



NELSON TOWN COUNCIL

**SUMMONS TO ATTEND A MEETING OF NELSON TOWN COUNCIL
AT 7 PM ON WEDNESDAY 14TH FEBRUARY 2018 AT NELSON TOWN
HALL**

A G E N D A

1. COUNCIL SMOKING POLICY

Members are reminded of the Council Smoking Policy that there is no smoking in Council Meetings and this includes the use of e-cigarettes.

2. CODE OF CONDUCT

Members are reminded of the Code of Conduct at meetings and the correct procedures to only speak through the Chair when the Chair permits.

3. ONE MINUTE SILENCE

The Chairman invites members to observe one minute of silence to pay respects to Nelson residents who have passed within the last month.

4. APOLOGIES FOR ABSENCE AND REASONS GIVEN

To receive apologies for absence and reasons given to the Clerk prior to the meeting.

5. DECLARATIONS OF INTEREST

Members are reminded of the legal requirements concerning the declaration of interests. A Member 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.

6. FORMALLY ADJOURN THE MEETING TO ALLOW FOR PUBLIC PARTICIPATION

To receive, for a maximum of 15 minutes, questions from members of the public on issues, which do not appear on the agenda.

7. FORMALLY RECONVENE THE TOWN COUNCIL MEETING

8. MINUTES

To approve, or otherwise, the Minutes of the Full Council meeting held on 10th January 2018.

9. COMMITTEE MINUTE

9.1. To receive the Minutes of the following Committees and approve the recommendation therein:

9.1.1. Planning Committee 10th January 2018, the Planning Committee of the 24th January was cancelled.

9.1.2. Unity Wellbeing Management Committee 17th January 2018

9.1.3. Finance and General Purposes Committee 24th January 2018

9.1.4. Events Committee 7th February 2018

10. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Members of these outside bodies, who have attended meetings, are requested to submit a written report relating to any relevant developments, which will ensure that an accurate record is preserved.

The representatives are as follows:

10.1. Nelson Area Committee, Pendle Borough Council – Councillor Nazeem Hayat and Councillor Zeeshan Amjad.

10.2. Pendle Branch, Lancashire Association of Local Councils – Councillors Nazeem Hayat and Saanval Safir.

10.3. Pendle Fair Trade Group – Councillor Sheila Wicks.

10.4. Town Centre Partnership/Town Team – Councillors Sajid Ali, Eileen Ansar and the Town Clerk.

10.5. Nelson Youth Forum – Councillors Nazeem Hayat and Saanval Safir.

10.6. Whitefield Community Forum – Councillors Majid Anwar and Najaf Anwar.

10.7. Bradley Big Local Committee – Councillors John Richardson and Nazeem Hayat.

11. FINANCIAL TRANSACTIONS

A copy of the financial transactions for the month of January 2018 is attached.

12. TRANSFERRED SERVICES

12.1. MUGAs

12.2. CCTV

12.3. Parks Services

13. CLERK'S REPORT INCLUDING CORRESPONDENCE

13.1. Correspondence:

- 13.1.1. Canal & River trust, informational letter
- 13.1.2. The Pension Regulators, pension contribution has increased
- 13.1.3. Eon, renewal summary for MUGAs
- 13.1.4. Lancashire Association of Local Councils, Annual Report
- 13.1.5. SLCC, The Clerk magazine

13.2. Report attached, includes Website, Facebook, Twitter and Quality Status.

14. 10 YEAR ANNIVERSARY

Members are asked to further contribute ideas for the 10 year anniversary.

15. COUNCILLOR DISPLAY

Members are asked to consider a ward by ward display of councillor picture and contact details at shops and local community centres for resident's accessibility and for all Councillors to provide a photograph.

16. TOWN COUNCIL SURGERIES

Members are asked to note the availability for all Councilors to attend the weekly Council surgeries at the Unity Wellbeing Centre 1:00pm to 3:00pm on Wednesdays.

