



Minutes of the Annual Nelson Town Council Meeting held on Wednesday 24th June 2020 via Zoom video conference

Commenced: 7.00pm - Concluded: 8.00pm

Councillors Present: Councillors Zafar Ali [Chair], Omar Ahmed, Husnan Arshad, Mohammad Aslam, Nazeem Hayat, Mohammad Sakib, Mohammad Sarwar, Russell Tennant and Ikram Ul-Haq

Absent Councillors: Councillors George Adam, Faraz Ahmad, Zulfiqar Ali, Ali Baig, Sadia Bashir, Laura Blackburn, Wayne Blackburn, Patricia Hannah-Wood, Fiona Holland, Mashuq Hussain OBE, Mohammad Kamran Latif, Michelle Pearson-Asher, Nigel Pearson-Asher and Sheila Wicks

Non-Councillor (without voting rights): None

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

Members of the Public: None

2020/001 (TC)	<p><u>ELECTION OF TOWN COUNCIL CHAIRMAN</u> To elect a Town Council Chairman for 2020/21 municipal year</p> <p>Proposed by Councillor Tennant and Seconded by Councillor Sakib, and RESOLVED: That Councillor Zafar Ali be elected as Town Council Chairman for the 2020-21 municipal year.</p>
2020/002 (TC)	<p><u>ELECTION OF TOWN COUNCIL VICE-CHAIRMAN</u> To elect a Town Council Vice-Chairman for the 2020/21 municipal year</p> <p>Proposed by Councillor Sakib and Seconded by Councillor Tennant, and RESOLVED: That Councillor Nazeem Hayat be elected as Town Council Vice-Chairman for the 2020-21 municipal year.</p>
2020/003 (TC)	<p><u>ONE MINUTE SILENCE</u> The Chairman invites members to observe a one minute of silence</p> <p>The one minute silence was not observed due to the meeting being an online video conference and no members of the public being in attendance.</p>
2020/004 (TC)	<p><u>APOLOGIES FOR ABSENCE</u> To receive and approve apologies for absence and reasons given to the Assistant Clerk prior to the meeting.</p> <p>Proposed by Councillor Sakib and Seconded by Councillor Tennant, and RESOLVED: That the apologies received from Councillors Sadia Bashir, Laura Blackburn, Wayne Blackburn, Fiona Holland, Patricia Hannah-Wood, Mashuq Hussain Michelle Pearson-Asher and Nigel Pearson-Asher are approved and accepted.</p>

2020/005 (TC)	<p><u>DECLARATIONS OF INTEREST</u> 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 declared.</p> <p>All Members were reminded to also complete their Declarations of Interest forms if they had not yet done so.</p>										
2020/006 (TC)	<p><u>ADJOURNMENT OF PUBLIC PARTICIPATION</u> 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.</p> <p>No members of the public present.</p>										
2020/007 (TC)	<p><u>MINUTES</u> To approve the draft minutes of the Extraordinary Town Council meeting held on 01 May 2020 (previously circulated).</p> <p>Proposed by Councillor Sakib and Seconded by Councillor Tennant, and RESOLVED: That the draft minutes of the Extraordinary Town Council meeting held on the 01 May 2020 be confirmed as a true record and be signed by the Chair</p>										
2020/008 (TC)	<p><u>REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES</u> 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>Proposed by Councillor Tennant and Seconded by Councillor Sakib, and RESOLVED: That the existing structure used in the year 2019-20 be used for the upcoming year 2020-21.</p>										
2020/009 (TC)	<p><u>APPOINTMENT OF COMMITTEES</u> To appoint members to committees in accordance with the Scheme of Delegation.</p> <table border="0" data-bbox="411 1451 1474 1630"> <tr> <td>• Environmental Improvement Committee</td> <td>8 members and Ex-Officio</td> </tr> <tr> <td>• Finance and General Purposes Committee</td> <td>8 members and Ex-Officio</td> </tr> <tr> <td>• Events, Promotional and Marketing Committee</td> <td>8 members and Ex-Officio</td> </tr> <tr> <td>• Personnel Committee</td> <td>8 members and Ex-Officio</td> </tr> <tr> <td>• Unity Wellbeing Management Committee</td> <td>8 members and Ex-Officio</td> </tr> </table> <p>Proposed by Councillor Tennant and Seconded by Councillor Sakib, and RESOLVED: That the committee membership as was in 2019-20 be used for the upcoming year 2020-21.</p> <p>*This can be reviewed again at a future Council meeting should any Members wish to propose any changes to the committee memberships to any of the Council sub-committees.</p>	• 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
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2020/010 (TC)	<p><u>ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS</u> 10.1 To review and adopt the Standing Orders inclusive of the policies and procedures listed in Appendix B (copies provided in the Councillor's Handbook).</p> <p>Note: The GDPR policies were reviewed and adopted by full Council last September and are</p>										

