



NELSON TOWN COUNCIL

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

A G E N D A

1. 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.

2. APOLOGIES FOR ABSENCE AND REASONS GIVEN

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

3. 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.

4. 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 14th February 2018.

9. COMMITTEE MINUTE

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

9.1.1. Planning Committee 14th February 2018, the Planning Committee of the 28th February was cancelled.

9.1.2. Unity Wellbeing Management Committee 21st February 2018

9.1.3. Finance and General Purposes Committee 28th February 2018 postponed to the 7th March 2018

9.1.4. Events Committee 7th March 2018

9.1.5. Environment Committee 7th March 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 February 2018 is attached.

12. TRANSFERRED SERVICES

12.1. MUGAs – Annual Inspection Update and E-On Contract renewal

12.2. CCTV - provision of signage plaques

12.3. Parks Services

13. CLERK'S REPORT INCLUDING CORRESPONDENCE

13.1. Correspondence:

13.1.1. Clerk & Council Direct

13.1.2. Broxap Magazine

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

14. 10 YEAR ANNIVERSARY

Update on the Welcome to Nelson Sign and to consider designs.

15. PLIGHT OF POT-HOLES

Members are asked to consider contacting the County Council with regards to Potholes.

16. CONSULTATION ON TRANSPORT

Members are asked to respond to the consultation on transport.

17. COUNCILLOR DISPLAY

Members are reminded of the requirement to provide a photograph for the Councillor Display.

18. PENDLE BUSINESS AWARDS 2018

Members are asked to note Nelson Town Council's sponsorship of the following category.

1. Pendle Making a Local Difference Award

19. THE LOCAL COMMUNITY AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007 – COMMUNITY GOVERNANCE REVIEW

Members are asked to respond to the consultation recommending a reduction in the number of Town Council from 24 to 15.

20. INFORMATION CENTRE CLOSURE CONSULTATION

Members are asked to respond to the consultation on the closure of information centers.

21. EMERGENCY ITEM – REVIVE CAFÉ CATERING ASSISTANT

The Chair of Unity Management Committee has requested an emergency item be discussed at this Meeting rather than Personnel due to the urgent nature for a decision.

The Revive café has seen an unexpected increase in takings week by week and has reached a level where it is now not possible for a single member of staff to serve those attending and ordering food and drinks. Without additional staffing support, the café's reputation could become negatively affected.

Members are asked to approve the appointment of a Part-Time Catering Assistant for 10 hours per week on National Living Wage (£7.83 from 1st April 2018), selection to be by the Unity Management Committee and include the Catering Co-ordinator in an advisory, non-voting capacity.

21 **DATE OF THE NEXT TOWN COUNCIL MEETING**

The next Nelson Town Council meeting is due to be held on Wednesday 11th April 2018 at 7:00pm in the Town Hall, Market Street, Nelson.

