

NOVEMBER 2023

ITEMS 5-7

Date: 12/12/2023

Nelson Town Council

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Bank Reconciliation Statement as at 30/11/2023  
for Cashbook 1 - Current Bank Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
LLoyds Bank	30/11/2023		1,094,411.04
			1,094,411.04
<b>Unpresented Payments (Minus)</b>		<b>Amount</b>	
27/03/2023 2716	Star Marketing Solutions Ltd	145.00	
26/06/2023 2770	Maxigene Enviromental Services	90.00	
26/06/2023 2773	Star Marketing Solutions Ltd	132.00	
21/09/2023 2815	Maxigene Enviromental Services	90.00	
20/11/2023 2857	Blitz Fireworks Limited	3,300.00	
20/11/2023 2858	Pennine Fire & Safety Limited	139.20	
20/11/2023 2861	A.B.C Electrical Ltd	850.00	
21/11/2023 DD	Business Waste Ltd	55.82	
21/11/2023 DD	Business Waste Ltd	-55.82	
28/11/2023 2863	Blackburn with Darwen Borough	5,892.05	
28/11/2023 2864	North West Portables	726.00	
28/11/2023 2865	Option Hygiene Ltd	179.31	
28/11/2023 2866	Leanne Furness (LJS Funfairs)	2,000.00	
28/11/2023 2867	Nationwide marquee hire ltd	1,200.00	
28/11/2023 2868	Rotary Club Burnley & Pendle	250.00	
29/11/2023 2869	Nitesec Security Limited	360.00	
			15,353.56
			1,079,057.48
<b>Unpresented Receipts (Plus)</b>			
		0.00	
			0.00
			1,079,057.48
		<b>Balance per Cash Book is :-</b>	<b>1,079,057.48</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Date: 12/12/2023

Nelson Town Council

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Cashbook 1

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Current Bank Account

For Month No: 8

## Receipts for Month 8

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		1,109,577.58					1,109,577.58	
FPI Banked: 06/11/2023		100.00						
FPI Busy Bushcraft		100.00			1211	160	100.00	Room Hire
Total Receipts for Month		100.00	0.00	0.00			100.00	
Cashbook Totals		1,109,677.58	0.00	0.00			1,109,677.58	

