



**NELSON TOWN COUNCIL**  
**MINUTES OF AN EXTRAORDINARY MEETING OF THE EVENTS, PROMOTIONAL**  
**AND MARKETING COMMITTEE**  
**held in the Selina Cooper Hall, Unity Well Being Centre, Vernon Street, Nelson**  
**on Wednesday 22 January 2019 at 6.00pm**

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**Councillors Present:** Cllr Mohammed Kamran Latif [Chair], Zafar Ali, Mashuq Hussain OBE, Nazeem Hayat, Sadia Bashir

**Absent Councillors:** Cllr Adrian Barrett

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

**Observing Councillors (not a member of the committee):** None

**Officers:** Safia Kauser - Town Clerk/RFO [minute taker]

**Members of the Public:** Zero

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2018/036 **APOLOGIES FOR ABSENCE**  
(EPM) To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting

There were no apologies for absence received.

2018/037 **DECLARATIONS OF INTERESTS**  
(EPM) 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.

2018/038 **ADJOURNMENT FOR PUBLIC PARTICIPATION**  
(EPM) 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.

No members of the public present.

2018/039 **MINUTES**  
(EPM) To approve the draft minutes of the Events, Publicity and Marketing committee meeting held on 05 December 2018

Signed Chair: .....

Dated: .....

Proposed by Councillor Z Ali and Seconded by Councillor Mashuq, and  
**RESOLVED:** That the minutes of the Events, Publicity and Marketing committee meeting held on the 05 December be confirmed as a true record and signed by the Chair.

2018/040  
 (EPM)

**ANNUAL NEWSLETTER 2018/19**

To agree the content of articles and photos for the 12-page newsletter to be delivered week commencing 18<sup>th</sup> March 2019. Members are required to agree which councillors are to provide the article write-ups which are to be provided to the Clerk to refer to the contractors for the editorial and design

Note: Submission of article and photo content deadline: Thursday 24th January 2019  
 Draft preview of the newsletter and final sign off: W/c 11th February 2019  
 Newsletter printing: W/c 18<sup>th</sup> February 2019  
 Royal Mail delivery to distribution Centre: W/c 25<sup>th</sup> February 2019

The Clerk explained that an Extraordinary committee meeting has been called to agree the content of articles for the annual newsletter and to agree which Councillor was responsible for providing the contents to the Clerk. A draft content of articles was circulated for discussion and councillors considered the merits of each article. Suggestions were made to include some articles and remove others. The Clerk stressed the importance of having a variety of articles to support all the good work of the Town Council and that there should be no focus on political groups within the council. The final list of contents was agreed.

Article Ref	Details	Page Allocation	Responsibility
1 - Front Page	Front Page - 10 year anniversary celebration photo	1	Safia
2 - Inside front cover	Councillors contact details & annual town meeting advert & new chair and vice-chair photo	1	Safia
3 - Back Page	Back page - Easter event/Spring Fair advertisement	1	Safia
4	Contents page	1	Editor
5	Annual report from chairman	0.5	Zafar
6	Pendle business awards	0.25	Zafar
7	X-mas marathon	0.25	Zafar
8	10 year anniversary article, new website + boundary signs	0.5	Zafar
9	Asset transfers and services delivered by NTC inc CCTV updates (Devolution of assets, funded and delivered locally)	1	Zafar
10	Grant programmes/funding available	0.5	Safia
11	Grant funding success stories - Lancashire Amateur sports club + Building Bridges Peace walk	0.5	Zafar
12	Back street projects allocations	0.25	Safia
13	Food Festival & Lancashire Day/Xmas switch on	0.75	Safia
14	article contained within number 13	0.25	Safia
15	Spring + summer events 2018	0.75	Safia

Signed Chair: .....

Dated: .....

16	New Town Crier appointed	0.25	Safia
17	New Staffing Team Changes	0.25	Safia
18	Unity centre promo feature, hall hire fees etc	1	Zafar
19	Revive Café feature + external catering service	0.5	Zafar
20	NALC star council entry	0.25	Safia
21	PSPA - Monies raised	0.25	Zafar
	<b>Total</b>	<b>12</b>	

Proposed by Councillor Z Ali and Seconded by Councillor Mashuq, and  
**RESOLVED:** That the revised list of articles (as per list above) is agreed by the committee for inclusion within the annual town council newsletter 2018/19.

**Action:** Councillor Zafar Ali to upload the articles and photos to the dropbox account

2018/041  
(EMP)

**DATE OF THE NEXT COMMITTEE MEETING**

**2018/041.1 - To agree a date for an additional committee meeting to approve the newsletter and agree any final changes required prior to printing**

Note: Under the LGA 1972 (s101) the council may delegate decisions to an officer. It is unlawful for a council or committee to delegate decision making to any individual councillor

It was agreed that the Chairman would call another Extraordinary committee meeting on or around the 11<sup>th</sup> February to approve the newsletter prior to printing.

**2018/041.2 - To note the date of the next committee meeting scheduled for Wednesday 06 March 2019 at 7.00pm, Unity Wellbeing Centre**

This was noted.

The meeting was closed by the Chair at 6.52pm.