



NELSON TOWN COUNCIL

**MINUTES OF A MEETING OF NELSON TOWN COUNCIL
HELD AT NELSON TOWN HALL ON 14th MARCH 2018 - 7pm.**

PRESENT –

Councillor Zafar Ali (in the Chair)

Councillors: George Adam, Sajid Ali, Majid Ali Anwar, Najaf Anwar, Nazeem Hayat, Kamran Latif, Michelle Pearson-Asher, Nigel Pearson-Asher and Saanval Safir.

In attendance: County Councillor Azhar Ali, Steve Watson (Clerk) and Megan Crabtree (Assistant Clerk) plus 1 resident).

Councillor Zafar Ali opened the meeting and welcomed everyone.

17/18/172 ONE MINUTE SILENCE

A one-minute silence was observed.

17/18/173 APOLOGIES FOR ABSENCE

Apologies for absence were submitted by Councillors Adrian Barrett, Mashuq Hussain, Mohammed Khalid and John Richardson who were away, Councillors Mohammad Aslam, Neil McGowan and Sheila Wicks who had family emergencies, Councillor Faraz Ahmad who had broken down on route and Councillor Malik Anwar Hussain who was working.

RESOLVED: That the above apologies and the reason given are accepted.

17/18/174 DECLARATIONS OF INTEREST

There were no declarations of interest.

17/18/175 FORMALLY ADJOURN FOR PUBLIC PARTICIPATION

RESOLVED: That the meeting is formally adjourned for Public Participation.

There were no questions from the member of the public in attendance. County Councillor Azhar Ali informed the meeting that he had been made aware of a Town Councillor being investigated around an allegation of bullying and reminded all Councillors of the Code of Conduct for Councillors. It was also suggested that the Town Council request places for Councillors to attend the Borough Council Code of Conduct training following the election in May.

17/18/176 FORMALLY RECONVENE THE MEETING OF THE TOWN COUNCIL

RESOLVED: That the meeting of the Town Council is reconvened.

17/18/177 MINUTES

The Minutes of the Full Council meeting held on 14th February 2018 were circulated.

RESOLVED: That the minutes of the Full Council meeting held on the 14th February are accepted as a true record.

17/18/178 COMMITTEE MINUTES

Minutes of the following Committees had been circulated. It was proposed that the Committee minutes are taken on block, however it was agreed to take them individually to allow for comments to be made.

Planning Committee, 14th February 2018, the Planning Committee of the 28th February was cancelled due to the weather.

RESOLVED: That the minutes of the Planning Committee meeting held on the 14th February are accepted as a true record.

Unity Wellbeing Management Committee 21st February 2018. A question was raised regarding the current Handyman and the Unity Caretaking contract. It was explained that a contract for Caretaking Duties at Unity Wellbeing Centre would need to go out to tender.

RESOLVED: That the minutes of the Unity Wellbeing Management Committee meeting held on the 21st February are accepted as a true record.

Finance and General Purposes Committee 28th February 2018. The meeting was postponed to the 7th March due to the weather.

RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held on the 7th March are accepted as a true record.

Events, Publicity and Marketing Committee 7th March 2018.

RESOLVED: That the minutes of the Events, Publicity and Marketing Committee meeting held on the 7th March are accepted as a true record.

Environment Committee 7th March 2018.

RESOLVED: That the minutes of the Environment Committee meeting held on the 7th March are accepted as a true record.

17/18/179 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Updates from representatives on the following outside bodies were received:

- a) Nelson Committee, Pendle Borough Council – Councillor Nazeem Hayat and Councillor Zeeshan Amjad.

A site visit was held with regards to a Planning Application for 251 Hibson Road, which was subsequently approved with conditions.

- b) Pendle Branch, Lancashire Association of Local Councils – Councillors George Adam and Nazeem Hayat.

Councillor Nazeem Hayat has been elected to be the Chair of the Pendle Branch for the 2018 municipal year. GDPR is being investigated and will be reported back before the launch on the 26th May. Burnley are appointing a Data Control Officer as the role cannot be held by the Clerk. The next meeting is going to discuss the issues with potholes.

