



**Minutes of a meeting of Nelson Town Council held on Wednesday 13<sup>th</sup> May 2026 at the Unity Wellbeing Centre, Vernon Street, Nelson, Lancashire**

**Commenced: 7.30pm - Concluded: 8.10pm**

**Councillors Present:** Councillors Faraz Ahmad, Naeem Akhtar, Zafar Ali, Mohammad Aslam, Aqib Bashir, Riaz Bashir, Rehan Hanif, Muneeb Iqbal, Hassan Mahmood, Mohammad Adeel Qamar, Mohammad Sakib, Mohammad Sufyaan Sarwar, Mohammad Husnane Shahbaz, Marie Stone, Julie Sutcliffe and Ikram Ul-Haq

**Absent Councillors:** Councillors Shabaz Ahmed, Thabasum Ruby Anwar, Husnan Arshad, Sughra Bibi, Anam Nawaz, Kashif Ur Rehman Chaudhry, Atique Rehman, and Sheila Wicks Wicks

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

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

**Members of the Public:** Twenty-Eight.

2026/001 (TC)	<b><u>ONE MINUTE SILENCE</u></b> The Chairman invites members to observe a one minute of silence.  The one-minute silence was observed.
2026/002 (TC)	<b><u>ELECTION OF TOWN COUNCIL CHAIRMAN</u></b> To elect a Town Council Chairman for 2026/27 municipal year  Proposed by Councillor Qamar and Seconded by Councillor Ali, and <b>RESOLVED:</b> That Councillor Ikram Ul-Haq elected as Town Council Chair for the 2026/27 municipal year.
2026/003 (TC)	<b><u>ELECTION OF TOWN COUNCIL VICE-CHAIRMAN</u></b> To elect a Town Council Vice-Chairman for the 2026/27 municipal year  Proposed by Councillor Ahmad and Seconded by Councillor Aslam, and <b>RESOLVED:</b> That Councillor Sughra Bibi is elected as Town Council Vice-Chair for the 2026/27 municipal year.
2026/004 (TC)	<b><u>APOLOGIES FOR ABSENCE</u></b> To receive and approve apologies for absence and reasons given to the Assistant Town Clerk prior to the meeting.  Proposed by Councillor Ul-Haq and Seconded by Councillor Ahmad and <b>RESOLVED:</b> That the apologies received from Councillor Shabaz Ahmed are approved and accepted.

	<p>Councillor Ali raised a point in relation to apologies and whether or not non-attendance for six consecutive months could lead to removal from the Council.</p> <p>The Assistant Town Clerk stated that he believed non-attendance without apologies for six consecutive months would be removal, however, once an apology had been accepted, the clock effectively starts again but he will look into this and clarify.</p>
2026/005 (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>
2026/006 (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>No members of the public present wished to discuss any items on the agenda.</p>
2026/007 (TC)	<p><b><u>MINUTES</u></b></p> <p>To approve the draft minutes of the Town Council meeting held on 08 April 2026 (previously circulated).</p> <p>Proposed by Councillor Qamar and Seconded by Councillor Ahmad and  <b>RESOLVED:</b> That the draft minutes of the Town Council meeting held on the 08 April 2026 be confirmed as a true record and be signed by the Chair.</p>
2026/008 (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 <span style="float: right;">29 April 2026</span></li> </ul> <p>The above meeting was not quorate so therefore no minutes were prepared for approval.</p> <p>Members noted the update.</p>
2026/009 (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>Councillor Ali was happy to propose the same structure as used in the year 2025-26 but with one amendment – to remove the Environmental Improvements committee. This is based on very few items being identified for discussion over the last two years. Of course, any environmental issues that do need to be raised will be taken seriously and can be discussed at the Full Council meeting amongst all Members. The removal of the Environmental</p>

Improvements committee will just help to free up officer time.

Proposed by Councillor Ali and Seconded by Ahmad, and  
**RESOLVED:** That the existing structures used in the year 2025-26 for the delegation arrangements to committees, sub-committees, staff and other local authorities be used for the upcoming year 2026-27 with the above mentioned amendment to remove the Environmental Improvements committee and any environmental issues which need to be discussed can be brought before the Full Council.

2026/010 (TC) **APPOINTMENT OF COMMITTEES**  
 To appoint members to committees in accordance with the Scheme of Delegation.

- Finance and General Purposes Committee                      9 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 Ul-Haq and Seconded by Councillor Ali, and  
**RESOLVED:** That the below committee membership names be appointed to the Finance and General Purposes committee for 2026/27.

