



NELSON TOWN COUNCIL

Ms Safia Kauser
Town Clerk to the Town Council
07 June 2019

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 12th June at 7.00pm**

S. Kauser
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 Saanval Safir
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.
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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 Annual Town Council meeting held on 15 May 2019.

8. **Committee Minutes**
To confirm the receipt of committee minutes previously circulated:

- Personnel 20 March 2019 – Not quorate
- EO Personnel 27 March 2019
- Finance & General Purposes 27 March 2019
- Unity Wellbeing Management 27 March 2019
- EO Personnel 24 April 2019
- Finance and General Purposes 24 April 2019 – Not quorate
- Finance and General Purposes 29 May 2019
- EO Personnel 29 May 2019

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.

9. To consider committee recommendations brought forward

Personnel committee meeting held on the 24 April 2019 – Social Media, Internet and Email Policy (copy enclosed)

- Proposed by Councillor Ali and Seconded by Councillor Hayat, and
RECOMMENDED: That a new Social Media, Internet and Email Policy be adopted.

Note: The Chairman Cllr Ali presented a draft policy at the meeting for adoption. However there is a model policy (produced by SLCC) within the Councillor handbook, to be considered at item number 11.1. The Council can only approve one policy.

10. 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. This item was subject to a review at the next meeting.

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).

11. 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). This item was deferred from the last meeting.

Note: The GDPR policies were reviewed and adopted by full Council in 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 Clerk recommends that the policies and procedures are adopted as it will provide the Town Council with a robust governance framework.

11.2 To review and adopt the Financial Regulations (based on the model produced by NALC). This item was deferred from the last meeting.

12. Notice of Motions

To consider motions submitted by Councillors in accordance with Standing Order 9

12.1 Motion moved by Cllr Zafar Ali "Nelson Town Council condemns the decision of Lancashire County Council Conservatives' decision to reject the All Party Parliamentary Group on British Muslims definition of Islamophobia. Nelson Town Council adopts the definition of Islamophobia as set out by the All-Party Parliamentary Group on British Muslims. This Town Council is to write to the Prime Minister and Communities Minister expressing discontent over the decision of Lancashire Conservatives rejecting the said definition."

12.2 Motion moved by Cllr Aslam 'Resurfacing of rear 41-57 Lomeshaye Road Nelson. The backstreet is in a bad state of repair and therefore request the sum of £10,000 to be allocated to this project'.

12.3 Motion moved by Cllr Aslam 'Resurfacing of rear 4 to 20 Hildrop Road, Nelson, BB9 8EF. The backstreet is in a bad state of repair. Residents use the back at all times and therefore request the sum of £10,000 to be allocated to this project'.

13. Annual Accounts – Period Ending 31 March 2019

13.1 To approve the annual return (sections one and two) inclusive of the financial statements and supporting documentation for the period ending 31 March 2019. The public inspection period will commence from Monday 17th June to Friday 26 July 2019.

13.2 To receive a copy of the internal audit report issued on the 30 May 2019. In accordance with Financial Regulation 1.13 the Council is responsible for addressing any recommendations contained within the audit reports.

14. Town Centre Flower Arrangements

To consider allocating a budget of £20,000 from the Special projects budget to accommodate the additional flower arrangements in the Town Centre (report enclosed).

15. Transferred Services

15.1 To receive reports and confirm any actions required in relation to transferred services (report enclosed)

- MUGAs
- CCTV monitoring
- Parks Services
- Roadside seats

15.2 To consider potential items of transfer from Pendle Borough Council. A transfer of services meeting is scheduled to take place on Thursday 13th June at 7.00pm, Council Chamber. The Council's comments on the potential transfers will be reported to the meeting. Members may wish to appoint a representative to attend alongside the Chairman and the Clerk who will be in attendance. Transfer items for discussion: Town Centre sweeping, Local car parks, Cemeteries, Markets, Sports pitches and playing fields, Picnic sites and Miscellaneous pieces of land.

16. 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
- Nelson Youth Forum
- Whitfield Community Forum
- Bradley Big Local Community

17. 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

- New Councillor induction training (Tuesday 18th June, 6-9pm, Unity Wellbeing Centre)
- Councillor photos for the town council website
- Councillor business cards
- Photo ID Badges

18. Any items for discussion for a future agenda

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

19. Date of the Next Town Council Meeting

The date of the next meeting of the Council is due to be held on Wednesday 10th July 2019 at 7:00pm in the Council Chambers, Town Hall, Market Street, Nelson.