all his works in relation to assisting the council to become VAT registered. A partial exemption summary has been produced and a template issued for the Council to use in future.</p> <p><u>HMRC VAT Compliance Check</u> As a result of the Council becoming VAT registered, the repayment for VAT return period 04/19 was selected for verification as this was our first VAT return. HMRC requested more information from us to help in their check of net amount of VAT claimed on this return. We were required to provide:</p> <ul style="list-style-type: none"> <li>• Input VAT summary for the VAT period 04/19</li> <li>• 5 large value Purchase invoices</li> <li>• Reason/s of high value input tax declaration in this period</li> <li>• Future trends/expectations e.g</li> <li>• Highest anticipate claim / Period or time of year expected</li> </ul>

	<p>The information was supplied within a few weeks of the request within the deadline date of 20<sup>th</sup> June 2019. HMRC were satisfied with the information and as such have submitted our return for authorisation in order for the repayment to be released in full.</p> <p>We were asked to note that no detailed examination of the related business records had been carried out, and these records may be subject to further scrutiny, for example at a routine VAT audit. Payment of the amount claimed is without prejudice to such further scrutiny and should not be taken as an assurance either that business records are in order, or that the claim has been correctly calculated.</p> <p><u>Bank Mandate</u> The bank mandate form has been completed for Cllr Kamran Latif to be added as a new signatory in his capacity as the Chair of the Finance and GP committee and for Councillor Aslam to be removed as an existing signatory.</p>
2019/019 (FGP)	<p><b><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS/RECEIPTS</u></b></p> <p><b>2019/019.1 - To receive the monthly schedule of payments for March and April 2019. The committee is required to review the schedule of payments for compliance in accordance with the Financial Regulations.</b> Members noted the schedule of payments for March and April 2019</p> <p><b>2019/019.2 - To note the schedule of payments over £500.00 for publication on the website in accordance with the Data Transparency Code.</b> Members noted the schedule of payments over £500.00 for publication on the website in accordance with the Data Transparency Code</p> <p><b>2019/019.3 - To review and approve the Finance and General Purposes committee payments for the period of March and April 2019.</b>  Proposed by Councillor Hayat and Seconded by Councillor Ali, and <b>RESOLVED:</b> That the Finance and General Purposes committee payments for the period of March and April 2019 are approved</p> <p><b>2019/019.4 - To receive the Finance and General Purposes monthly financial committee report</b> Members noted the Finance and General Purposes monthly financial committee report.</p>
2019/020 (FGP)	<p><b><u>BANK RECONCILIATION STATEMENTS</u></b></p> <p><b>2019/020.1 - To receive the bank reconciliation statements for the period of March and April 2019.</b> Members noted the bank reconciliation statements for the period of March and April 2019</p> <p><b>2019/020.2 - To appoint a member, other than a cheque signatory to verify the bank reconciliation statements for all accounts (produced by the RFO).</b>  Proposed by Councillor Ali and Seconded by Councillor Hayat, and <b>RESOLVED:</b> That Councillor Latif be appointed to verify the bank reconciliation statements for all accounts produced by the RFO</p>
2019/021 (FGP)	<p><b><u>BUDGET ALLOCATION – WARD INITIATIVE FUNDING</u></b> To review the budget allocation for the Ward Initiative funding for the Marsden East and Marsden West ward due to the change of boundaries.  Proposed by Councillor Ali and Seconded by Councillor Latif, and</p>