	<p>based on the model policies produced by SLCC. The remaining policies and procedures have been compiled by the Town Clerk based on existing town council policies or model policies produced by NALC or SLCC. The Assistant Clerk recommends that the policies and procedures are adopted as it will provide the Town Council with a robust governance framework.</p> <p>Proposed by Councillor Sakib and Seconded by Councillor Tennant, and RESOLVED: That the Standing Orders inclusive of the policies and procedures listed in Appendix B, along with the Asset Register, Asset Register Policy and Risk Assessment Policies are adopted.</p> <p>10.2 To review and adopt the Financial Regulations (based on the model produced by NALC)</p> <p>Proposed by Councillor Sakib and Seconded by Councillor Tennant, and RESOLVED: That the Financial Regulations presented before Members are adopted.</p>
2020/011 (TC)	<p><u>REVIEW OF REPRESENTATION ON OUTSIDE BODIES</u> 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.</p> <ul style="list-style-type: none"> • Bradley Big Local Community x2 members • Lancashire Association of Local Councils x2 members • Nelson Area Committee x2 members • Nelson Youth Forum x2 members • Pendle Fair Trade x1 member • Town Centre Partnership / Town Team x2 members + Town Clerk • Whitefield Community Forum x2 members <p>Proposed by Councillor Tennant and Seconded by Councillor Sakib, and RESOLVED: That the representation on outside bodies as was in 2019-20 be used for the upcoming year 2020-21.</p>
2020/012 (TC)	<p><u>ACCOUNTS AND SCHEDULE OF AUTHORISED EXPENDITURE PAYMENTS/ RECEIPTS</u> 12.1 To receive the monthly schedule of payments for August 19 to March 20. The committee is required to review the schedule of payments for compliance in accordance with the Financial Regulations.</p> <p>Proposed by Councillor Sakib and Seconded by Councillor Sarwar, and RESOLVED: That the schedule of payments for compliance are signed off by the Chairman along with the year end accounts, which were approved by Members. The Chairman was authorised by Members to sign off audit related documentation.</p> <p>12.2 To review and approve the payments for the period of August 19 to March 20.</p> <p>Proposed by Councillor Sakib and Seconded by Councillor Sarwar, and RESOLVED: That the payments for the period of August 19 to March 20 are approved.</p>
2020/013 (TC)	<p><u>MEETING SCHEDULE</u> To agree the proposed schedule of meeting dates and times for 2020-21. This is currently being developed by the Assistant Clerk and will be available at the meeting. The structure and frequency of meetings will remain the same as the last municipal year.</p> <p>Proposed by Councillor Sakib and Seconded by Councillor Tennant, and RESOLVED: That the proposed schedule of meeting dates and times for 2020-21 is approved as set out in the draft provided.</p>

2020/014 (TC)	<p><u>REEDYFORD ROAD FLOODING</u> To receive an update from Councillor Patricia Hannah-Wood in relation to proposals for flood prevention at Reedyford Road.</p> <p>Councillor Hannah-Wood was unable to attend the meeting to provide an update. However, Councillor Sakib updated Members that Pendle Borough Council had recently put in a bid to central government to acquire the land which was causing the difficulties. The land in question is currently privately owned.</p> <p>Members noted the update.</p>
2020/015 (TC)	<p><u>COVID-19 UPDATE</u> To receive an update around the action being taken in relation to the Covid-19 issue.</p> <p>Pendle Borough Council have recently received £81,000 from central government to assist with the reopening of Pendle town centre shops. £20,677 of this money will be allocated to Nelson. An action plan is currently being formulated between Pendle Borough Council, Nelson Town Council and the local businesses of how best to move forward.</p> <p>Members noted the update and are asked to contact Pendle Borough Council with any proposals as to how the money could be best used.</p>
2020/016 (TC)	<p><u>ONGOING CONFIDENTIAL EMPLOYEE MATTER</u> 2020/016.1 Exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960. It is recommended that the Press and Public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information.</p> <p>Proposed by Councillor Tennant and Seconded by Councillor Sarwar, and RESOLVED: That no Press or Public be permitted to attend this part of the meeting. Only the Members of the Town Council are to participate, with the Assistant Town Clerk in attendance as minute taker.</p> <p>2020/016.2 To receive an update surrounding a confidential employee matter.</p> <p>REDACTED.</p>
2020/017 (TC)	<p><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u> To notify the Assistant Clerk of any matters for inclusion on the agenda of the next meeting.</p> <ul style="list-style-type: none"> • Update around planning applications in relation to land next to Unity Hall
2020/018 (TC)	<p><u>DATE OF THE NEXT TOWN COUNCIL MEETING</u> The date of the next meeting of the Council is due to be held on Wednesday 8th July 2020.</p> <p>There being no further business to discuss, the meeting was closed by the Chair at 8.00pm.</p>