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## Nelson Town Council

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## Cashbook 1

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## Current Bank Account

For Month No: 8

## Payments for Month 8

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/11/2023	Remote Asset Management Ltd	DD	9.00		1.50	4680	190	7.50	Lease of Tracking Unit
01/11/2023	Coalition Facilities Management	2849	72.00		12.00	4621	180	60.00	Quad Bike Storage-October 2023
01/11/2023	Vodafone	DD	112.35		18.72	4150	110	28.84	Mobile Phone Charges-Office
						4100	160	64.79	Mobile Phone Charges-Caretaker
02/11/2023	Blackburn with Darwen Borough	2850	3,764.15			4020	110	2,057.63	Payroll-Salary-Oct 2023
						4439	160	870.13	Payroll-Salary-Oct 2023
						4025	110	26.95	Payroll-Salary-Oct 2023
						4020	110	780.38	Payroll-Tax&NI-Oct 2023
						4439	160	22.46	Payroll-Tax&NI-Oct 2023
						4025	110	6.60	Payroll-Tax&NI-Oct 2023
04/11/2023	Business Waste Ltd	DD	55.82		9.30	4101	160	46.52	Excess Waste Collection
04/11/2023	Business Waste Ltd	DD	55.82		9.30	4101	160	46.52	Excess Waste Collection
04/11/2023	Business Waste Ltd	DD	-55.82		-9.30	4101	160	-46.52	Correcting Duplicated Entry
06/11/2023	RYAL Media Group Ltd	2851	420.00		70.00	4500	170	350.00	Clerk Recruitment Advert
06/11/2023	npower Business Solutions	2852	167.90		8.00	4330	140	159.90	Christmas Lights Electricity
07/11/2023	PT Cheshire Limited	2853	1,194.00		199.00	4310	140	995.00	Lancashire Day Entertainment
07/11/2023	E A Foulds Ltd	2854	288.00		48.00	4107	160	240.00	Contract 01/08/23-31/07/24
07/11/2023	Oliver Houldsworth	2855	4,250.00			4310	140	4,250.00	Lancashire Day Entertainment
09/11/2023	Blackburn with Darwen Borough	2856	1,530.00		255.00	4695	190	1,275.00	Payroll Contract Year 1 of 3
10/11/2023	Vodafone	DD	29.42		4.90	4150	110	24.52	Office Phone and Broadband
14/11/2023	Daisy Communications	DD	67.25		11.21	4100	160	56.04	UWC Phone and Broadband
15/11/2023	Business Card	BUSCARD	15.59		2.60	4690	190	12.99	Zoom Subscription
15/11/2023	Business Waste Ltd	DD	223.28		37.20	4101	160	186.08	Waste Collections - Dec 2023
17/11/2023	Lancashire County Council	DD	1,103.48			4020	110	770.62	Pension Contributions-Oct 2023
						4439	160	249.53	Pension Contributions-Oct 2023
						4010	110	83.33	Pension Contributions-Oct 2023
20/11/2023	Blitz Fireworks Limited	2857	3,300.00		550.00	4310	140	2,750.00	Lancashire Day Fireworks
20/11/2023	Pennine Fire & Safety Limited	2858	139.20		23.20	4106	160	116.00	Full Fire Alarm Test
20/11/2023	Rentokil Initial UK Ltd	2859	517.08		86.18	4101	160	430.90	Sanitary Waste Service Contract
20/11/2023	TV Licensing	2860	159.00			4109	160	159.00	TV Licence for UWC
20/11/2023	A.B.C Electrical Ltd	2861	850.00			4105	160	850.00	Electrical Installation Report
20/11/2023	North West Reindeer Hire	2862	1,125.60		187.60	4310	140	938.00	Reindeers for Lancashire Day
21/11/2023	Business Waste Ltd	DD	55.82		9.30	4101	160	46.52	Excess Waste Charge
21/11/2023	Business Waste Ltd	DD	-55.82		-9.30	4101	160	-46.52	Credit Note
21/11/2023	E.on Next	DD	92.64		4.41	4380	150	88.23	Games Area Electricity
21/11/2023	E.on Next	DD	39.28		1.87	4380	150	37.41	Kickabout Area Electricity
25/11/2023	TotalEnergies Gas & Power	DD	132.65		6.32	4100	160	126.33	UWC Electricity
27/11/2023	Peninsula Business Services	DD	245.30		38.97	4680	190	194.84	Professional HR Service

