



# Nelson Town Council

**Nelson Town Council**

Town Hall

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**Assistant Town Clerk: Mr Nicholas Harbour**  
**Email:** [nick.harbour@nelsontowncouncil.gov.uk](mailto:nick.harbour@nelsontowncouncil.gov.uk)  
**04 May 2022**

**To all members of the Town Council**

**YOU ARE HEREBY SUMMONED TO ATTEND** the **ANNUAL MEETING** of the Town Council to be held in the Selina Cooper Hall, Unity Wellbeing Centre, Vernon Street, Nelson on **Wednesday 11<sup>th</sup> May 2022** at **7.30pm**

To request attendance please email [info@nelsontowncouncil.gov.uk](mailto:info@nelsontowncouncil.gov.uk)

*N. Harbour*

**Mr Nicholas Harbour**  
**Assistant Town Clerk**

## **Council Members**

Cllr Zafar Ali (Chairman)  
Cllr George Adam  
Cllr Faraz Ahmad  
Cllr Omar Ahmed  
Cllr Zulfiqar C Ali  
Cllr Husnan Arshad  
Cllr Mohammad Aslam  
Cllr Ali H Baig

Cllr N Hayat (Vice-Chairman)  
Cllr Sadia Bashir  
Cllr Rehan Hanif  
Cllr Wayne Blackburn  
Cllr P Hannah-Wood  
Cllr Fiona Holland  
Cllr Mashuq Hussain OBE  
Cllr M Latif

Cllr M Pearson-Asher  
Cllr N Pearson-Asher  
Cllr Mohammad Sakib  
Cllr Mohammad Sarwar  
Cllr Russell Tennant  
Cllr Ikram Ul-Haq  
Cllr Sheila Wicks  
Cllr Atique Rehman

## **Recording of Council Meetings**

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted

## **Public Participation**

- Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting
- Any member of the public shall not speak for more than five minutes.

- A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

## AGENDA

<b>1.</b>	<p><b>One Minute Silence</b> The Chairman invites members to observe a one minute of silence</p>
<b>2.</b>	<p><b>Election of Town Council Chairman</b> To elect a Town Council Chairman for 2022/23 municipal year</p>
<b>3.</b>	<p><b>Election of Town Council Vice-Chairman</b> To elect a Town Council Vice-Chairman for the 2022/23 municipal year</p>
<b>4.</b>	<p><b>Apologies for Absence</b> To receive and approve apologies for absence and reasons given to the Assistant Clerk prior to the meeting.</p>
<b>5.</b>	<p><b>Declarations of Interests</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>Note: Members 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.</p>
<b>6.</b>	<p><b>Adjournment for Public Participation</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.</p> <p>No resolutions can be under public participation.</p>
<b>7.</b>	<p><b>Minutes</b> To approve the draft minutes of the Town Council meeting held on 13 April 2021 (previously circulated).</p>
	<p><b>Committee Minutes</b> To confirm the receipt of committee minutes previously circulated:</p> <ul style="list-style-type: none"> <li>• Finance and General Purposes Committee <span style="float: right;">27 April 2022</span></li> <li>• EO Events, Promotional and Marketing Committee <span style="float: right;">27 April 2022</span></li> </ul> <p>Note: All council minutes are available on the Town Council website. Members are required to confirm the receipt of committee minutes. Any amendments to the draft committee minutes can only be made at the next relevant committee meeting where the meeting will be required to confirm the accuracy of the minutes and approve as a true record of proceedings.</p>
<b>8.</b>	<p><b>Review of Delegation arrangements to committees, sub-committees, staff and other local authorities</b> To review and adopt the Scheme of Delegation that contains the delegation arrangements to staff,</p>

	<p>committees and sub-committees of the Town Council in accordance with the Local Government Act 1972, s101. The Scheme of Delegation contains the terms of reference for each standing committee.</p> <p>Note: Unlike a principal authority, the composition of the committees and sub-committees of a local council is not required to represent the same proportions in which the council as a whole may be politically divided. (The Local Government (Committees and Political Groups) Regulations 1990).</p>
<b>9.</b>	<p><b>Appointment of Committees</b> To appoint members to committees in accordance with the Scheme of Delegation.</p> <ul style="list-style-type: none"> <li>• Environmental Improvement Committee    8 members and Ex-Officio</li> <li>• Finance and General Purposes Committee     8 members and Ex-Officio</li> <li>• Events, Promotional and Marketing Committee     8 members and Ex-Officio</li> <li>• Personnel Committee    5 members and Ex-Officio</li> <li>• Unity Wellbeing Management Committee     8 members and Ex-Officio</li> </ul>
<b>10.</b>	<p><b>Adoption of Standing Orders and Financial Regulations</b> 10.1 To review and adopt the Standing Orders inclusive of the policies and procedures listed in Appendix B (copies provided in the Councillor's Handbook).</p> <p>Note: The GDPR policies were reviewed and adopted by full Council last September and are based on the model policies produced by SLCC. The remaining policies and procedures have been compiled by the Town Clerk based on existing town council policies or model policies produced by NALC or SLCC. The Assistant Clerk recommends that the policies and procedures are adopted as it will provide the Town Council with a robust governance framework.</p> <p>10.2 To review and adopt the Financial Regulations (based on the model produced by NALC)</p>
<b>11.</b>	<p><b>Asset Register Review</b> 11.1 To review the existing Asset Register Policy.</p> <p>11.2 To review the updated Asset Register for the financial year 2022/23.</p>
<b>12.</b>	<p><b>Reports from Borough and County Councillors</b> To receive reports from the Borough or County Councillors</p>
<b>13.</b>	<p><b>Climate Emergency Issues</b> A standing item to identify and consider council initiatives which will help deal with the climate emergency through Nelson Town Council's functions, facilities and any other remit.</p>
<b>14.</b>	<p><b>Police Update</b> To receive an update from PC Lorna Bolton around the latest issues happening in and around Nelson and to discuss the most recent crime figures for Nelson.</p>
<b>15.</b>	<p><b>Nelson Town Deal</b> To discuss the Nelson Town Deal and prepare for ways to which Nelson Town Council can assist with the process.</p>
<b>16.</b>	<p><b>Back Street Project</b> To receive an update from the Vice-Chairman in relation to the Back Streets Project.</p>
<b>17.</b>	<p><b>Grant Funding Request – Pendle Food For All</b> To consider a grant request received on behalf of Pendle Food For All.</p>
<b>18.</b>	<p><b>Transferred Services</b></p>

	<p>To receive reports and consider any actions required in relation to transferred services.</p> <ul style="list-style-type: none"><li>a) CCTV monitoring</li><li>b) MUGAs/Play Areas</li><li>c) Parks Services</li><li>d) Additional services to consider from Pendle Borough Council following a recent meeting with Pendle Borough Council Officer Philip Mousdale</li></ul>
<b>19.</b>	<p><b>Any items for discussion for a future agenda</b> To notify the Assistant Clerk of any matters for inclusion on the agenda of the next meeting.</p>
<b>20.</b>	<p><b>Date of the Next Town Council Meeting</b> The date of the next meeting of the Council is due to be held on Wednesday 08<sup>th</sup> June 2022.</p>