



## Minutes of a meeting of Nelson Town Council held on Wednesday 14<sup>th</sup> May 2025 at the Unity Wellbeing Centre, Vernon Street, Nelson, Lancashire

**Commenced: 7.30pm - Concluded: 8.25pm**

**Councillors Present:** Councillors Faraz Ahmad, Naeem Akhtar, Zafar Ali, Husnan Arshad, Thabasum Ruby Anwar, Mohammad Aslam, Aqib Bashir, Riaz Bashir, Sughra Bibi, Julie Green, Mohammed Rehan Hanif, Anam Nawaz, Mohammad Adeel Qamar, Atique Rehman, Mohammad Sufyaan Sarwar, Marie Stone, Ikram Ul-Haq and Sheila Wicks

**Absent Councillors:** Councillors Shabaz Ahmed, Iftikhar Ali, Mohammad Kamran Butt, Kashif Ur Rehman Chaudhry, Hassan Mahmood and Mohammad Ajmal Khan Ul Nisa

**Non-Councillor (without voting rights):** None

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

**Members of the Public:** None

2025/001  
(TC)

### **ONE MINUTE SILENCE**

The Chairman invites members to observe a one minute of silence.

The one-minute silence was observed.

2025/002  
(TC)

### **ELECTION OF TOWN COUNCIL CHAIRMAN**

To elect a Town Council Chairman for 2025/26 municipal year

Proposed by Councillor Aslam and Seconded by Councillor Ali, and

**RESOLVED:** That Councillor Faraz Ahmad elected as Town Council Chair for the 2025/26 municipal year.

2025/003  
(TC)

### **ELECTION OF TOWN COUNCIL VICE-CHAIRMAN**

To elect a Town Council Vice-Chairman for the 2025/26 municipal year

Two names were put forward for the position of Vice-Chair for the year 2025-26 – Councillors Ruby Anwar and Marie Stone. Following a vote:

Proposed by Councillor M. Sufyaan Sarwar and Seconded by Councillor Sughra Bibi, and

**RESOLVED:** That Councillor Ruby Anwar is elected as Town Council Vice-Chair for the 2025/26 municipal year.

2025/004  
(TC)

### **APOLOGIES FOR ABSENCE**

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

Proposed by Councillor Anwar and Seconded by Councillor Ahmad and

	<b>RESOLVED:</b> That the apologies received from Councillor Shabaz Ahmed are approved and accepted.
2025/005 (TC)	<p><b><u>DECLARATIONS OF INTERESTS</u></b></p> <p>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>
2025/006 (TC)	<p><b><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u></b></p> <p>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>None.</p>
2025/007 (TC)	<p><b><u>MINUTES</u></b></p> <p>To approve the draft minutes of the Town Council meeting held on 09 April 2025 (previously circulated).</p> <p>Proposed by Councillor Aslam and Seconded by Councillor Anwar and</p> <p><b>RESOLVED:</b> That the draft minutes of the Town Council meeting held on the 09 April 2025 be confirmed as a true record and be signed by the Chair.</p>
2025/008 (TC)	<p><b><u>COMMITTEE MINUTES</u></b></p> <p>To confirm the receipt of committee minutes previously circulated:</p> <ul style="list-style-type: none"> <li>• Finance and General Purposes Committee 30 April 2025</li> </ul> <p>Proposed by Councillor Anwar and Seconded by Councillor Ahmad, and</p> <p><b>RESOLVED:</b> That the draft minutes listed above are approved as a true and accurate record.</p>
2025/009 (TC)	<p><b><u>REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES</u></b></p> <p>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 Faraz Ahmad and Seconded by Aqib Bashir, and</p> <p><b>RESOLVED:</b> That the existing structures used in the year 2024-25 for the delegation arrangements to committees, sub-committees, staff and other local authorities be used for the upcoming year 2025-26.</p>
2025/010 (TC)	<p><b><u>APPOINTMENT OF COMMITTEES</u></b></p> <p>To appoint members to committees in accordance with the Scheme of Delegation.</p> <ul style="list-style-type: none"> <li>• Environmental Improvement Committee 8 members and Ex-Officio</li> <li>• Finance and General Purposes Committee 8 members and Ex-Officio</li> <li>• Events, Promotional and Marketing Committee 9 members and Ex-Officio</li> </ul>

- Personnel Committee 5 members and Ex-Officio
- Unity Wellbeing Management Committee 8 members and Ex-Officio

Proposed by Councillor Sarwar and Seconded by Councillor Green, and  
**RESOLVED:** That the below committee membership names be appointed to the Environmental Improvements committee for 2025/26.