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Nelson Town Council

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Cashbook 1

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Current Bank Account

For Month No: 8

## Payments for Month 8

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						4680	190	10.26	Insurance
						4680	190	1.23	Insurance Premium Tax (IPT)
28/11/2023	Blackburn with Darwen Borough	2863	5,892.05			4020	110	2,870.24	Payroll-Salary-Nov 2023
						4439	160	1,457.69	Payroll-Salary-Nov 2023
						4025	110	17.59	Payroll-Salary-Nov 2023
						4020	110	1,355.97	Payroll-Tax&NI-Nov 2023
						4439	160	186.16	Payroll-Tax&NI-Nov 2023
						4025	110	4.40	Payroll-Tax&NI-Nov 2023
28/11/2023	North West Portables	2864	726.00		121.00	4310	140	605.00	Toilets for Lancashire Day
28/11/2023	Option Hygiene Ltd	2865	179.31		29.88	4441	160	149.43	UWC Cleaning Supplies
28/11/2023	Leanne Furness (LJS Funfairs)	2866	2,000.00			4310	140	2,000.00	4xAttractions - Lancashire Day
28/11/2023	Nationwide marquee hire ltd	2867	1,200.00		200.00	4310	140	1,000.00	Marquee for Lancashire Day
28/11/2023	Rotary Club Burnley & Pendle	2868	250.00			4310	140	250.00	Santa&Sleigh - Lancashire Day
29/11/2023	Nitesec Security Limited	2869	360.00			4310	140	360.00	4x SIA Security-Lancashire Day
30/11/2023	Vodafone	DD	109.75		18.29	4150	110	26.67	Mobile Phone Charges-Office
						4100	160	64.79	Mobile Phone Charges-Caretaker
Total Payments for Month			30,620.10	0.00	1,945.15			28,674.95	
Balance Carried Fwd			1,079,057.48						
Cashbook Totals			1,109,677.58	0.00	1,945.15			1,107,732.43	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>								
1076 Precept	0	518,209	690,945	172,736			75.0%	
Income :- Income	0	518,209	690,945	172,736			75.0%	0
Net Income	0	518,209	690,945	172,736				
<b>110 Administration</b>								
4000 Clerk Salary Tax + NI	0	0	35,000	35,000		35,000	0.0%	
4010 Employer Pension	83	583	2,690	2,107		2,107	21.7%	
4020 Assistant Clerk Salary Tax+ NI	7,835	30,102	26,500	(3,602)		(3,602)	113.6%	
4025 Casual admin staff	56	380	0	(380)		(380)	0.0%	
4110 Postage	0	0	250	250		250	0.0%	
4120 Stationery/Office Administrati	0	132	1,000	868		868	13.2%	
4121 Miscellaneous	0	90	500	410		410	17.9%	
4125 Website & Email Hosting Accs	0	1,622	2,500	878		878	64.9%	
4130 Room Hire	0	0	600	600		600	0.0%	
4140 Computer Equipment & Software	0	848	1,000	152		152	84.8%	
4142 Office Furniture	0	0	1,000	1,000		1,000	0.0%	
4150 Telephone, Mobile & Broadband	80	408	650	242		242	62.7%	
4160 Clerk Expenses	0	0	100	100		100	0.0%	
4921 Election Costs	0	21,821	20,000	(1,821)		(1,821)	109.1%	
Administration :- Indirect Expenditure	8,054	55,985	91,790	35,805	0	35,805	61.0%	0
Net Expenditure	(8,054)	(55,985)	(91,790)	(35,805)				
<b>120 Allotments</b>								
1240 Allotment Rents & Water income	0	9,774	10,929	1,155			89.4%	
Allotments :- Income	0	9,774	10,929	1,155			89.4%	0
4200 Allotments Maintenance	0	10,201	10,929	728		728	93.3%	
Allotments :- Indirect Expenditure	0	10,201	10,929	728	0	728	93.3%	0
Net Income over Expenditure	0	(427)	0	427				
<b>130 Ward Initiative &amp; Small Grants</b>								
4210 WIF Bradley	0	0	1,000	1,000		1,000	0.0%	
4215 WIF Clover Hill	0	0	1,000	1,000		1,000	0.0%	
4220 WIF Marsden	0	0	1,000	1,000		1,000	0.0%	
4225 WIF Southfield	0	0	1,000	1,000		1,000	0.0%	
4230 WIF Walverden	0	0	1,000	1,000		1,000	0.0%	
4235 WIF Whitefield	0	0	1,000	1,000		1,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4240 Small Grants Awarded	0	7,870	10,000	2,130		2,130	78.7%	
Ward Initiative & Small Grants :- Indirect Expenditure	0	7,870	16,000	8,130	0	8,130	49.2%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(7,870)</b>	<b>(16,000)</b>	<b>(8,130)</b>				
<b>140 Events</b>								
4290 Summer Event Football Marathon	0	300	5,000	4,700		4,700	6.0%	
4300 Food Festival	0	5,240	0	(5,240)		(5,240)	0.0%	
4310 Lancashir Day & Xmas Switch On	13,148	13,323	14,000	677		677	95.2%	
4330 Town Centre Christmas Lights	160	22,830	35,000	12,170		12,170	65.2%	
