



Nelson Town Council

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Town Hall

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Assistant Town Clerk: Mr Nicholas Harbour
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01 May 2024

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 08th May 2024** at **7.30pm**

To request attendance please email info@nelsontowncouncil.gov.uk

N. Harbour

Mr Nicholas Harbour
Assistant Town Clerk

Council Members

Cllr Faraz Ahmad (Vice Chair)
Cllr Shabaz Ahmed
Cllr Naeem Akhtar
Cllr Iftikhar Ali
Cllr Zafar Ali
Cllr Thabasum Ruby Anwar
Cllr Husnan Arshad
Cllr Mohammad Aslam

Cllr Aqib Bashir
Cllr Sughra Bibi
Cllr Mohammad Kamran Butt
Cllr Kashif Ur Rehman Chaudhry
Cllr Tallaha Fiaz
Cllr M. Rehan Hanif (Chair)
Cllr Mohammad Kamran Latif
Cllr Mohammad Ajmal Khan UI Nisa

Cllr Hassan Mahmood
Cllr Anam Nawaz
Cllr M. Adeel Qamar
Cllr Atique Rehman
Cllr M. Sufyaan Sarwar
Cllr Marie Stone
Cllr Sheila Wicks
Cllr Julie Green

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

1.	<p>One Minute Silence The Chairman invites members to observe a one minute of silence</p>
2.	<p>Election of Town Council Chairman To elect a Town Council Chairman for 2024/25 municipal year</p>
3.	<p>Election of Town Council Vice-Chairman To elect a Town Council Vice-Chairman for the 2024/25 municipal year</p>
4.	<p>Apologies for Absence To receive and approve apologies for absence and reasons given to the Assistant Clerk prior to the meeting.</p>
5.	<p>Declarations of Interests 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>
6.	<p>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.</p> <p>No resolutions can be under public participation.</p>
7.	<p>Minutes To approve the draft minutes of the Town Council meeting held on 13 March 2023 (previously circulated).</p>
8.	<p>Committee Minutes To confirm the receipt of committee minutes previously circulated:</p> <ul style="list-style-type: none"> • Finance and General Purposes Committee 27 March 2024 • Finance and General Purposes Committee 24 April 2024 <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>
9.	<p>Review of Delegation arrangements to committees, sub-committees, staff and other local authorities 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>
10.	<p>Appointment of Committees To appoint members to committees in accordance with the Scheme of Delegation.</p> <ul style="list-style-type: none"> • Environmental Improvement Committee 8 members and Ex-Officio • Finance and General Purposes Committee 8 members and Ex-Officio • Events, Promotional and Marketing Committee 9 members and Ex-Officio • Personnel Committee 5 members and Ex-Officio • Unity Wellbeing Management Committee 8 members and Ex-Officio
11.	<p>Adoption of Standing Orders and Financial Regulations 11.1 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>11.2 To review and adopt the Financial Regulations (based on the model produced by NALC)</p>
12.	<p>Asset Register Review 12.1 To review the existing Asset Register Policy.</p> <p>12.2 To review the updated Asset Register for the financial year 2024/25.</p>
13.	<p>Reports from Borough and County Councillors To receive reports from the Borough or County Councillors</p>
14.	<p>Police Update 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>
15.	<p>Nelson Town Deal To discuss the Nelson Town Deal and prepare for ways to which Nelson Town Council can assist with the process.</p>
16.	<p>Risk Management Policy To receive and review an updated Risk Management Policy for the forthcoming year 2024/ 25.</p>
17.	<p>Meeting Schedule for 2024/ 25 To receive and approve an amended meeting schedule for 2024/ 25 to take into account the Ramadan schedule for 2025.</p>
18.	<p>Town Centre Litter Pick To consider a Councillor-led town centre litter pick in preparation for the new spring floral displays due to be installed w/c Monday 20th May 2024.</p>

19.	Lighting Maintenance in Nelson Town Centre To consider a match funding request with Pendle Borough Council over lighting maintenance in Nelson Town Centre. The total cost of the project is £7,500 of which Pendle Borough Council have asked the Town Council to contribute £3,750 towards. The money will be for replacing damaged town centre lighting columns, particularly around the Town Hall and Library areas.
20.	Transferred Services To receive reports and consider any actions required in relation to transferred services. a) CCTV monitoring b) MUGAs/Play Areas c) Parks Services
21.	Any items for discussion for a future agenda To notify the Assistant Clerk of any matters for inclusion on the agenda of the next meeting.
22.	Date of the Next Town Council Meeting The date of the next meeting of the Council is due to be held on Wednesday 12 th June 2024.