Proposed by Councillor Anwar and Seconded by Councillor Ul-Haq, and  
**RESOLVED:** That the below committee membership names be appointed to the Finance and General Purposes committee for 2025/26.

Proposed by Councillor Anwar and Seconded by Councillor Hanif, and  
**RESOLVED:** That the below committee membership names be appointed to the Events, Promotional and Marketing committee for 2025/26.

Proposed by Councillor Sarwar and Seconded by Councillor Akhtar, and  
**RESOLVED:** That the below committee membership names be appointed to the Personnel committee for 2025/26.

Proposed by Councillor Anwar and Seconded by Councillor Sarwar, and  
**RESOLVED:** That the below committee membership names be appointed to the Unity Well Being Management committee for 2025/26.

#### Environmental Improvements

##### Membership: x8 members

Ali: Zafar  
 Arshad, Husnan  
 Aslam, Mohammad  
 Bashir, Riaz  
 Hanif: Mohammed Rehan  
 Sarwar, Mohammad Sufyaan  
 Stone, Marie  
 Wicks, Sheila

#### Events, Promotional & Marketing

##### Membership: x9 members

Ahmad: Faraz  
 Ahmed, Shahbaz  
 Akhtar, Naeem  
 Ali, Zafar  
 Anwar, Thabasum Ruby  
 Bibi, Sughra  
 Qamar, Mohammad Adeel  
 Sarwar, Mohammad Sufyaan  
 Ul-Haq, Ikram

#### Finance & General Purposes

##### Membership: x8 members

Ahmed, Shahbaz  
 Akhtar, Naeem  
 Ali: Zafar  
 Anwar, Thabasum Ruby  
 Bashir, Aqib  
 Hanif: Mohammed Rehan  
 Qamar, Mohammad Adeel  
 Ul-Haq, Ikram

#### Personnel Committee

##### Membership: x5 members

Ali, Zafar  
 Anwar, Thabasum Ruby  
 Bashir, Riaz  
 Hanif: Mohammed Rehan  
 Qamar, Mohammad Adeel

#### Unity Well Being Management

##### Membership: x8 members

Ahmad, Faraz

	<p>Akhtar, Naeem  Aslam, Mohammad  Anwar, Thabasum Ruby  Arshad, Husnan  Bashir, Riaz  Bibi, Sughra  Hanif: Mohammed Rehan</p>
2025/011 (TC)	<p><b><u>ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS</u></b></p> <p>11.1 To review and adopt the Standing Orders inclusive of the policies and procedures listed in Appendix B (including the Health and Safety Policy, Disciplinary and Grievance Policy, Data Protection Policy, Freedom of Information Policy, Procedures for Co-Option of Councillors and Risk Assessment/ Management Policies).</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Naeem Akhtar, and  <b>RESOLVED:</b> 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 Naeem Akhtar, and  <b>RESOLVED:</b> That the Financial Regulations (based on the model produced by NALC) are adopted.</p>
2025/012 (TC)	<p><b><u>ASSET REGISTER REVIEW</u></b></p> <p>12.1 To review the existing Asset Register Policy.</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Ruby Anwar and  <b>RESOLVED:</b> 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 2025/26.</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Ruby Anwar, and  <b>RESOLVED:</b> That the Asset Register for the financial year 2025/26 is approved as presented at this meeting.</p>
2025/013 (TC)	<p><b><u>REPORTS FROM BOROUGH AND COUNTY COUNCILLORS</u></b></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 the police were in attendance to provide an update around a number of projects which will be covered in the next item.</p> <p>Members noted the update.</p> <p><u>County Council</u></p> <p>No County Councillors present to provide an update.</p>