Nelson Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
486	01/02/2018		Current	001350	Supplies	Morrisons	X	23.16	0.00	23.16
487	01/02/2018		Current	001350	Key	Clarks	S	5.83	1.17	7.00
488	01/02/2018		Current	001350	Stamps	Post Office	Z	13.44	0.00	13.44
489	01/02/2018		Current	001350	Stationery	Wilko	S	3.33	0.67	4.00
490	01/02/2018		Current	001351	Office Chairs	The Old Bath Trading	S	95.00	19.00	114.00
491	01/02/2018		Current	001351	Office Table	The Old Bath Trading	S	90.00	18.00	108.00
492	01/02/2018		Current	001353	Deep Clean Kitchen	Calico Enterprise Ltd	S	225.00	45.00	270.00
493	01/02/2018		Current	001355	Recruitment	Liberata	S	557.38	111.47	668.85
494	01/02/2018		Current	DD	Electricity Lomeshaye	E-On	L	18.12	0.91	19.03
495	01/02/2018		Current	DD	Clerk Pension	NEST	Z	16.12	0.00	16.12
496	01/02/2018		Current	DD	Clerk Pension Employer	NEST	Z	20.16	0.00	20.16
497	01/02/2018		Current	DD	Clerks Assistant Pension	NEST	Z	2.32	0.00	2.32
498	01/02/2018		Current	DD	Clerks Assistant Pension	NEST	Z	2.90	0.00	2.90
499	01/02/2018		Current	DD	Catering Coordinatator	NEST	Z	13.19	0.00	13.19
500	01/02/2018		Current	DD	Catering Coordinatator	NEST	Z	16.49	0.00	16.49
501	01/02/2018		Current	DD	Trade Waste	Borough Of Pendle	Z	89.62	0.00	89.62
515	01/02/2018		Cash		Supplies	Morrisons	X	2.43	0.00	2.43
516	02/02/2018		Cash		Supplies	Tesco	X	2.00	0.00	2.00
517	05/02/2018		Cash		Supplies	Morrisons	X	44.44	0.00	44.44
518	05/02/2018		Cash		Supplies	B&M	X	2.99	0.00	2.99
519	07/02/2018		Cash		Supplies	Morrisons	X	25.35	0.00	25.35
520	08/02/2018		Cash		Supplies	Morrisons	X	8.00	0.00	8.00
521	08/02/2018		Cash		Supplies	Morrisons	X	1.98	0.00	1.98
522	11/02/2018		Cash		Supplies	Morrisons	X	34.30	0.00	34.30
524	08/02/2018		Current	001357	Land Registry Search	Borough Of Pendle	Z	6.00	0.00	6.00
525	01/02/2018		Current	001352cancelled	Fairground	LJS Funfairs	S	0.00	0.00	0.00
526	06/02/2018		Current	001356	Fairground	LJS Funfairs	Z	940.00	0.00	940.00
527	02/02/2018		Current	001354cancelled	HR Services	Liberata	S	0.00	0.00	0.00
533	01/02/2018		Current	001350	Overpayment	Steve Watson	Z	0.03	0.00	0.03
535	16/02/2018		Cash		Supplies	Various	X	124.30	0.00	124.30
536	15/02/2018		Current	001358	Mobile Broadband	Borough Of Pendle	S	10.00	2.00	12.00
537	15/02/2018		Current	001358	Mobile Broadband	Borough Of Pendle	S	10.00	2.00	12.00
538	15/02/2018		Current	001359	Trade Waste	Borough Of Pendle	Z	46.80	0.00	46.80
539	15/02/2018		Current	001360	Stationery	Wilko	S	5.00	1.00	6.00
540	15/02/2018		Current	001360	Stamps	Post Office	Z	0.98	0.00	0.98
541	15/02/2018		Current	001360	Stationery	Amazon	S	3.20	0.64	3.84

**Nelson Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
542	15/02/2018		Current	001361	Unity caretaking	G Pegg	Z	228.00	0.00	228.00
543	15/02/2018		Current	001361	Unity caretaking	G Pegg	Z	313.50	0.00	313.50
544	15/02/2018		Current	001361	Unity caretaking	G Pegg	Z	104.50	0.00	104.50
545	15/02/2018		Current	001361	Handyman Salary	G Pegg	Z	133.00	0.00	133.00
546	15/02/2018		Current	001361	Handyman Materials	Food N Go Store	S	10.37	2.07	12.44
547	15/02/2018		Current	0013612	WIF Grant	Tim Horsley	Z	500.00	0.00	500.00
548	22/02/2018		Current	001363	Clerk Salary	Steve Watson	Z	259.98	0.00	259.98
549	22/02/2018		Current	001364	Catering Coordinatator	Declan Cuttell	Z	1,366.17	0.00	1,366.17
550	22/02/2018		Current	001365	Clerks Assistant Salary	Megan Crabtree	Z	523.73	0.00	523.73
Total								5,899.11	203.93	6,103.04

Nelson Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
12 Room Deposits	13/02/2018		Room Hire Cash		Unity Deposits	Various	Z	195.00	0.00	195.00
17 Catering Income	02/02/2018		Cash		Till Receipts	Various	X	222.95	0.00	222.95
20 Rental Income	06/02/2018		Unity WBC	000003	Unity Room Hire	Various	Z	370.00	0.00	370.00
21 Rental Income	13/02/2018		Unity WBC	000003	Unity Room Hire	Various	Z	80.00	0.00	80.00
23 Catering Supplies	09/02/2018		Cash		Till Receipts	Various	Z	229.85	0.00	229.85
24 Rental Income	19/02/2018		Unity WBC	000006	Unity Room Hire	Various	Z	60.00	0.00	60.00
26 Catering Income	16/02/2018		Cash		Till Receipts	Various	Z	239.65	0.00	239.65
Total								1,397.45	0.00	1,397.45