



NELSON TOWN COUNCIL

Ms Safia Kauser
Town Clerk to the Town Council
07 September 2018

Town Hall, Market Street
Nelson, BB9 7LG
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YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the Town Council to be held in the Council Chambers, Nelson Town Hall, Market Street on **Wednesday 12 September 2018 at 7.00pm**

S. Kauser
Town Clerk

Council Members

Cllr Zafar Ali (Chairman)	Cllr Nazeem Hayat (Vice-Chair)	Cllr Neil MCGowan
Cllr George Adam	Cllr Mohammad Aslam	Cllr Hassan Mahmood
Cllr Ahmad Faraz	Cllr Adrian Barret	Cllr Mohammed Malik
Cllr Sajid Ali	Cllr Malik Anwaar Hussain	Cllr Michelle Pearson-Asher
Cllr Zeeshan Amjad	Cllr Mashuq Hussain	Cllr Nigel Pearson-Asher
Cllr Eileen Ansar	Cllr Mohammad Khalid	Cllr John Richardson
Cllr Majid Ali Anwar	(x1 Vacancy)	Cllr Saanval Savir
Cllr Najaf Anwar	Cllr Mohammad Kamran Latif	Cllr Sheila Wicks

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.
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AGENDA

1. **One Minute Silence**
The Chairman invites members to observe a one minute of silence.
2. **Chairman's Opening Remarks**
To receive the Chairman's opening remarks
3. **Apologies for Absence**
To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting
4. **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.

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.

5. **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. No resolutions can be under public participation.
6. **Reports from Borough/County Councillors and Invited Guests**
 - 6.1 To receive reports from the Borough or County Councillors
 - 6.2 To receive reports from other invited guests
7. **Minutes**
To approve the draft minutes of the Town Council meeting held on 11 July 2018 and the reconvened meeting held on the 17 July 2018
8. **Casual Vacancy – Clover Hill Ward**
 - 8.1 To adopt the Co-option Policy and application form (enclosed)
 - 8.2 To receive written applications for the office of Town Councillor and to co-opt a candidate to fill in the existing vacancy for the Clover Hill ward (total of five application received)
 - Candidates addressing the council will be asked to step forward by the Chair in alphabetical name order (by surname)
 - Candidates to be given five minutes maximum to introduce themselves, give information on their background and explain why they wish to become a member
 - Process will be carried out in public session and there will be no private discussion between members
 - Where the council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial and the Council should resolve to exclude the press and public
 - Council is required to proceed to a vote with each candidate being proposed and seconded by the councillors in attendance and a vote to be taken by a show of hands. A recorded vote may be requested by any member.
 - In order for a candidate to be elected, it will be necessary for them to have absolute majority of votes cast (50% + 1 of the votes available at the meeting)

9. Committee Minutes

To confirm the receipt of committee minutes previously circulated:

- Personnel Committee 11 July 2018
- Finance and General Purposes 25 July 2018

10. To consider committee recommendations brought forward

Environmental Improvements committee held on 05 September 2018: Transport issues

Proposed by Councillor Z Ali and Seconded by Councillor Latif, and
RECOMMENDED: The Council formally sends a letter to the local MP, National Rail and Minister for Transport on the current rail issues affecting the Lancashire services and that an update is received on the ongoing enquiry

11. Public Space Protection Order

To consider a formal response to the Public Spaces Protection Order (previously circulated). The response will be considered by PBC Policy and Resources Committee on the 18 September 2018

12. Friends of Wolverden Park

To receive a report from the Friends of Wolvderen Park (Cllr Wicks to report on this item)

13. NALC Annual Conference

13.1 To note the submission of the Town Council’s entry for the NALC Star Council Award and SLCC nomination for the ‘Innovative award’. Entries submitted by the Clerk with the 10-year anniversary video footage

13.2 To authorize the Clerk and the Chairman to attend the NALC annual conference to be held on the 30 October 2018 inclusive of training costs

14. General Data Protection Regulations (GDPR)

14.1 In compliance with the GDPR regulations that came into force on the 25th May 2018 [which supersedes the existing Data Protection Act 1998] the Council is requested to adopt the model suite of documents (listed) produced by SLCC (checklist enclosed):

1. General Privacy Policy Notice (for residents and general members of the public)	2. Retention of Documents - Appendix A List of Documents for Retention or Disposal
3. Privacy Notice (for staff, councilors and role handlers)	4. Social Media Policy
5. General Data Protection Regulations (Service) Consent to Hold Contact Information Form	6. Email Contact Privacy Notice
7. Document Retention and Disposal Policy	8. New Councillor Contact Privacy Notice
9. Information Data Protection Policy 2018	10. Allotment Tenants Privacy Notice Consent Form
11. Removable Media Policy	12. Data Audit Schedules
13. Subject Access Request Form	14. Data Breach Policy

14.2 To approve GDPR training for staff and Councillors inclusive of training costs

15. Employment Law and Health and Safety Support Services

To delegate to the Town Clerk the appointment of Employment Law (HR) and health and safety support services (subject to quotations) for a five-year contract. The support service is required due to an increase of staff members and management of the Unity Wellbeing Centre.

16. Highways Projects

16.1 To receive the Area Committee Programme for 2018/19 dated 06 August 2018. A total balance of £52,006 was available. The Council is asked to note:

- £7,000 allocated for capital works – Whitefield area
- £7,500 allocated for capital works – Bradley Area

16.2 To note the draft minutes of the Area Committee held on the 06 August 2018. A proposal of back street resurfacing for the rear of 177-203 Leeds Road, Nelson was submitted subject to a contribution of £4,000 from Nelson Town Council and £7,000 from Pendle PB. The contribution from Pendle BC was refused. The Council is formally requested to refuse the funding in conjunction with the Pendle BC Policy and Resources committee decision.

16.3 To receive an update on the £10k allocated towards the resurfacing works from number 60 to 90 Every Street and to authorize the RFO to submit an official purchase order for the works to be undertaken (subject to confirmation of costs from Pendle Borough Council)

16.4 To consider appointing a working group to develop a policy/action plan on the highways project in conjunction with the Clerk. Members would be required to consider a criteria that can be used to prioritize the back streets for resurfacing and have regards to developing joint partnership agreements with the Area Committee and Pendle BC to save costs.

16.5 NOTICE OF MOTION: Moved by Councillor Sajid Ali ' That 'Seedhill terrace be considered as a back street for repairs. The decision of the Bradley back street needs to be moved and supported by majority bradley ward councillors only like wise in any other ward.

17. Transferred Services

To receive reports on transferred services (see report from the Town Clerk attached)

- MUGAs
- CCTV (Six monthly reports from March – July 2018 circulated)
- Parks Services
- Roadside seats

18. Reports from Town Councillors

To receive reports from town councillors who have attended recent meetings or events on behalf of the Town Council including representation on external bodies:

- Nelson Area Committee
- Lancashire Association of Local Councils, Lancashire Branch meetings
- Pendle Fair Trade
- Town Centre Partnership / Town Team
 - Empty arcade shops on Scotland Road
- Nelson Youth Forum
- Whitfield Community Forum
- Bradley Big Local Community
- Conferences and courses

19. Town Clerk Correspondence

To consider any correspondence or communication brought forward by the Clerk not otherwise specifically relating to items being discussed by the Town Council committees

20. Any items for discussion for a future agenda

To notify the Clerk of any matters for inclusion on the agenda of the next meeting

21. Date of the Next Town Council Meeting

The next Nelson Town Council meeting is due to be held on Wednesday 10th October 2018 at 7:00pm in the Council Chambers, Town Hall, Market Street, Nelson.