4340 Community Cohesion	0	3,000	5,000	2,000		2,000	60.0%	
4350 Events General	0	36,338	15,000	(21,338)		(21,338)	242.3%	
4710 Uniform	0	0	1,000	1,000		1,000	0.0%	
Events :- Indirect Expenditure	13,308	81,030	75,000	(6,030)	0	(6,030)	108.0%	0
<b>Net Expenditure</b>	<b>(13,308)</b>	<b>(81,030)</b>	<b>(75,000)</b>	<b>6,030</b>				
<b>150 Transferred Services</b>								
4380 MUGAs-Maintenance & Inspection	126	25,967	21,000	(4,967)		(4,967)	123.7%	
4381 MUGA/Play Area-Imprvm/renewals	0	6,586	5,000	(1,586)		(1,586)	131.7%	
4390 CCTV Monitoring	0	26,020	31,500	5,480		5,480	82.6%	
4400 Parks	0	140,400	140,500	100		100	99.9%	
4410 Roadside Seats-Maint+Inspectio	0	0	5,000	5,000		5,000	0.0%	
4411 Roadside seats-Renewals	0	0	2,000	2,000		2,000	0.0%	
Transferred Services :- Indirect Expenditure	126	198,973	205,000	6,027	0	6,027	97.1%	0
<b>Net Expenditure</b>	<b>(126)</b>	<b>(198,973)</b>	<b>(205,000)</b>	<b>(6,027)</b>				
<b>160 Unity Hall</b>								
1210 Unity Hall Income (do not use)	0	0	7,500	7,500			0.0%	
1211 Unity Hall Room/Cafe Hire	100	2,830	0	(2,830)			0.0%	
1213 Music System Hire	0	0	300	300			0.0%	
Unity Hall :- Income	100	2,830	7,800	4,970			36.3%	0
4100 Utilities - Unity Centre	312	1,905	15,000	13,095		13,095	12.7%	
4101 Trade Waste&Sanitory/Nappy dis	664	2,580	1,400	(1,180)		(1,180)	184.3%	
4105 Hard Wire Test + Elec Call Out	850	850	500	(350)		(350)	170.0%	
4106 Building Compliance Costs	116	266	1,000	734		734	26.6%	
4107 Lift Maintenance + Costs	240	1,181	500	(681)		(681)	236.2%	
4108 Boiler maintenance + Gas Safet	0	843	1,000	157		157	84.3%	
4109 Music License	159	159	2,000	1,841		1,841	8.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4430 Renovation/Proj/Match Funding	0	0	15,000	15,000		15,000	0.0%	
4431 Repairs & Renewals	0	0	1,500	1,500		1,500	0.0%	
4439 Caretakers Salary Tax + NI	2,786	9,614	12,500	2,886		2,886	76.9%	
4440 Caretaking/Managmnt-Contractor	0	0	1,500	1,500		1,500	0.0%	
4441 Cleaning Supplies & Equipment	149	1,080	1,500	420		420	72.0%	
4445 Equipment/Furniture Costs-UWB	0	0	1,000	1,000		1,000	0.0%	
4450 CCTV & Burgler Alarm System	0	0	500	500		500	0.0%	
4453 Professional Fees - UWB Centre	0	0	1,000	1,000		1,000	0.0%	
4455 Miscellenous - UWB Centre	0	108	1,500	1,392		1,392	7.2%	
4457 Climate Emergency Fund	0	0	5,000	5,000		5,000	0.0%	
Unity Hall :- Indirect Expenditure	5,276	18,586	62,400	43,814	0	43,814	29.8%	0
<b>Net Income over Expenditure</b>	<b>(5,176)</b>	<b>(15,756)</b>	<b>(54,600)</b>	<b>(38,844)</b>				
<b>170 Projects</b>								
4500 Special Projects/ Other	350	22,510	30,000	7,490		7,490	75.0%	
4510 Highways Projects	0	16,158	200,000	183,842	27,000	156,842	21.6%	
4511 Dropped Kerb Grants	0	1,000	5,000	4,000		4,000	20.0%	
4520 Hanging Baskets	0	32,831	30,000	(2,831)		(2,831)	109.4%	
4570 Climate Emergency Fund	0	0	5,000	5,000		5,000	0.0%	
Projects :- Indirect Expenditure	350	72,499	270,000	197,501	27,000	170,501	36.9%	0
<b>Net Expenditure</b>	<b>(350)</b>	<b>(72,499)</b>	<b>(270,000)</b>	<b>(197,501)</b>				
<b>180 Handyman Scheme</b>								
4600 Handyman Labour	0	455	7,000	6,545		6,545	6.5%	
4610 Handyman Materials	0	974	3,000	2,026		2,026	32.5%	
4620 Handyman Equipment	0	391	1,000	609		609	39.1%	
4621 Quad Bike Maint/Repairs	60	60	0	(60)		(60)	0.0%	
Handyman Scheme :- Indirect Expenditure	60	1,880	11,000	9,120	0	9,120	17.1%	0
<b>Net Expenditure</b>	<b>(60)</b>	<b>(1,880)</b>	<b>(11,000)</b>	<b>(9,120)</b>				
<b>190 Professional Fees</b>								
4650 Insurance	0	2,412	2,500	88		88	96.5%	
4660 Audit (Internal & External)	0	82	1,500	1,418		1,418	5.4%	
4665 Accountancy Fees	0	155	500	345		345	31.0%	
4670 Legal Fees	0	60,711	17,500	(43,211)		(43,211)	346.9%	
4680 HR & H&S Support Services	214	1,852	3,000	1,149		1,149	61.7%	
4690 Subscriptions	13	2,562	225	(2,337)		(2,337)	1138.7%	
4695 Payroll Service	1,275	1,275	980	(295)		(295)	130.1%	
Professional Fees :- Indirect Expenditure	1,502	69,049	26,205	(42,844)	0	(42,844)	263.5%	0
<b>Net Expenditure</b>	<b>(1,502)</b>	<b>(69,049)</b>	<b>(26,205)</b>	<b>42,844</b>				