- c) Pendle Fair Trade Group – Councillor Sheila Wicks.

Councillor Wicks had sent apologies.

- d) Town Centre Partnership/Town Team – Councillors Sajid Ali, Eileen Ansar and the Town Clerk.

There has not been a meeting. The Town Council Easter fair poster had been circulated.

- e) Nelson Youth Forum – Councillors Nazeem Hayat and Saanval Safir.

A meeting is due on the Thursday with some interesting agenda items including the risks of criminalizing young people and the Nest group set up to make referrals of young people with issues.

- f) Whitefield Community Forum – Councillors Majid Anwar and Najaf Anwar.

There was no update, a meeting had been arranged to agree a big clean event but was cancelled due to the severe weather.

- g) Bradley Big Local Committee – Councillors John Richardson and Nazeem Hayat.

Councillor Richardson had sent apologies.

17/18/180 FINANCIAL TRANSACTIONS

The financial transactions for the month of February 2018 were circulated at the meeting (See Appendix A).

RESOLVED: That the Financial transactions for February are approved.

17/18/181 TRANSFERRED SERVICES

A meeting has been requested with Philip Mousdale to discuss the transfer of Play areas and existing defects at the time of transfer. The S106 money given for play areas is to be mentioned at the same meeting and it was suggested that Council Leader Iqbal is also in attendance.

The electricity contract is due for renewal on the 29th March It was proposed to stay with E-on for a further 12 months and monitor.

RESOLVED: That a further 12-month contract is taken with E-On.

CCTV signage plaques are to be provided around the Town Centre. It was suggested that they could include an example of the pictures taken by the camera.

RESOLVED: That CCTV signs are to be provided.

There was no further update on the Barrowford half of Victoria Park. There were rumours that the Park Keepers are going at the end of the month, but this has not been officially notified to the Town Council. It was suggested that the Nelson Town Council logo should be displayed on the Parks and park vehicles as we pay 50% of the maintenance.

17/18/182 CLERK'S REPORT INCLUDING CORRESPONDENCE

The Clerk's report was noted.

RESOLVED: That the Clerk's report is noted.

17/18/183 10 YEAR ANNIVERSARY

There has been a site meeting with the land owner of the preferred Welcome to Nelson signage site and an initial design has been circulated.

17/18/184 Plight of Pot-Holes

It was noted that there had been extensive coverage of the decision by Lancashire County Council to redefine a pot-hole as requiring a 40mm depth. The current

condition of the roads is damaging cars and injuring people, especially the vulnerable and those with disabilities or limiting illnesses. It was noted that the County had underspent £13M on highways as they do not have the workforce capacity to carry out maintenance work. It was agreed that a letter would be sent to Keith Iddon, Cabinet Member for highways at County Hall and request a site visit in April. An online link to the County's website for reporting pot-holes will be circulated and Councillors were asked to submit pictures and locations of pot-holes for a dossier to be prepared. Pendle Borough Council are to be requested to support the Town Council in bringing pressure on the County to resolve the issue.

17/18/185 CONSULTATION ON TRANSPORT

The consultation is asking for suggestions for schemes and it had been suggested that the Skipton line should be re-opened and electrified and the Gannow to Colne line should be a dual track. A by-pass connecting the A56 to the A59 was a further suggestion, the Town Council support the ideas.

17/18/186 COUNCILLOR DISPLAY

Councillors were reminded to provide photographs for the Councillor display.

17/18/187 PENDLE BUSINESS AWARDS

The Town Council will be sponsoring the "Pendle Making a Local Difference Award."

17/18/188 THE LOCAL COMMUNITY AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007 – COMMUNITY GOVERNANCE REVIEW

A counter proposal for 18 Councillors was submitted to the meeting. Another proposal to keep the status quo of 24 Councillors was made due to the fact all Councillors are volunteers and are not paid, so the number does not incur any additional costs. A further proposal to accept the review was then made as the number of Councillors needed to be in proportion to the number of residents.

