



Minutes of a meeting of Nelson Town Council held on Wednesday 08th May 2024 at the Unity Wellbeing Centre, Vernon Street, Nelson, Lancashire

Commenced: 7.30pm - Concluded: 7.55pm

Councillors Present: Councillors Faraz Ahmad, Shabaz Ahmed, Naeem Akhtar, Zafar Ali, Thabasum Ruby Anwar, Husnan Arshad, Aqib Bashir, Sughra Bibi, Mohammed Rehan Hanif, Mohammad Kamran Latif, Hassan Mahmood, Anam Nawaz, Mohammad Adeel Qamar, Atique Rehman, Mohammad Sufyaan Sarwar, Marie Stone

Absent Councillors: Councillors Iftikhar Ali, Mohammad Aslam, Mohammad Kamran Butt, Kashif Ur Rehman Chaudhry, Tallaha Fiaz, Julie Green, Mohammad Ajmal Khan Ul Nisa and Sheila Wicks

Non-Councillor (without voting rights): None

Officers: Nick Harbour – Assistant Town Clerk [minute taker]

Members of the Public: One member of the public present

2024/001 (TC)	<u>ONE MINUTE SILENCE</u> The Chairman invites members to observe a one minute of silence. The one-minute silence was observed.
2024/002 (TC)	<u>ELECTION OF TOWN COUNCIL CHAIRMAN</u> To elect a Town Council Chairman for 2024/25 municipal year Proposed by Councillor Anwar and Seconded by Councillor Latif, and RESOLVED: That Councillor Faraz Ahmad elected as Town Council Chair for the 2024/25 municipal year.
2024/003 (TC)	<u>ELECTION OF TOWN COUNCIL VICE-CHAIRMAN</u> To elect a Town Council Vice-Chairman for the 2024/25 municipal year Proposed by Councillor Shabaz Ahmed and Seconded by Councillor Zafar Ali, and RESOLVED: That Councillor Shabaz Ahmed is elected as Town Council Vice-Chair for the 2024/25 municipal year.
2024/004 (TC)	<u>APOLOGIES FOR ABSENCE</u> To receive and approve apologies for absence and reasons given to the Assistant Town Clerk prior to the meeting. Proposed by Councillor Latif and Seconded by Councillor Mahmood and RESOLVED: That the apologies received from Councillors Mohammad Aslam, Aqib Bashir, and Julie Green are approved and accepted.

2024/005 (TC)	<p><u>DECLARATIONS OF INTERESTS</u> 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.</p> <p>None.</p>
2024/006 (TC)	<p><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u> 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.</p> <p>One member of the public was present but did not have any representation to make on any business on the agenda.</p>
2024/007 (TC)	<p><u>MINUTES</u> To approve the draft minutes of the Town Council meeting held on 13 March 2024 (previously circulated).</p> <p>Proposed by Councillor Latif and Seconded by Councillor Stone and RESOLVED: That the draft minutes of the Town Council meeting held on the 13 March 2024 be confirmed as a true record and be signed by the Chair.</p>
2024/008 (TC)	<p><u>COMMITTEE MINUTES</u> To confirm the receipt of committee minutes previously circulated:</p> <ul style="list-style-type: none"> • Finance and General Purposes Committee 27 March 2024 • Finance and General Purposes Committee 24 April 2024 <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That the draft minutes listed above are approved as a true and accurate record.</p>
2024/009 (TC)	<p><u>REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES</u> 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> <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> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Latif, and RESOLVED: That the existing structures used in the year 2023-24 for the delegation arrangements to committees, sub-committees, staff and other local authorities be used for the upcoming year 2024-25.</p>
2024/010 (TC)	<p><u>APPOINTMENT OF COMMITTEES</u> To appoint members to committees in accordance with the Scheme of Delegation.</p> <ul style="list-style-type: none"> • Environmental Improvement Committee 8 members and Ex-Officio • Finance and General Purposes Committee 8 members and Ex-Officio • Events, Promotional and Marketing Committee 9 members and Ex-Officio • Personnel Committee 5 members and Ex-Officio

- Unity Wellbeing Management Committee 8 members and Ex-Officio

Proposed by Councillor Faraz Ahmad and Seconded by Councillor Latif, and **RESOLVED:** That the below committee membership names in standard text be appointed to the committees for 2024/25.