12/12/2023

## Nelson Town Council

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Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>210 Training &amp; Travel Costs</b>						634	63.8%	
4750 Training Expenses inc travel	0	1,116	1,750	634		250	0.0%	
4760 Travel Costs (outside parish)	0	0	250	250				
Training & Travel Costs :- Indirect Expenditure	0	1,116	2,000	884	0	884	55.8%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(1,116)</b>	<b>(2,000)</b>	<b>(884)</b>				
<b>220 Environment Committee</b>						30,000	0.0%	
4800 Enviromental Projects	0	0	30,000	30,000		5,000	0.0%	
4810 Climate Emergency Fund	0	0	5,000	5,000				
Environment Committee :- Indirect Expenditure	0	0	35,000	35,000	0	35,000	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(35,000)</b>	<b>(35,000)</b>				
<b>230 Promotional &amp; Marketing</b>						2,500	0.0%	
4530 Annual Newsletter	0	0	2,500	2,500		5,000	0.0%	
4540 Publicity & Marketing	0	0	5,000	5,000		5,000	0.0%	
4580 Climate Emergency Fund	0	0	5,000	5,000				
Promotional & Marketing :- Indirect Expenditure	0	0	12,500	12,500	0	12,500	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(12,500)</b>	<b>(12,500)</b>				
<b>250 Revive Cafe - UWB Centre</b>							0.0%	
1200 Cafe & Catering Income	0	0	13,500	13,500				
Revive Cafe - UWB Centre :- Income	0	0	13,500	13,500			0.0%	0
4030 Cater Co-ordtr Salary Tax + NI	0	0	20,000	20,000		20,000	0.0%	
4031 Catering Assit-Salary Tax + NI	0	0	7,740	7,740		7,740	0.0%	
4032 Casual work (catering)	0	0	500	500		500	0.0%	
4035 Volunteer Expenses	0	0	200	200		200	0.0%	
4460 Cafe & Catering Supplies	0	80	11,300	11,220		11,220	0.7%	
4470 Catering Equipment Repairs&Ren	0	0	1,000	1,000		1,000	0.0%	
Revive Cafe - UWB Centre :- Indirect Expenditure	0	80	40,740	40,660	0	40,660	0.2%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(80)</b>	<b>(27,240)</b>	<b>(27,160)</b>				
<b>Grand Totals:- Income</b>	<b>100</b>	<b>530,813</b>	<b>723,174</b>	<b>192,361</b>			<b>73.4%</b>	
<b>Expenditure</b>	<b>28,675</b>	<b>517,269</b>	<b>858,564</b>	<b>341,285</b>	<b>27,000</b>	<b>314,295</b>	<b>63.4%</b>	
<b>Net Income over Expenditure</b>	<b>(28,575)</b>	<b>13,544</b>	<b>(135,390)</b>	<b>(148,934)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(28,575)</b>	<b>13,544</b>						



