



NELSON TOWN COUNCIL

MINUTES OF A MEETING OF NELSON TOWN COUNCIL held at the Council Chamber, Nelson Town Hall, Market Street, Nelson on Wednesday 15th May 2019

Councillors Present: Zafar Ali [Outgoing Chairman], Nazeem Hayat [Outgoing Vice-Chairman], George Adam, Faraz Ahmad, Omar Ahmed, Zulfiqar Ali, Husnan Arshad, Mohammad Aslam, Ali Baig, Sadia Bashir, Laura Blackburn, Wayne Blackburn, Patricia Hannah-Wood, Mashuq Hussain, Mohammed Latif, Michelle Pearson-Asher, Nigel Pearson-Asher, Mohammad Sakib, Mohammad Sarwar, Russell Tennant, Ikram Ul-Haq and Sheila Wicks

Absent Councillors: Cllrs Fiona Holland and Saanval Safir

In attendance: County Cllr Azhar Ali and Borough Cllr Mohammed Iqbal

Officers: Safia Kauser - Town Clerk/RFO, Nick Harbour – Assistant Town Clerk [minute taker]

Members of the Public: None

2019/001 **ONE MINUTE SILENCE**
(TC) The Chairman invites members to observe a one minute of silence

A one minutes silence was observed.

2019/002 **ELECTION OF TOWN COUNCIL CHAIRMAN**
(TC) **2019/002.1 - To elect a Town Council Chairman for the 2019-20 municipal year**

Proposed by Councillor Adam and Seconded by Councillor Sakib, and
RESOLVED: That Councillor Zafar Ali be elected as Town Council Chairman for the 2019-20 municipal year.

2019/002.2 - To receive the Chairman's Declaration of Acceptance of Office, to be signed in the presence of the Proper Officer

Councillor Zafar Ali read out the Declaration of Acceptance of Office and signed the document in the presence of the Proper Officer

2019/003 **ELECTION OF TOWN COUNCIL VICE-CHAIRMAN**
(TC) **2019/003.1 - To elect a Town Council Vice-Chairman for the 2019/20 municipal year**

Proposed by Councillor W Blackburn and Seconded by Councillor Hannah-Wood, and
RESOLVED: That Councillor Nazeem Hayat be elected as Town Council Vice-Chairman for the 2019-20 municipal year.

2019/003.2 - To receive the Vice-Chairman's Declaration of Acceptance of Office, to be signed in the presence of the Proper Officer

Councillor Nazeem Hayat read out the Declaration of Acceptance of Office and signed the document in the presence of the Proper Officer

2019/004
(TC)

APOLOGIES FOR ABSENCE

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

Proposed by Councillor Z Ali and Seconded by Councillor Latif, and

RESOLVED: That the apologies are received and approved from Councillors Fiona Holland.

LGA 1972, Section 83, Declaration of acceptance of office

The Town Clerk informed the Chairman that two Councillors who were voted in were yet to sign their declaration of acceptance. The Council has the power to extend the window until the next Full Council meeting for the Councillors to sign their declaration of acceptance of office.

Proposed by Councillor Z Ali and Seconded by Councillor W Blackburn, and

RESOLVED: That the deadline be extended until the next full Council meeting on 12 June 2019, for elected Councillors Fiona Holland and Saanval Safir to sign their declaration of acceptance of office.

2019/005
(TC)

DECLARATIONS OF INTERESTS

Members are reminded of the legal requirements concerning the declaration of interests. A Member 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.

There were no declarations of interest.

2019/006
(TC)

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 made under public participation.

No members of the public took part in public participation.

2019/007
(TC)

MINUTES

To approve the draft minutes of the Town Council meeting held on 10 April 2019.

Proposed by Councillor Hayat and Seconded by Councillor Latif, and

RESOLVED: That the draft minutes of the Town Council meeting held on the 10 April 2019 be approved as a true record and signed by the chair.

2019/008
(TC)

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.