17. REVIVE CAFE

Members are asked to note the relaunch of the Revive Café at the Unity Wellbeing Centre and to support the marketing.

18. PENDLE BUSINESS AWARDS 2018

Members are asked to consider sponsoring a category of the Pendle Business Awards 2018 at a cost of £1,750.00 (plus VAT). Categories include:

- 1. Pendle Business Person of the Year Award
- 2. Pendle Employer of the Year Award
- 3. Pendle Most Outstanding Business of the Year Award – medium/large
- 4. Pendle Most Outstanding Business of the Year Award – small/micro
- 5. Pendle Rising Star of the Year Award (operating 0-2yrs)
- 6. Pendle Apprentice of the Year Award
- 7. Pendle Business Technology & Innovation of the Year Award
- 8. Pendle Manufacturer of the Year Award
- 9. Pendle Flying the Flag Award
- 10. Pendle Making a Local Difference Award

19. LAND ON CARR ROAD

Members are asked to consider an update.

20. WELCOME TO NELSON SIGNAGE

Members are asked to consider an update.

21 DATE OF THE NEXT TOWN COUNCIL MEETING

The next Nelson Town Council meeting is due to be held on Wednesday 14th March 2018 at 7:00pm in the Town Hall, Market Street, Nelson.

Nelson Town Council
PAYMENTS LIST

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
349	Miscellaneous	05/01/2018	Current	001312	Container	C.G. Richardson	Z	800.00	0.00	800.00
350	Christmas Lights	05/01/2018	Current	001313	Christmas Lights	LITE	S	3,958.75	791.75	4,750.50
351	Lancashire Day	05/01/2018	Current	001314	Santa Train	MTM	S	775.00	155.00	930.00
352	Christmas Markets	05/01/2018	Current	001314	Santa Train	MTM	S	2,325.00	465.00	2,790.00
353	Handyman Materials	05/01/2018	Current	001315	Grit	Jewson	S	483.84	96.77	580.61
354	Computer Equipment and Software	05/01/2018	Current	001316	Website Hosting	+24 Marketing	S	369.00	73.80	442.80
355	Highways Projects	05/01/2018	Current	001317	Back Street Projects	Borough Of Pendle	Z	7,118.00	0.00	7,118.00
356	Clerks Salary	05/01/2018	Current	001318	Clerk Tax	HMRC	Z	273.40	0.00	273.40
357	Clerks Salary	05/01/2018	Current	001318	Clerk NI	HMRC	Z	166.66	0.00	166.66