Proposed by Councillor Ul-Haq and Seconded by Councillor Ali, and  
**RESOLVED:** That the below committee membership names be appointed to the Events, Promotional and Marketing committee for 2026/27.

Proposed by Councillor Ul-Haq and Seconded by Councillor Ali, and  
**RESOLVED:** That the below committee membership names be appointed to the Personnel committee for 2026/27.

Proposed by Councillor Ul-Haq and Seconded by Councillor Ali, and  
**RESOLVED:** That the below committee membership names be appointed to the Unity Well Being Management committee for 2026/27.

Events, Promotional & Marketing  
Membership: x9 members  
 Ahmad: Faraz  
 Akhtar, Naeem  
 Ali, Zafar  
 Anwar, Thabasum Ruby  
 Bibi, Sughra  
 Qamar, Mohammad Adeel  
 Shahbaz, Husnane  
 Sarwar, Mohammad Sufyaan  
 Ul-Haq, Ikram

Finance & General Purposes  
Membership: x9 members  
 Akhtar, Naeem  
 Ali, Zafar  
 Anwar, Thabasum Ruby  
 Bashir, Aqib  
 Bibi, Sughra  
 Hanif: Mohammed Rehan  
 Qamar, Mohammad Adeel  
 Shahbaz, Husnane  
 Ul-Haq, Ikram

Personnel Committee  
Membership: x5 members  
 Bashir, Riaz  
 Bibi, Sughra

Unity Well Being Management  
Membership: x8 members  
 Ahmad: Faraz  
 Akhtar, Naeem

	<p>Qamar, Mohammad Adeel Sakib, Mohammad Ul-Haq, Ikram</p> <p>Anwar, Thabasum Ruby Bashir, Riaz Bibi, Sughra Hanif: Mohammed Rehan Rehman, Aqitue Sakib, Mohammad</p> <p>Councillor Stone commented that she felt it unfair that some Members had not been appointed to any of the committees whilst others had been appointed to multiple.</p> <p>Members stated that a fair vote had taken place to appoint the above list of names and no indication had been given from any other Members that they were interested in being appointed to any of the committees.</p> <p>All Members are welcome to attend any of the above meetings.</p>
2026/011 (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 Ahmad, 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 Ahmad, and <b>RESOLVED:</b> That the Financial Regulations (based on the model produced by NALC) are adopted.</p>
2026/012 (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 Ahmad 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 2026/27.</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Ruby Ahmad, and <b>RESOLVED:</b> That the Asset Register for the financial year 2026/27 is approved as presented at this meeting.</p>
2026/013 (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</p>

	<p>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>
2026/014 (TC)	<p><b><u>POLICE UPDATE</u></b></p> <p>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 attended and gave a brief update around the latest issues in the local area. The small helium bottles which were a problem a few years ago seem to have returned – more and more of the bottles are being found around the local area. The police are sending out more regular patrols in hotspot areas. A discussion also took place around the use of fireworks late into the evening. Residents are encouraged to contact the police when this happens so that a team can go out to investigate.</p> <p>Members noted the update.</p>
2026/015 (TC)	<p><b><u>NELSON TOWN DEAL</u></b></p> <p>To discuss the Nelson Town Deal and prepare for ways to which Nelson Town Council can assist with the process.</p> <p>Councillor Ahmad gave a bit of background information on the Town Deal project and what's been happening over recent months as there were quite a few members of the public present to give them an idea of developments.</p> <p>No new updates were available for Members as there hadn't been another meeting since the last time this Council met. Councillor Ahmad did note that there was one due to take place this Friday, and as ever, all were welcome to attend if they wish.</p> <p>It was also mentioned that usually, the Chairman of the Council will go along to meetings of the Town Deal and Nelson Pride in Place. Councillor Ahmad was happy to still go along as well and the newly elected Chairman, Councillor Ikram UI-Haq will also be added to the contact list to receive invites to these meetings.</p> <p>Members noted the update.</p>
2026/016 (TC)	<p><b><u>NELSON PRIDE IN PLACE</u></b></p> <p>To discuss the Nelson Pride in Place project and discuss for ways to which Nelson Town Council can assist with the process.</p> <p>As above, Councillor Ahmad gave a bit of background information in relation to the Nelson Pride in Place project for the benefit of those members of the public in attendance.</p> <p>The next meeting of the board will be on Friday 22<sup>nd</sup> May and all are welcome to attend if they wish.</p> <p>A couple of projects were mentioned by those present at the meeting which may be raised at a future meeting of this Council to discuss part funding options – these included works to the</p>