The first Proposal for 18 Councillors was seconded and failed by the casting vote of the Chair.

The second proposal for the status quo was withdrawn by the proposer.

The third proposal to accept the review was seconded and failed by the casting vote of the Chair.

A fourth proposal to submit 2 options of 18 and 15 Councillors was then made.

The fourth proposal was seconded and agreed.

RESOLVED: That the Town Council will submit 2 options for the review of 18 and 15 Councillors in reply to the Community Governance Review.

17/18/189 INFORMATION CENTRE CLOSURE CONSULTATION

The Information Centre is situated inside Nelson bus station and serves both the bus and train stations. It was suggested that it was a disgrace to close the centre as a number of elderly and vulnerable residents require the services provided as timetables are no longer displayed. Nelson needs the centre due to it being a bus train interchange. It was also noted that the County Council had already taken the decision to close the centre before starting a consultation and a letter is to be sent regarding how the closure will impact on tourism in Nelson.

17/18/190 EMERGENCY ITEM – REVIVE CAFÉ CATERING ASSISTANT

It was noted that the café is getting too busy for 1 member of staff to manage. The Catering Co-ordinator was praised for the excellent work he was doing in getting the café going.

RESOLVED: That a catering assistant is employed on a flexible 10 hours per week (on the living wage) contract and the Personnel Committee will interview and appoint.

Before the close of the meeting the Chair advised the Council of the resignation of the Clerk. The Clerk was thanked for all the hard work and effort he had provided the Council. It was agreed that an emergency meeting of the Personnel Committee would be called.

17/18/171 DATE OF THE NEXT MEETING

The next meeting of Nelson Town Council will be held at 7.00 p.m. on Wednesday 11th April 2018 at the Town Hall, Market Street.

Everyone was thanked for attending.

Nelson Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
486	01/02/2018		Current	001350	Supplies	Morrisons	X	23.16	0.00	23.16
487	01/02/2018		Current	001350	Key	Clarks	S	5.83	1.17	7.00
488	01/02/2018		Current	001350	Stamps	Post Office	Z	13.44	0.00	13.44
489	01/02/2018		Current	001350	Stationery	Wilko	S	3.33	0.67	4.00
490	01/02/2018		Current	001351	Office Chairs	The Old Bath Trading	S	95.00	19.00	114.00
491	01/02/2018		Current	001351	Office Table	The Old Bath Trading	S	90.00	18.00	108.00
492	01/02/2018		Current	001353	Deep Clean Kitchen	Calico Enterprise Ltd	S	225.00	45.00	270.00
493	01/02/2018		Current	001355	Recruitment	Liberata	S	557.38	111.47	668.85
494	01/02/2018		Current	DD	Electricity Lomeshaye	E-On	L	18.12	0.91	19.03
495	01/02/2018		Current	DD	Clerk Pension	NEST	Z	16.12	0.00	16.12
496	01/02/2018		Current	DD	Clerk Pension Employer	NEST	Z	20.16	0.00	20.16
497	01/02/2018		Current	DD	Clerks Assistant Pension	NEST	Z	2.32	0.00	2.32
498	01/02/2018		Current	DD	Clerks Assistant Pension	NEST	Z	2.90	0.00	2.90
499	01/02/2018		Current	DD	Catering Coordinator	NEST	Z	13.19	0.00	13.19
500	01/02/2018		Current	DD	Catering Coordinator	NEST	Z	16.49	0.00	16.49
501	01/02/2018		Current	DD	Trade Waste	Borough Of Pendle	Z	89.62	0.00	89.62
515	01/02/2018		Cash		Supplies	Morrisons	X	2.43	0.00	2.43
516	02/02/2018		Cash		Supplies	Tesco	X	2.00	0.00	2.00
517	05/02/2018		Cash		Supplies	Morrisons	X	44.44	0.00	44.44
518	05/02/2018		Cash		Supplies	B&M	X	2.99	0.00	2.99
519	07/02/2018		Cash		Supplies	Morrisons	X	25.35	0.00	25.35
520	08/02/2018		Cash		Supplies	Morrisons	X	8.00	0.00	8.00
521	08/02/2018		Cash		Supplies	Morrisons	X	1.98	0.00	1.98
522	11/02/2018		Cash		Supplies	Morrisons	X	34.30	0.00	34.30
524	08/02/2018		Current	001357	Land Registry Search	Borough Of Pendle	Z	6.00	0.00	6.00
525	01/02/2018		Current	001352cancelled	Fairground	LJS Funfairs	S	0.00	0.00	0.00
526	06/02/2018		Current	001356	Fairground	LJS Funfairs	Z	940.00	0.00	940.00
527	02/02/2018		Current	001354cancelled	HR Services	Liberata	S	0.00	0.00	0.00
533	01/02/2018		Current	001350	Overpayment	Steve Watson	Z	0.03	0.00	0.03
535	16/02/2018		Cash		Supplies	Various	X	124.30	0.00	124.30
536	15/02/2018		Current	001358	Mobile Broadband	Borough Of Pendle	S	10.00	2.00	12.00
537	15/02/2018		Current	001358	Mobile Broadband	Borough Of Pendle	S	10.00	2.00	12.00
538	15/02/2018		Current	001359	Trade Waste	Borough Of Pendle	Z	46.80	0.00	46.80
539	15/02/2018		Current	001360	Stationery	Wilko	S	5.00	1.00	6.00
540	15/02/2018		Current	001360	Stamps	Post Office	Z	0.98	0.00	0.98
541	15/02/2018		Current	001360	Stationery	Amazon	S	3.20	0.64	3.84