358	Clerks Salary	05/01/2018	Current	001318	Employer NI 2017	HMRC	Z	191.66	0.00	191.66
359	Catering Co-ordinator Salary	05/01/2018	Current	001318	Catering Coordinatator Tax	HMRC	Z	81.00	0.00	81.00
360	Catering Co-ordinator Salary	05/01/2018	Current	001318	Catering Coordinatator NI	HMRC	Z	82.09	0.00	82.09
361	Catering Co-ordinator Salary	05/01/2018	Current	001318	Employer NI 2017	HMRC	Z	176.49	0.00	176.49
362	Handyman Labour	05/01/2018	Current	001319	Handyman Salary	G Pegg	Z	1,282.50	0.00	1,282.50
363	Handyman Materials	05/01/2018	Current	001319	Handyman Materials	B&Q	S	11.45	2.29	13.74
364	Handyman Materials	05/01/2018	Current	001319	Handyman Materials	Food N Go Store	S	5.93	1.18	7.11
365	Handyman Materials	05/01/2018	Current	001319	Handyman Materials	B&Q	S	19.88	1.18	21.06
366	Handyman Materials	05/01/2018	Current	001319	Handyman Materials	Pendle Motorcycles Ltd	Z	20.00	0.00	20.00
367	Handyman Materials	05/01/2018	Current	001319	Handyman Materials	Halfords	S	41.67	8.33	50.00
370	Parks	02/01/2018	Current	DD	Electricity Netherfield Rd	E-On	S	163.57	32.71	196.28
371	Clerks Salary	04/01/2018	Current	DD	Clerk Pension	NEST	Z	37.24	0.00	37.24
372	Catering Co-ordinator Salary	04/01/2018	Current	DD	Catering Coordinatator Pension	NEST	Z	24.55	0.00	24.55
373	Building Supplies	18/01/2018	Current	001320	Clock	Wilko	S	11.67	2.33	14.00
374	Postage	18/01/2018	Current	001321	Stamps	Post Office	Z	11.67	0.00	11.67
375	Stationery	18/01/2018	Current	001321	Stationery	Microtech Stationers	Z	68.00	0.00	68.00
376	Telephone & Mobile Broadband	18/01/2018	Current	001323	Mobile Broadband	Borough Of Pendle	S	20.66	4.13	24.79
377	Building Supplies	18/01/2018	Current	001324	Pin Boards	Jewson	S	307.80	61.56	369.36
378	Christmas Markets	18/01/2018	Current	001325	Owls & Birds of Prey	Birds of Prey Roadshow	Z	812.00	0.00	812.00
379	Christmas Markets	18/01/2018	Current	001326	Santa Grotto & Reindeers	M&H Academy Ltd	S	275.00	55.00	330.00
380	Computer Equipment and Software	18/01/2018	Current	001327	Computer	3B Systems	S	781.50	156.30	937.80