	<p>subway area near Nelson and Colne College as well as to improvement works around the railway station.</p> <p>Members also reiterated the point of looking to get more Town Councillors involved with the project who can then liaise with residents directly to give them a voice on what they feel the money would be best spent on to improve life for residents of the town.</p> <p>Members noted the update.</p>
<p>2026/017 (TC)</p>	<p><b><u>INTERNAL AUDIT AND AGAR</u></b> To review the findings from the internal auditor and the AGAR forms which need to be completed and signed.</p> <p>The Assistant Town Clerk informed Members that the internal audit for 2025-26 was now completed and that the Annual Governance Statement would need to be approved to be then followed by approval of the Accounting Statements on the AGAR form which needs to be submitted to the external auditor. The period for the exercise of public rights (which must be a period of 30 working days and must include 1<sup>st</sup> July – 12<sup>th</sup> July) also needed approving by Members.</p> <p>Proposed by Councillor Qamar and Seconded by Councillor Aqib Bashir and <b>RESOLVED:</b> That the internal auditors report is taken as read and comments highlighted in the report are to be addressed.</p> <p>Proposed by Councillor Qamar and Seconded by Councillor Aqib Bashir and <b>RESOLVED:</b> That the Annual Governance statement be approved and signed by the Chairman and the Assistant Town Clerk.</p> <p>Proposed by Councillor Qamar and Seconded by Councillor Aqib Bashir and <b>RESOLVED:</b> That the Accounting Statements be approved and signed by the Chairman.</p> <p>Proposed by Councillor Qamar and Seconded by Councillor Bashir and <b>RESOLVED:</b> That the period for the exercise of public rights begins on Wednesday 03<sup>rd</sup> June 2026 until Wednesday 15<sup>th</sup> July 2026 to cover a period of 30 working days.</p>
<p>2026/018 (TC)</p>	<p><b><u>GIB HILL NATURE RESERVE</u></b> To discuss the Gib Hill Nature Reserve and consider the Town Council's involvement in future plans for the site. The Town Council have previously awarded funding alongside Colne Town Council to support the Gib Hill Guardians in maintaining the site. A request has been submitted for £5,000 to once again match Colne Town Council's contribution for the 2026/ 27 financial year.</p> <p>Will Stephenson from the Gib Hill Guardians project was present at the meeting and gave Members a brief update as to what works are ongoing at the site. The main works taking place so far are mowing of the field, improving access routes, installing new footpaths and planting of new trees. So far approximately £11,000 has been spent on the project. The team are also actively seeking funding from other resources and thanked Nelson Town Council for their contribution made previously.</p> <p>An application had been made to the Council from the Gib Hill Guardians group seeking a further £5,000 to once again match Colne Town Council's contribution for the 2026/ 27 financial year.</p> <p>Those present thanked Will for the presentation and discussed the good work being undertaken at the site and how the works are benefitting both the people of Nelson and Colne.</p>

	<p>Proposed by Councillor Sakib and Seconded by Councillor Ali, and  <b>RESOLVED:</b> That the request for £5,000 from the Gib Hill Guardians to go towards maintaining the Gib Hill site is approved as requested.</p>
2026/019 (TC)	<p><b><u>BACK STREET PROJECT</u></b>  To receive an update in relation to the Back Streets Project.</p> <p>Tenders had now been received for the following back street works to be undertaken following approval given at the July 2025 Full Council meeting:</p> <p>78-112 Beaufort St  4-30 Beaufort St  Jenny Lane</p> <p>1-27 Bisham St  44-66 Sackville &amp; Moore St  4-24 Waidshouse Rd</p> <p>A&amp;G Landscapes &amp; Groundworks Ltd were the lowest quotes on both phases of the above tenders.</p> <p>Proposed by Councillor Mahmood and Seconded by Councillor Ali, and  <b>RESOLVED:</b> That the tenders received for both of the above phases of the back streets project received by Pendle Borough Council on behalf of the Town Council are approved and accepted and awarded to A&amp;G Landscapes &amp; Groundworks Ltd.</p>
2026/020 (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 2026/27 year.</p> <p><u>Parks Services</u></p> <p>No update this month.</p> <p>Members noted the above updates.</p>
2026/021 (TC)	<p><b><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></b>  To notify the Assistant Clerk of any matters for inclusion on the agenda of the next meeting.</p> <p>None.</p>
2026/022 (TC)	<p><b><u>DATE OF THE NEXT TOWN COUNCIL MEETING</u></b>  The date of the next meeting of the Council is due to be held on Wednesday 10<sup>th</sup> June 2026.</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 8.10pm.</p>

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Signed Chair: .....

Dated: .....