	<p><b>RECOMMENDED:</b> That due to the boundary changes to the Marsden Ward and the subsequent change that now includes a split of the previous ward and the new creation of the Marsden East and Marsden West wards; the Finance and General Purposes Committee recommend that the existing budget for Marsden be renamed to Marsden East and that a new budget of £1,000 for Marsden West is allocated for the Ward Initiative funding. The additional budget of £1,000 is to be met by the Council's Contingency.</p> <p>A discussion took place surrounding the budget for the MUGA's and play areas. With the summer being here, members felt that this is the time when the MUGA's are in use the most and it is of vital importance that the facilities are up to standard. The Clerk reported that she has been in discussions with a company to conduct conditions survey for all the sites. The survey has now taken place and the Clerk's office is awaiting a copy of the report which will include estimates for repairs. This report will then be submitted to Full Council for review.</p> <p><b>Action:</b> The Clerk to get in contact with the company who have conducted the survey and request the report is submitted as a matter of urgency.</p> <p><b>Action:</b> A small sub-group consisting of members of the Finance committee agreed to visit the MUGA's to identify any sites that need emergency attention. Any areas identified in need of repair can be reported to the Clerk's office. The Clerk can contact site maintenance companies for quotes on costs for the repairs. Findings can then be presented to Full Council for discussion.</p>
2019/022 (FGP)	<p><b><u>PAYROLL ARRANGEMENTS</u></b></p> <p>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. Item deferred from the last meeting.</p> <p>The Clerk presented a costing as requested at the last meeting for transferring payroll services. Blackburn with Darwen Borough Council could offer the same service as Liberata for a £500 per year fee (with a one off £300 set up fee). This costing is inclusive of a 5% discount for taking a 3-year contract.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Sakib, and</p> <p><b>RESOLVED:</b> That the payroll arrangements be transferred from Liberata to Blackburn with Darwen Borough Council Human Resources Services on a three-year contract.</p>
2019/023 (FGP)	<p><b><u>SMALL GRANTS APPLICATIONS</u></b></p> <p>To consider and approve the small grants applications enclosed:</p> <ul style="list-style-type: none"> <li>• Together Lancashire – Sum of £1,500</li> </ul> <p>Proposed by Councillor Hayat and Seconded by Councillor Sakib, and</p> <p><b>RESOLVED:</b> That the grant request of £1,000 for the Together Lancashire to purchase a commercial fridge be approved, subject to receiving a copy of the organisation bank statements, in accordance with the grant criteria terms and conditions.</p>
2019/024 (FGP)	<p><b><u>WEBSITE UPDATE</u></b></p> <p>To receive a report from the Clerk on the development and update of the website pages</p> <p>The Clerk gave a brief update on the latest the development and update of the Council website. Work has been carried out on the following aspects of the website:</p> <ul style="list-style-type: none"> <li>• All Councillor contact details now available</li> <li>• The Committee pages now show which Councillors are on what committees</li> </ul>

	<ul style="list-style-type: none"> <li>• A page is set-up on the asset register which will be available for download</li> <li>• Equipment hire page set-up with the form available for download</li> <li>• New page set-up for the Inspection of the Council accounts</li> </ul> <p>Members noted the update.</p> <p><b>Action:</b> Some Councillors are still yet to submit a photo or call in to the office to have their picture taken for the Councillor contact details page. Councillors are requested to submit these as soon as possible.</p>
<p>2019/025 (FGP)</p>	<p><b><u>OPERATION LONDON BRIDGE</u></b></p> <p>To consider the arrangements and plans for Operation London Bridge. The SLCC is advising Councils to be prepared for this major historic event, for which no date can be given.</p> <p>The Clerk is currently awaiting for some presentation slides to be sent through from the SLCC following on from a recent webinar that they hosted. Members felt that it would be beneficial to find out what the Borough Council's plans are before taking any further action.</p> <p><b>Action:</b> The Clerk to get in contact with Pendle Borough Council to find out what plans the Borough have in place.</p>
<p>2019/026 (FGP)</p>	<p><b><u>TOWN CENTRE ENHANCEMENTS</u></b></p> <p>To note that full Council approved £20,000 from the Special Projects budget to accommodate the additional flower arrangements. This project is referred to the Environmental Improvements committee as agreed by the F&amp;GP last month.</p> <p>Members noted the update.</p>
<p>2019/027 (FGP)</p>	<p><b><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></b></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"> <li>• MUGA's and play areas</li> <li>• Drop kerbs</li> </ul>
<p>2019/028 (FGP)</p>	<p><b><u>DATE OF THE NEXT TOWN COUNCIL MEETING</u></b></p> <p>To note the date of the next committee meeting scheduled for Wednesday 24 July 2019 at 6.30pm, Unity Wellbeing Centre.</p> <p>The meeting was closed by the Chair at 7.25pm.</p>