Also nominated in separate proposals:

Proposed by Councillor Mohammad Kamran Latif and Seconded by Councillor Ahmad, and **RESOLVED:** That Councillor Marie Stone be appointed to the Environmental Improvements Committee.

Proposed by Councillor Mohammad Rehan Hanif and Seconded by Councillor Latif, and **RESOLVED:** That Councillor Marie Stone is appointed to the Personnel Committee.

Proposed by Councillor Marie Stone and Seconded by Councillor Rehan Hanif, and **RESOLVED:** That Councillor Mohammad Aslam be appointed to the Unity Wellbeing Management Committee.

Environmental Improvements

Membership: x8 members

Ahmed, Shahbaz
 Akhtar, Naeem
 Ali: Zafar
 Khan Ul Nisa, Muhammad Ajmal
 Latif: Mohammed Kamran
 Qamar, Mohammad Adeel
 Stone, Marie
 Vacancy

Events, Promotional & Marketing

Membership: x9 members

Ahmad: Faraz
 Ahmed, Shahbaz
 Akhtar, Naeem
 Anwar, Thabasum Ruby
 Bibi, Sughra
 Bashir, Aqib
 Latif: Mohammed Kamran
 Qamar, Mohammad Adeel
 Stone, Marie

Finance & General Purposes

Membership: x8 members

Ahmed, Shahbaz
 Ali: Zafar
 Anwar, Thabasum Ruby
 Bibi, Sughra
 Nawaz, Anam
 Akhtar, Naeem
 Qamar, Mohammad Adeel
 Rehman: Atique

Personnel Committee

Membership: x5 members

Ahmed, Shahbaz
 Ali: Zafar
 Anwar, Thabasum Ruby
 Bibi, Sughra
 Stone, Marie

Unity Well Being Management

Membership: x8 members

Ahmad: Faraz
 Aslam: Mohammad
 Hanif: Mohammed Rehan

	<p>Latif: Mohammed Kamran Khan Ul Nisa, Muhammad Ajmal Sarwar: Mohammad Sufyaan Vacancy Vacancy</p> <p>The Assistant Town Clerk highlighted that there were still two vacancies to fill on the Unity Well Being Management Committee. And one vacancy on the Environmental Improvements Committee. These will be highlighted at a future meeting to see if any volunteers come forward who were not in attendance at this evenings meeting who may wish to be considered for appointment.</p>
<p>2024/011 (TC)</p>	<p><u>ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS</u></p> <p>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).</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Mohammad Kamran Latif, and RESOLVED: That the Standing Orders inclusive of the policies and procedures listed in Appendix B are adopted.</p> <p>11.2 To review and adopt the Financial Regulations (based on the model produced by NALC)</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Mohammad Kamran Latif, and RESOLVED: That the Financial Regulations (based on the model produced by NALC) are adopted.</p>
<p>2024/012 (TC)</p>	<p><u>ASSET REGISTER REVIEW</u></p> <p>12.1 To review the existing Asset Register Policy.</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Mohammad Kamran Latif and RESOLVED: That the Asset Register Policy is approved as the already existing version states.</p> <p>12.2 To review the updated Asset Register for the financial year 2024/25.</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Mohammad Kamran Latif, and RESOLVED: That the Asset Register for the financial year 2024/25 is approved as presented at this meeting.</p>
<p>2024/013 (TC)</p>	<p><u>REPORTS FROM BOROUGH AND COUNTY COUNCILLORS</u></p> <p>To receive reports from the Borough or County Councillors</p> <p><u>Borough Council</u></p> <p>No major updates from Borough Councillors. Councillor Ahmad noted that a small number of minor planning applications had been approved at the Nelson Area Committee which were all just general householder applications.</p> <p>Members noted the update.</p> <p><u>County Council</u></p>