December, 2023

Date: 10/01/2024

Nelson Town Council

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Bank Reconciliation Statement as at 31/12/2023  
for Cashbook 1 - Current Bank Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
LLoyds Bank	29/12/2023		1,070,905.19
			<u>1,070,905.19</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
27/03/2023 2716	Star Marketing Solutions Ltd	145.00	
26/06/2023 2773	Star Marketing Solutions Ltd	132.00	
04/12/2023 2870	SLCC Enterprises Ltd	416.40	
05/12/2023 2878	Marsden Heights	500.00	
20/12/2023 2880	A.B.C Electrical Ltd	2,200.00	
20/12/2023 2881	Maxigene Enviromental Services	90.00	
20/12/2023 2882	J Driver Ltd	109.20	
30/12/2023 DD	Vodaphone	107.68	
			<u>3,700.28</u>
			1,067,204.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,067,204.91
Balance per Cash Book is :-			1,067,204.91
Difference is :-			0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Date: 10/01/2024

Nelson Town Council

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Cashbook 1

User: NH

Current Bank Account

For Month No: 9

## Receipts for Month 9

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		1,079,057.48					1,079,057.48	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>1,079,057.48</u>	<u>0.00</u>	<u>0.00</u>			<u>1,079,057.48</u>	

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Date: 10/01/2024

## Nelson Town Council

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## Cashbook 1

User: NH

## Current Bank Account

For Month No: 9

## Payments for Month 9

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/12/2023	Remote Asset Management Ltd	DD	9.00		1.50	4680	190	7.50	Lease of Tracking Unit
04/12/2023	SLCC Enterprises Ltd	2870	416.40		69.40	4500	170	347.00	Clerk Job Vacancy Advertising
04/12/2023	Borough of Pendle (PBC)	2871	3.37		0.56	4120	110	2.81	Stationery for May 2023
04/12/2023	Coalition FacilitiesManagement	2872	90.00		15.00	4621	180	75.00	Quad Bike Storage-Nov 2023
04/12/2023	Hill Dickinson LLP	2874	1,080.00		180.00	4670	190	900.00	Provision of Legal Services
04/12/2023	Rebecca Bridges Photography	2875	170.00			4310	140	170.00	Christmas Event Photographs
05/12/2023	npower Business Solutions	2876	176.38		8.40	4330	140	167.98	Christmas Lights Electricity
05/12/2023	Punjabi Roots Academy	2877	950.00			4310	140	950.00	Punjabi Christmas Brass Band
05/12/2023	Marsden Heights	2878	500.00			4290	140	500.00	Friday Night Football Training
05/12/2023	Zurich Municipal	2879	2,356.60			4650	190	2,356.60	Insurance 12/02/24-11/02/25
07/12/2023	The Lightbeam Academy	2873	1,000.00			4215	130	300.00	The Silent Prayer Project
						4230	130	350.00	The Silent Prayer Project
						4235	130	350.00	The Silent Prayer Project
13/12/2023	Vodafone	DD	28.97		4.83	4150	110	24.14	Office Phone and Broadband
15/12/2023	Business Waste Ltd	DD	279.10		46.50	4101	160	232.60	Waste Collections - Jan 2024
15/12/2023	Daisy Communications	DD	67.25		11.21	4100	160	56.04	UWC Phone and Broadband
18/12/2023	Business Card	BUSCARD	15.59		2.60	4690	190	12.99	Zoom Subscription
19/12/2023	Lancashire County Council	DD	1,655.00			4020	110	1,134.16	Pension Contributions - Nov 23
						4439	160	437.51	Pension Contributions - Nov 23
						4010	110	83.33	Pension Contributions - Nov 23
20/12/2023	A.B.C Electrical Ltd	2880	2,200.00			4105	160	2,200.00	Electrical Work at UWC