381	Building Supplies	18/01/2018	Current	001328	Flyers & Posters	Star Print	Z	308.00	0.00	308.00
382	Building Supplies	18/01/2018	Current	001330	Cleaning Materials	Option Hygiene	S	76.25	15.25	91.50
383	Ward Initiative Fund Walverden	18/01/2018	Current	001331	WIF Grant	Edge End Senior Citizens Snooker Club	Z	250.00	0.00	250.00
384	Building Supplies	18/01/2018	Current	001333	Microphone	A Barrett	Z	50.00	0.00	50.00
385	Mugas	01/01/2018	Current	DD	Electricity Netherfield Rd	E-On	S	163.57	32.71	196.28
386	Telephone & Mobile Broadband	01/01/2018	Current	DD	Mobile Broadband	Borough Of Pendle	S	10.00	2.00	12.00
387	Utilities	01/01/2018	Current	DD	Electricity	British Gas	S	965.42	193.08	1,158.50
388	Utilities	01/01/2018	Current	DD	Waste Bin	Borough Of Pendle	Z	89.62	0.00	89.62
389	Catering Equipment	19/01/2018	Cash		Food Processor	Amazon	S	82.26	16.45	98.71
390	Catering Equipment	19/01/2018	Cash		Mixer	Amazon	S	249.17	49.83	299.00
391	Catering Equipment	19/01/2018	Cash		Juicer	Philips Electronics UK Ltd	S	41.24	8.25	49.49
392	Catering Equipment	19/01/2018	Cash		Milk Jug	Amazon	S	3.85	0.77	4.62
393	Catering Equipment	19/01/2018	Cash		Sanwich Maker	Amazon	S	41.65	8.33	49.98
394	Catering Equipment	19/01/2018	Cash		Soup Kettle	Amazon	S	40.83	8.16	48.99
395	Catering Equipment	19/01/2018	Cash		String Lights	Amazon	S	4.58	0.92	5.50
396	Catering Equipment	19/01/2018	Cash		Weigh Scales	Amazon	S	24.98	5.00	29.98
397	Catering Equipment	19/01/2018	Cash		Decorations	British Heart Foundation	Z	4.58	0.00	4.58
398	Catering Equipment	19/01/2018	Cash		Decorations	Mind	Z	3.00	0.00	3.00
399	Catering Equipment	19/01/2018	Cash		Decorations	Martin House Childrens Hospice	Z	11.00	0.00	11.00
400	Catering Equipment	19/01/2018	Cash		Decorations	Oxfam	Z	3.98	0.00	3.98
401	Catering Equipment	19/01/2018	Cash		Equipment	Wilko	S	20.50	4.10	24.60
402	Catering Equipment	19/01/2018	Cash		Equipment	Currys PC World	S	24.99	5.00	29.99
403	Catering Equipment	19/01/2018	Cash		Equipment	B&Q	S	7.50	1.50	9.00
404	Catering Equipment	19/01/2018	Cash		Equipment	Wilko	S	5.00	1.00	6.00
405	Catering Equipment	19/01/2018	Cash		Equipment	B&Q	S	11.93	2.39	14.32
406	Catering Equipment	19/01/2018	Cash		Equipment	Wilko	S	3.54	0.71	4.25
407	Catering Equipment	19/01/2018	Cash		Equipment	Savers	S	6.65	1.33	7.98
408	Catering Equipment	19/01/2018	Cash		Coffee Table	Micks Furniture Warehouse	Z	40.00	0.00	40.00
409	Catering Equipment	19/01/2018	Cash		Sofas	Barkerhouse Discount Furniture	Z	165.00	0.00	165.00
410	Catering Equipment	19/01/2018	Cash		Equipment	Poundland	S	8.33	1.67	10.00
411	Catering Supplies	19/01/2018	Cash		Supplies	Sainsbury's	S	18.83	3.77	22.60
412	Catering Equipment	23/01/2018	Current	001305	Computer	3B Systems	S	-564.83	-112.97	-677.80
413	Catering Equipment	23/01/2018	Current	001305	Computer	3B Systems	X	677.80	0.00	677.80
414	Catering Equipment	23/01/2018	Cash		Food Processor	Amazon	S	-82.26	-16.45	-98.71
415	Catering Equipment	23/01/2018	Cash		Food Processor	Amazon	X	98.71	0.00	98.71
416	Catering Equipment	23/01/2018	Cash		Mixer	Amazon	S	-249.17	-49.83	-299.00
417	Catering Equipment	23/01/2018	Cash		Mixer	Amazon	X	299.00	0.00	299.00