	No County Councillors present to provide an update.
2024/014 (TC)	<p><u>POLICE UPDATE</u> To receive an update from PC Jemima Hill around the latest issues happening in and around Nelson and to discuss the most recent crime figures for Nelson.</p> <p>Unfortunately, no Police were in attendance at this meeting to provide a verbal update into the latest crime levels across the town.</p> <p>The Assistant Town Clerk had been given a new contact at the police station and had invited them along but they were not in attendance.</p> <p>Members also noted that a new Police and Crime Commissioner had been appointed in the recent elections and asked that they be invited to a future meeting of the Council.</p> <p>Members noted the update.</p> <p>ACTION: The Assistant Town Clerk invite the new Police and Crime Commissioner to the next meeting of the Council.</p>
2024/015 (TC)	<p><u>NELSON TOWN DEAL</u> To discuss the Nelson Town Deal and prepare for ways to which Nelson Town Council can assist with the process.</p> <p>Councillor Ali, who sits on the Nelson Town Deal Board, informed Members that no recent meeting had taken place but one was due in June. He will provide an update after this meeting at the next Full Council.</p> <p>Members noted the update.</p>
2024/016 (TC)	<p><u>RISK MANAGEMENT POLICY</u> To receive and review an updated Risk Management Policy for the forthcoming year 2024/ 25.</p> <p>No new changes had been made since the last review in March 2023.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif and RESOLVED: That the Risk Management Policy is approved as presented at this meeting.</p>
2024/017 (TC)	<p><u>MEETING SCHEDULE FOR 2024/ 25</u> To receive and approve an amended meeting schedule for 2024/ 25 to take into account the Ramadan schedule for 2025.</p> <p>Members were asked to consider an amended meeting schedule for 2024/ 25 to incorporate the Ramadan schedule for 2025. Should any business need to be discussed during that time, an extraordinary meeting can always be called.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That the revised meeting schedule is approved to take into account the Ramadan schedule for 2025.</p> <p>ACTION: The Assistant Town Clerk to circulate the amended meeting schedule for 2024/ 25 to Members email addresses and also to upload the schedule to the town council website.</p>
2024/018 (TC)	<p><u>TOWN CENTRE LITTER PICK</u> To consider a Councillor-led town centre litter pick in preparation for the new spring floral</p>

	<p>displays due to be installed w/c Monday 20th May 2024.</p> <p>The Assistant Town Clerk notified Members that the new hanging baskets and barrier trough planters were due to arrive w/c Monday 20th May and that it would be useful if Councillors could spare an hour on Saturday 18th May to assist with emptying the troughs of litter and leaves which may have built up over the winter so that they can be easily filled when the liners arrive the following week.</p> <p>All present were in agreement this would be useful and agreed to the town centre litter pick.</p> <p>Proposed by Councillor Ahmad and Seconded by Councillor Latif, and RESOLVED: That Members meet outside the memorial opposite McDonalds at 10:00am on Saturday 18th May to take part in a short litter pick around the town centre.</p> <p>ACTION: The Assistant Town Clerk to circulate a reminder in the week building up to the litter pick to all Members requesting their attendance if available to help out.</p>
2024/019 (TC)	<p><u>LIGHTING MAINTENANCE IN NELSON TOWN CENTRE</u></p> <p>To consider a match funding request with Pendle Borough Council over lighting maintenance in Nelson Town Centre. The total cost of the project is £7,500 of which Pendle Borough Council have asked the Town Council to contribute £3,750 towards. The money will be for replacing damaged town centre lighting columns, particularly around the Town Hall and Library areas.</p> <p>Members agreed that the improvements were necessary and would fit in well with the floral displays on the same lighting columns in the town centre.</p> <p>Proposed by Councillor Qamar and Seconded by Councillor Stone, and RESOLVED: That the match funding request for £3,750.00 from Pendle Borough Council over lighting maintenance in Nelson Town Centre. is approved.</p>
2024/020 (TC)	<p><u>TRANSFERRED SERVICES</u></p> <p>To receive reports and consider any actions required in relation to transferred services.</p> <p><u>CCTV monitoring</u></p> <p>The Assistant Town Clerk reported that CCTV monitoring report for April had been received and circulated to Members. No major issues were identified.</p> <p><u>MUGAS and Play Areas</u></p> <p>Final costings are currently being collated for the improvements to be made at Vernon Street Play Area and will be shared upon receipt. CATS Play Area development will be next to take place once the Vernon Street works are submitted.</p> <p><u>Parks Services</u></p> <p>No new updates on Parks Services this month.</p> <p>Members noted the above updates.</p>
2024/021 (TC)	<p><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></p> <p>To notify the Assistant Clerk of any matters for inclusion on the agenda of the next meeting.</p> <p>None.</p>

2024/022
(TC)

DATE OF THE NEXT TOWN COUNCIL MEETING

The date of the next meeting of the Council is due to be held on Wednesday 12th June 2024.

Members noted the date of the next meeting.

There being no further business to discuss, the meeting was closed by the Chair at 7.55pm.

Signed Chair:

Dated: