



Nelson Town Council

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Town Hall

Market Street

Nelson

Lancashire BB9 7LG

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Email: info@nelsontowncouncil.gov.uk

Website: www.nelsontowncouncil.gov.uk

Assistant Town Clerk: Mr Nicholas Harbour
Email: nick.harbour@nelsontowncouncil.gov.uk
15 June 2020

To all members of the Town Council

YOU ARE HEREBY SUMMONED TO ATTEND the **ANNUAL MEETING** of the Town Council to be held via video conferencing app Zoom on **Wednesday 24th June** at **7.30pm**

Members of the public wishing to attend the meeting should be in touch with the Assistant Town Clerk via email before 16:00 on the day of the meeting to allow a chance for the code to access the meeting be distributed. The meeting will be held through the app 'Zoom' (<https://zoom.us/signup>) and will need to be downloaded in advance of the meeting.

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

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 Laura Blackburn
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

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.	Election of Town Council Chairman To elect a Town Council Chairman for 2020-21 municipal year
2.	Election of Town Council Vice-Chairman To elect a Town Council Vice-Chairman for the 2020/21 municipal year
3.	One Minute Silence The Chairman invites members to observe a one minute of silence
4.	Apologies for Absence To receive and approve apologies for absence and reasons given to the Assistant Clerk prior to the meeting.
5.	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.
6.	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.
7.	Minutes To approve the draft minutes of the Extraordinary Town Council meeting held on 01 May 2020 (previously circulated).
8.	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, 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>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>														
9.	<p>Appointment of Committees To appoint members to committees in accordance with the Scheme of Delegation.</p> <table border="0"> <tr> <td>• Environmental Improvement Committee</td> <td>8 members and Ex-Officio</td> </tr> <tr> <td>• Finance and General Purposes Committee</td> <td>8 members and Ex-Officio</td> </tr> <tr> <td>• Events, Promotional and Marketing Committee</td> <td>8 members and Ex-Officio</td> </tr> <tr> <td>• Personnel Committee</td> <td>8 members and Ex-Officio</td> </tr> <tr> <td>• Unity Wellbeing Management Committee</td> <td>8 members and Ex-Officio</td> </tr> </table>	• Environmental Improvement Committee	8 members and Ex-Officio	• Finance and General Purposes Committee	8 members and Ex-Officio	• Events, Promotional and Marketing Committee	8 members and Ex-Officio	• Personnel Committee	8 members and Ex-Officio	• Unity Wellbeing Management Committee	8 members and Ex-Officio				
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10.	<p>Adoption of Standing Orders and Financial Regulations 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>														
11.	<p>Review of Representation on Outside Bodies To consider the appointment of members to act as representatives on external bodies for the ensuing year. Members appointed onto outside bodies are required to report to full Council. Members acting as representatives must not make any decisions on behalf of the Council.</p> <table border="0"> <tr> <td>• Bradley Big Local Community</td> <td>x2 members</td> </tr> <tr> <td>• Lancashire Association of Local Councils</td> <td>x2 members</td> </tr> <tr> <td>• Nelson Area Committee</td> <td>x2 members</td> </tr> <tr> <td>• Nelson Youth Forum</td> <td>x2 members</td> </tr> <tr> <td>• Pendle Fair Trade</td> <td>x1 member</td> </tr> <tr> <td>• Town Centre Partnership / Town Team</td> <td>x2 members + Town Clerk</td> </tr> <tr> <td>• Whitefield Community Forum</td> <td>x2 members</td> </tr> </table>	• Bradley Big Local Community	x2 members	• Lancashire Association of Local Councils	x2 members	• Nelson Area Committee	x2 members	• Nelson Youth Forum	x2 members	• Pendle Fair Trade	x1 member	• Town Centre Partnership / Town Team	x2 members + Town Clerk	• Whitefield Community Forum	x2 members
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12.	<p>Accounts and Schedule of Authorized Expenditure Payments/Receipts 12.1 To receive the monthly schedule of payments for August 19 to March 20. The committee is required to review the schedule of payments for compliance in accordance with the Financial Regulations.</p> <p>12.2 To review and approve the payments for the period of August 19 to March 20.</p>														
13.	<p>Meeting Schedule To agree the proposed schedule of meeting dates and times for 2020-21. This is currently being developed by the Assistant Clerk and will be available at the meeting. The structure and frequency of meetings will remain the same as the last municipal year.</p>														
14.	<p>Reedyford Road Flooding To receive an update from Councillor Patricia Hannah-Wood in relation to proposals for flood prevention at Reedyford Road.</p>														
15.	<p>Covid-19 Update</p>														

	To receive an update around the action being taken in relation to the Covid-19 issue.
16.	<p>Ongoing Confidential Employee Matter</p> <p>16.1 Exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960. It is recommended that the Press and Public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information.</p> <p>16.2 To receive an update surrounding a confidential employee matter.</p>
17.	<p>Any items for discussion for a future agenda</p> <p>To notify the Assistant Clerk of any matters for inclusion on the agenda of the next meeting.</p>
18.	<p>Date of the Next Town Council Meeting</p> <p>The date of the next meeting of the Council is due to be held on Wednesday 8th July 2020.</p>