418	Catering Equipment	23/01/2018	Cash		Juicer	Philips Electronics UK Ltd	S	-41.24	-8.25	-49.49
419	Catering Equipment	23/01/2018	Cash		Juicer	Philips Electronics UK Ltd	X	49.49	0.00	49.49
420	Catering Equipment	23/01/2018	Cash		Milk Jug	Amazon	S	-3.85	-0.77	-4.62
421	Catering Equipment	23/01/2018	Cash		Milk Jug	Amazon	X	4.62	0.00	4.62
422	Catering Equipment	23/01/2018	Cash		Sanwich Maker	Amazon	S	-41.65	-8.33	-49.98
423	Catering Equipment	23/01/2018	Cash		Sanwich Maker	Amazon	X	49.98	0.00	49.98
424	Catering Equipment	23/01/2018	Cash		Soup Kettle	Amazon	S	-40.83	-8.16	-48.99
425	Catering Equipment	23/01/2018	Cash		Soup Kettle	Amazon	X	48.99	0.00	48.99
426	Catering Equipment	23/01/2018	Cash		String Lights	Amazon	S	-4.58	-0.92	-5.50
427	Catering Equipment	23/01/2018	Cash		String Lights	Amazon	X	5.50	0.00	5.50
428	Catering Equipment	23/01/2018	Cash		Weigh Scales	Amazon	S	-24.98	-5.00	-29.98
429	Catering Equipment	23/01/2018	Cash		Weigh Scales	Amazon	X	29.98	0.00	29.98
430	Catering Equipment	23/01/2018	Cash		Equipment	Wilko	S	-20.50	-4.10	-24.60
431	Catering Equipment	23/01/2018	Cash		Equipment	Wilko	X	24.60	0.00	24.60
432	Catering Equipment	23/01/2018	Cash		Equipment	Currys PC World	S	-24.99	-5.00	-29.99
433	Catering Equipment	23/01/2018	Cash		Equipment	Currys PC World	X	29.99	0.00	29.99
434	Catering Equipment	23/01/2018	Cash		Equipment	B&Q	S	-7.50	-1.50	-9.00
435	Catering Equipment	23/01/2018	Cash		Equipment	B&Q	X	9.00	0.00	9.00
436	Catering Equipment	23/01/2018	Cash		Equipment	Wilko	S	-5.00	-1.00	-6.00
437	Catering Equipment	23/01/2018	Cash		Equipment	Wilko	X	6.00	0.00	6.00
438	Catering Equipment	23/01/2018	Cash		Equipment	B&Q	S	-11.93	-2.39	-14.32
439	Catering Equipment	23/01/2018	Cash		Equipment	B&Q	X	14.32	0.00	14.32
440	Catering Equipment	23/01/2018	Cash		Equipment	Wilko	S	-3.54	-0.71	-4.25
441	Catering Equipment	23/01/2018	Cash		Equipment	Wilko	X	4.25	0.00	4.25
442	Catering Equipment	23/01/2018	Cash		Equipment	Savers	S	-6.65	-1.33	-7.98
443	Catering Equipment	23/01/2018	Cash		Equipment	Savers	X	7.98	0.00	7.98
444	Catering Equipment	23/01/2018	Cash		Equipment	Poundland	S	-8.33	-1.67	-10.00
445	Catering Equipment	23/01/2018	Cash		Equipment	Poundland	X	10.00	0.00	10.00
446	Catering Supplies	23/01/2018	Cash		Supplies	Sainsbury's	S	-18.83	-3.77	-22.60
447	Catering Supplies	23/01/2018	Cash		Supplies	Sainsbury's	X	22.60	0.00	22.60
448	Catering Co-ordinator Salary	18/01/2018	Current	001334	Catering Coordinatator Salary	Declan Cuttell	Z	1,288.34	0.00	1,288.34
449	Clerks Assistant Salary	18/01/2018	Current	001335	Clerks Assistant Salary	Megan Crabtree	Z	287.20	0.00	287.20
450	Catering Supplies	18/01/2018	Current	001336	Supplies	GFC Ltd t/a Ewood Foods	Z	299.99	34.14	334.13
451	Building Supplies	25/01/2018	Current	001337	Supplies	Option Hygiene	S	44.00	8.80	52.80
452	Catering Supplies	25/01/2018	Current	001338	Supplies	Limini Coffee	Z	78.00	0.00	78.00
453	Renovation	25/01/2018	Current	001339	Renovations	J Driver Ltd	S	335.84	67.17	403.01
454	Catering Co-ordinator Salary	25/01/2018	Current	001340	Catering Coordinatator Salary	Declan Cuttell	Z	93.44	0.00	93.44
455	Clerks Salary	25/01/2018	Current	001341	Clerk Salary	Steve Watson	Z	319.33	0.00	319.33