Proposed by Councillor W Blackburn and Seconded by Councillor Hannah-Wood, and

RESOLVED: That the Scheme of Delegation (incorporating the terms of reference for each standing committee) be adopted as set out subject to a review at the next full council meeting.

2019/009
(TC)

APPOINTMENT OF COMMITTEES

To appoint members to committees in accordance with the Scheme of Delegation.

Environmental Improvement Committee	8 members and Ex-Officio
Finance and General Purposes Committee	8 members and Ex-Officio
Events, Promotional and Marketing Committee	8 members and Ex-Officio
Personnel Committee	8 members and Ex-Officio
Unity Wellbeing Management Committee	8 members and Ex-Officio

Proposed by Councillor W Blackburn and Seconded by Councillor Hannah-Wood,
RESOLVED: That the following Councillors are appointed as members to the named committees in accordance with the Scheme of Delegation with the amendment that the Personnel committee has five members appointed instead of 8:

Environmental Improvements

Membership: x8 members

Adam: George
Ahmad: Faraz
Arshad: Husnan
Blackburn: Wayne
Chaudhry: Zulfiqar Ali
Hannah-Wood: Patricia
Holland: Fiona
Sarwar: Mohammed Sufyan

Events, Promotional & Marketing

Membership: x8 members

Ahmad: Faraz
Ali: Zafar
Baig: Ali Hamza
Bashir: Sadia
Blackburn: Laura
Ahmed: Omar
Safir: Saanval
Tennant: Russell

Finance & General Purposes

Membership: x8 members

Ali: Zafar
Arshad: Husnan
Blackburn: Wayne
Hayat: Nazeem
Hussain: Mashuq
Latif: Mohammed Kamran
Sakib: Mohammad
Ul-Haq: Ikram

Personnel Committee

Membership: x5 members

Ali: Zafar
Hayat: Nazeem
Hussain: Mashuq
Latif: Mohammed Kamran
Wicks: Sheila

Unity Well Being Management

Membership: x8 members

Adam: George
Ali: Zafar
Ahmad: Faraz
Hayat: Nazeem
Latif: Mohammed Kamran
Hussain: Mashuq
Ahmed: Omar
Hannah-Wood: Patricia

After the motion had been put forward, a member of the Council queried why they were not allowed to put forward their names to be considered for the appointment of the committees. The Chairman replied that the Town Council was not obliged to consider the proportionality of the committees as per the same proportions in which the council is politically divided. No other names were proposed for membership of any of the

Signed Chair:

Dated:

committees other than as resolved.

2019/010
(TC)

ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

2019/010.1 - To review and adopt the Standing Orders inclusive of the policies and procedures listed in Appendix B

Proposed by Councillor W Blackburn and Seconded by Councillor Adam, and

RESOLVED: That the policies and procedures as set out on Appendix B of the Standing Orders be adopted subject to review at the next meeting of the Council.

2019/010.2 - To review and adopt the Financial Regulations (based on the model produced by NALC)

Proposed by Councillor W Blackburn and Seconded by Councillor Hayat, and

RESOLVED: That the Financial Regulations are deferred to the next full Council meeting.

2019/011
(TC)

REVIEW OF REPRESENTATION ON OUTSIDE BODIES

To consider the appointment of members to act as representatives on external bodies for the ensuing year. Members appointed onto outside bodies are required to report to full Council. Members acting as representatives must not make any decisions on behalf of the Council.

Proposed by Councillor W Blackburn and Seconded by Councillor Hannah-Wood, and

RESOLVED: That the following Councillors are appointed as representatives to the named outside bodies:

Nelson Area committee

Sarwar: Mohammed Sufyan

Lancashire Association of Local Councils - Lancashire Branch

Blackburn: Wayne

Pendle Fair Trade

Hannah-Wood: Patricia

Town Centre Partnership / Town Team

Ali: Zafar

Blackburn: Wayne

Nelson Youth Forum

Arshad: Husnan

Ahmed: Omar

Whitfield Community Forum

Arshad: Husnan

Ahmed: Omar

Bradley Big Local Community

Ul-Haq: Ikram

2019/012
(TC)