Signed 11th April 2018

Minutes of a Meeting of Nelson Town Council held on 14th March 2018 **Nelson Town Council****PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
542 Caretaking	15/02/2018		Current	001361	Unity caretaking	G Pegg	Z	228.00	0.00	228.00
543 Caretaking	15/02/2018		Current	001361	Unity caretaking	G Pegg	Z	313.50	0.00	313.50
544 Caretaking	15/02/2018		Current	001361	Unity caretaking	G Pegg	Z	104.50	0.00	104.50
545 Handyman Labour	15/02/2018		Current	001361	Handyman Salary	G Pegg	Z	133.00	0.00	133.00
546 Handyman Materials	15/02/2018		Current	001361	Handyman Materials	Food N Go Store	S	10.37	2.07	12.44
547 Ward Initiative Fund	15/02/2018		Current	0013612	WIF Grant	Tim Horsley	Z	500.00	0.00	500.00
548 Clerks Salary	22/02/2018		Current	001363	Clerk Salary	Steve Watson	Z	259.98	0.00	259.98
549 Catering Co-ordinator	22/02/2018		Current	001364	Catering Coordinatator	Declan Cuttell	Z	1,366.17	0.00	1,366.17
550 Clerks Assistant Salary	22/02/2018		Current	001365	Clerks Assistant Salary	Megan Crabtree	Z	523.73	0.00	523.73
							Total	5,899.11	203.93	6,103.04

Signed 11th April 2018

**Nelson Town Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
12 Room Deposits	13/02/2018		Room Hire Cash		Unity Deposits	Various	Z	195.00	0.00	195.00
17 Catering Income	02/02/2018		Cash		Till Receipts	Various	X	222.95	0.00	222.95
20 Rental Income	06/02/2018		Unity WBC	000003	Unity Room Hire	Various	Z	370.00	0.00	370.00
21 Rental Income	13/02/2018		Unity WBC	000003	Unity Room Hire	Various	Z	80.00	0.00	80.00
23 Catering Supplies	09/02/2018		Cash		Till Receipts	Various	Z	229.85	0.00	229.85
24 Rental Income	19/02/2018		Unity WBC	000006	Unity Room Hire	Various	Z	60.00	0.00	60.00
26 Catering Income	16/02/2018		Cash		Till Receipts	Various	Z	239.65	0.00	239.65
							Total	1,397.45	0.00	1,397.45

Signed 11th April 2018