2025/014 (TC)	<p><b><u>POLICE UPDATE</u></b> To receive an update from PC Donna Waterworth 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>Councillor Ahmad did note that at a recent Pendle Borough Council meeting, the Police had circulated a report in relation to a “Bin the Bangers” scheme whereby hundreds of vehicles in and around the Borough, largely in Nelson and Brierfield which had been abandoned have now all been removed.</p> <p>Members noted the update.</p>
2025/015 (TC)	<p><b><u>NELSON TOWN DEAL</u></b> 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 at the most recent Town Deal meeting £100,000 had been allocated to a Nelson business for some new laser cutting equipment. This funding has helped to create 11 more jobs in the local area.</p> <p>Councillor Ali also informed Members that he would be stepping down from his role as Nelson Town Council’s representative on the Town Deal.</p> <p>Councillor Arshad did request that Councillor Ali continue in the role for the upcoming year having represented the Town Council well at the meetings. Councillor Ali thanked Councillor Arshad for the nomination, however due to family commitments he felt that it would be more appropriate for someone else to attend the meetings.</p> <p>Proposed by Councillor Anwar and Seconded by Councillor Arshad, and <b>RESOLVED:</b> That Councillor Faraz Ahmad be appointed to be the Town Council representative at future Town Deal meetings.</p>
2025/016 (TC)	<p><b><u>PLOTS AT ALLOTMENT SITES FOR PEOPLE WITH DISABILITIES</u></b> To discuss the potential of creating some plots at the various allotments sites in Nelson which people with disabilities can easily access.</p> <p>At the previous meeting, Councillor Wicks had requested that this item be added to the agenda for this meeting for discussion.</p> <p>Members were in agreement that options should be explored for people with disabilities to be able to rent an allotment at one of the sites in Nelson.</p> <p>The Assistant Town Clerk had already been in touch with the various secretaries of each site to ask if there was any current availability with such requests. So far, three have come back to him. Two unfortunately don’t have this feature available at them. One site (Lomeshaye) does have high raised bed boxes on a number of plots however the road to access them isn’t particularly wheelchair user friendly and they anticipated it would be quite costly in upgrading the paving.</p> <p>An item is being placed on the next Allotments Society meeting to explore how this could be moved forward.</p> <p>Members noted the update.</p>

2025/017 (TC)	<p><b><u>SUMMER FOOTBALL PROGRAMME</u></b> To consider the re-introduction of a summer football programme for 2025 following on from the success of previous events.</p> <p>Councillor Ul-Haq spoke of the successful Summer Football Programmes which had taken place in between 2019 – 2023 and asked Members how they would feel about reintroducing them for Summer 2025. Those present were in agreement that the initiative is a good idea. Members of this Council would volunteer their time to assist coaches who would be coaching young children from Nelson throughout the summer.</p> <p>Costings are currently being pulled together, including pitch hire and coaching fees for professional coaches who would run the programme with assistance from volunteer coaches (ie. Councillors).</p> <p>Proposed by Councillor Ahmad and Seconded by Councillor Qamar, and <b>RESOLVED:</b> That this item be deferred to the Finance and General Purposes committee to review associated costings once presented.</p>
2025/018 (TC)	<p><b><u>GOALPOSTS AT VICTORIA PARK</u></b> To consider the installation of football goalposts at Victoria Park. This was briefly discussed at the last meeting and Pendle Borough Council and the Friends of Victoria Park are proposing to go ahead with the idea and wish for a formal response from both Nelson Town Council and Barrowford Parish Council before going ahead with the project.</p> <p>Members discussed the idea and were in agreement that the goalposts would be a good addition to the park, but had some concerns around the health and safety aspect. The obvious risk was other park users being hit with the ball whilst they might just be enjoying a leisurely walk through the grounds. The other health and safety risk identified would be the possibility of the ball going into the stream if the goalposts were situated nearby.</p> <p>All present were in agreement to support the idea subject to the above risks being reviewed in a risk assessment before installation.</p> <p>Proposed by Councillor Ahmad and Seconded by Councillor Anwar, and <b>RESOLVED:</b> That Members are happy to support the installation of goalposts at Victoria Park subject to the relevant health and safety risks are assessed to ensure safety to other park users as well as those using the goalposts.</p>
2025/019 (TC)	<p><b><u>TRANSFERRED SERVICES</u></b> 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>No new updates on play areas and MUGA's this month. At the next meeting Members are likely to be asked which play areas they would like to start updating for the 2025/26 year.</p> <p><u>Parks Services</u></p> <p>As mentioned in the previous item – there are discussions ongoing around the potential installation of goalposts at Victoria Park.</p>

	Members noted the above updates.
2025/020 (TC)	<p><b><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></b></p> <p>To notify the Assistant Clerk of any matters for inclusion on the agenda of the next meeting.</p> <p>None.</p>
2025/021 (TC)	<p><b><u>DATE OF THE NEXT TOWN COUNCIL MEETING</u></b></p> <p>The date of the next meeting of the Council is due to be held on Wednesday 11<sup>th</sup> June 2025.</p> <p>Members noted the date of the next meeting.</p> <p>There being no further business to discuss, the meeting was closed by the Chair at 8.25pm.</p>