456	Clerks Salary	25/01/2018	Current	001342	Clerk Tax	HMRC	Z	263.00	0.00	263.00
457	Catering Co-ordinator Salary	25/01/2018	Current	001342	Catering Coordinatator Tax	HMRC	Z	138.00	0.00	138.00
458	Clerks Salary	25/01/2018	Current	001342	Clerk NI	HMRC	Z	160.29	0.00	160.29
459	Catering Co-ordinator Salary	25/01/2018	Current	001342	Catering Coordinatator NI	HMRC	Z	116.31	0.00	116.31
460	Clerks Salary	25/01/2018	Current	001342	Employer NI 2017	HMRC	Z	184.34	0.00	184.34
461	Catering Co-ordinator Salary	25/01/2018	Current	001342	Employer NI 2017	HMRC	Z	133.76	0.00	133.76
462	Handyman Labour	25/01/2018	Current	001343	Handyman Salary	G Pegg	Z	289.75	0.00	289.75
463	Handyman Labour	25/01/2018	Current	001343	Handyman Salary	G Pegg	Z	19.00	0.00	19.00
464	Handyman Labour	25/01/2018	Current	001343	Handyman Salary	G Pegg	Z	42.75	0.00	42.75
465	Handyman Labour	25/01/2018	Current	001343	Unity caretaking	G Pegg	Z	38.00	0.00	38.00
466	Handyman Labour	25/01/2018	Current	001343	Unity caretaking	G Pegg	Z	161.50	0.00	161.50
467	Handyman Labour	25/01/2018	Current	001343	Unity caretaking	G Pegg	Z	332.50	0.00	332.50
468	Handyman Materials	25/01/2018	Current	001343	Unity Materials	B&Q	S	19.08	3.82	22.90
469	Handyman Materials	25/01/2018	Current	001343	Unity Materials	B&Q	S	19.17	3.83	23.00
470	Handyman Materials	25/01/2018	Current	001343	Unity Materials	B&Q	S	13.13	2.62	15.75
471	Handyman Materials	25/01/2018	Current	001343	Unity Materials	B&Q	S	7.97	1.60	9.57
472	Handyman Materials	25/01/2018	Current	001343	Unity Materials	B&Q	S	20.60	4.12	24.72
473	Handyman Materials	25/01/2018	Current	001343	Unity Materials	B&Q	S	7.67	1.53	9.20
474	Handyman Materials	25/01/2018	Current	001343	Unity Materials	B&Q	S	15.33	3.07	18.40
475	Handyman Materials	25/01/2018	Current	001343	Handyman Materials	Dewhurst Decorating Supplies	S	15.83	3.17	19.00
476	Handyman Materials	25/01/2018	Current	001343	Handyman Materials	Clarks	S	6.67	1.33	8.00
477	Handyman Materials	25/01/2018	Current	001343	Handyman Materials	B&Q	S	6.23	1.24	7.47
478	Handyman Materials	25/01/2018	Current	001343	Handyman Materials	B&Q	S	11.91	2.38	14.29
479	Handyman Materials	25/01/2018	Current	001343	Handyman Materials	B&Q	S	5.90	1.18	7.08
480	Handyman Materials	25/01/2018	Current	001343	Handyman Materials	J&M Hardware Ltd	S	10.58	2.12	12.70
481	Stationery	26/01/2018	Current	001344	Stationery	Microtech Stationers	Z	9.49	0.00	9.49
482	Computer Equipment and Software	26/01/2018	Current	001345	Computer	3B Systems	S	45.00	9.00	54.00
483	Catering Equipment	26/01/2018	Current	001346	Equipment	Amazon	X	199.99	0.00	199.99
484	Telephone & Mobile Broadband	30/01/2018	Current	DD	Telephone	Vodafone	S	14.25	2.85	17.10
485	Events General	29/01/2018	Current	001349	Advert	Bucket and Spade	S	335.00	67.00	402.00
Total								29,053.52	2,258.37	31,311.89

Nelson Town Council
RECEIPTS LIST

Voucher	Code	Date	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
10	Rental Income	03/01/2018	Unity WBC	000001	Unity Room Hire	Various	Z	2,040.00	0.00	2,040.00
11	Room Deposits	11/01/2018	Cash		Unity Deposits	Various	Z	45.00	0.00	45.00
12	Rental Income	11/01/2018	Cash		Unity Room Hire	Various	Z	980.00	0.00	980.00
13	Rental Income	22/01/2018	Cash		Unity Room Hire	Migrant Wellbeing Association	Z	500.00	0.00	500.00
Total								3,565.00	0.00	3,565.00