GENERAL POWER OF COMPETENCE

To consider resolving the use and eligibility of the General Power of Competence Order until the next ordinary elections in May 2023. In accordance with Parish Councils (General Power of Competence) Order 2012, the Council meets the prescribed conditions for eligibility to use the General Power of Competence as set out in the Localism Act Chapter 1, section 1 to 8

Proposed by Councillor Latif and Seconded by Councillor Hussain, and
RESOLVED: That the Council declares the eligibility and use of the General Power of Competence in accordance with the General Power of Competence Order 2012 to the next election in May 2023. The council declares that it has had two thirds of Councillors elected in May 2019 and a qualified Town Clerk who has completed the CILCA and the General Power of Competence module.

2019/013
(TC)

MEETING SCHEDULE

To agree the proposed schedule of meeting dates and times for 2019-20. This is currently being developed by the Clerk and will be available at the meeting. The structure and frequency of meetings will remain the same as the last municipal year.

Proposed by Councillor Sakib and Seconded by Councillor Hannah-Wood, and
RESOLVED: That the meeting schedule be adopted subject to the amendment to the Environmental Improvements committee date to be clarified.

Action: Clerk to circulate the updated meeting schedule to all Councillors.

2019/014
(TC)

COUNCILLOR INDUCTION TRAINING

To agree a date on an evening or a Saturday morning for a councillor induction training session to be delivered on site at the Unity Wellbeing Centre. In addition to the Councillors receiving their member induction pack provided by the office, the induction session will provide training on councillor roles and responsibilities and council procedures. The session will not exceed 3 hours.

Proposed by Councillor Hayat and Seconded by Councillor Latif, and
RESOLVED: That the Town Clerk arrange for the induction training to take place on a Tuesday evening from 18:00 – 21:00 once Ramadan has finished at the Unity Wellbeing Centre.

2019/015
(TC)

LEGAL BRIEFING – NON-COUNCILLORS

To receive the legal briefing note produced by NALC (LTN 7) concerning the appointment of non-councillor members to committees. The appointment of non-councillors to committees are set out in the Scheme of Delegation.

Note: Attendance of non-councillors at full council meetings: even when they are members of other authorities, are treated in the same way as members of the public and invited guests and are requested to be seated at the back of the chamber.

The legal briefing document issued by NALC was noted.

2019/016
(TC)

LOCAL ASSOCIATION OF LOCAL COUNCILS (LALC) SUBSCRIPTION

To authorise the subscription payment for 2019/20 to LALC at a cost of £2,303.53.

Note: LALC is an independent membership organisation for local councils (parish, community, town councils and parish meetings). Affiliated to the National Association of Local Councils, LALC works to support councils by giving members legal and technical advice, information and training relevant to their work and generally to support their work and governance.

Proposed by Councillor Sakib and Seconded by Councillor Hannah-Wood, and
RESOLVED: That the payment for the subscription to LALC for 2019/20 at a cost of £2,303.52 be authorised.

2019/017
(TC)

TOWN COUNCIL LOGOS AND LETTERHEAD

To consider adopting a new logo and letterhead/compliment slip template for Nelson Town Council (designs enclosed). Adopting a corporate image inclusive of logo and colour schemes, will enable the Council to develop the boundary signs, an outstanding

project from the last municipal year and will give the Town Council their own identity.

Proposed by Councillor Tennant and Seconded by Councillor W Blackburn, and
RESOLVED: That this item be deferred to the next Events, Promotional and Marketing Committee for detailed discussions.

2019/018
(TC)

ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA

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

- Review of Delegation arrangements to committees, sub-committees, staff and other local authorities
- Adoption of Standing Orders and Financial Regulations

2019/019
(TC)

DATE OF THE NEXT TOWN COUNCIL MEETING

The next Nelson Town Council meeting is due to be held on Wednesday 12th June 2019 at 7:00pm in the Council Chambers, Town Hall, Market Street, Nelson.

The meeting was closed by the Chair at 7.30pm.