20/12/2023	Maxigene Enviromental Services	2881	90.00		15.00	4106	160	75.00	Quarterly LegionellaMonitoring
20/12/2023	J Driver Ltd	2882	109.20		18.20	4108	160	91.00	Gas Call Out
21/12/2023	E.on Next	DD	89.90		4.28	4380	150	85.62	Games Area Electricity
22/12/2023	E.on Next	DD	39.23		1.87	4380	150	37.36	Kickabout Area Electricity
25/12/2023	TotalEnergies Gas & Power	DD	173.60		8.27	4100	160	165.33	UWC Electricity
27/12/2023	Peninsula Business Services	DD	245.30		38.97	4680	190	194.84	Professional HR Service
						4680	190	10.26	Insurance
						4680	190	1.23	Insurance Premium Tax (IPT)
30/12/2023	Vodafone	DD	107.68		17.95	4150	110	24.94	Mobile Phone Charges - Office
						4100	160	64.79	Mobile Phone Charges- Caretaker
Total Payments for Month			11,852.57	0.00	444.54			11,408.03	
Balance Carried Fwd			1,067,204.91						
Cashbook Totals			1,079,057.48	0.00	444.54			1,078,612.94	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>								
1076 Precept	0	518,209	690,945	172,736			75.0%	
Income :- Income	0	518,209	690,945	172,736			75.0%	0
Net Income	0	518,209	690,945	172,736				
<b>110 Administration</b>								
4000 Clerk Salary Tax + NI	0	0	35,000	35,000		35,000	0.0%	
4010 Employer Pension	83	667	2,690	2,023		2,023	24.8%	
4020 Assistant Clerk Salary Tax+ NI	1,134	31,236	26,500	(4,736)		(4,736)	117.9%	
4025 Casual admin staff	0	380	0	(380)		(380)	0.0%	
4110 Postage	0	0	250	250		250	0.0%	
4120 Stationery/Office Administration	3	135	1,000	865		865	13.5%	
4121 Miscellaneous	0	90	500	410		410	17.9%	
4125 Website & Email Hosting Accs	0	1,622	2,500	878		878	64.9%	
4130 Room Hire	0	0	600	600		600	0.0%	
4140 Computer Equipment & Software	0	848	1,000	152		152	84.8%	
4142 Office Furniture	0	0	1,000	1,000		1,000	0.0%	
4150 Telephone, Mobile & Broadband	49	457	650	193		193	70.3%	
4160 Clerk Expenses	0	0	100	100		100	0.0%	
4921 Election Costs	0	21,821	20,000	(1,821)		(1,821)	109.1%	
Administration :- Indirect Expenditure	1,269	57,254	91,790	34,536	0	34,536	62.4%	0
Net Expenditure	(1,269)	(57,254)	(91,790)	(34,536)				
<b>120 Allotments</b>								
1240 Allotment Rents & Water income	0	9,774	10,929	1,155			89.4%	
Allotments :- Income	0	9,774	10,929	1,155			89.4%	0
4200 Allotments Maintenance	0	10,201	10,929	728		728	93.3%	
Allotments :- Indirect Expenditure	0	10,201	10,929	728	0	728	93.3%	0
Net Income over Expenditure	0	(427)	0	427				
<b>130 Ward Initiative &amp; Small Grants</b>								
4210 WIF Bradley	0	0	1,000	1,000		1,000	0.0%	
4215 WIF Clover Hill	300	300	1,000	700		700	30.0%	
4220 WIF Marsden	0	0	1,000	1,000		1,000	0.0%	
4225 WIF Southfield	0	0	1,000	1,000		1,000	0.0%	
4230 WIF Walverden	350	350	1,000	650		650	35.0%	
4235 WIF Whitefield	350	350	1,000	650		650	35.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4240 Small Grants Awarded	0	7,870	10,000	2,130		2,130	78.7%	
Ward Initiative & Small Grants :- Indirect Expenditure	1,000	8,870	16,000	7,130	0	7,130	55.4%	0
<b>Net Expenditure</b>	<b>(1,000)</b>	<b>(8,870)</b>	<b>(16,000)</b>	<b>(7,130)</b>				
<b>140 Events</b>								
4290 Summer Event Football Marathon	500	800	5,000	4,200		4,200	16.0%	
4300 Food Festival	0	5,240	0	(5,240)		(5,240)	0.0%	
4310 Lancashir Day & Xmas Switch On	1,120	14,443	14,000	(443)		(443)	103.2%	
4330 Town Centre Christmas Lights	168	22,998	35,000	12,002		12,002	65.7%	
4340 Community Cohesion	0	3,000	5,000	2,000		2,000	60.0%	
4350 Events General	0	36,338	15,000	(21,338)		(21,338)	242.3%	
4710 Uniform	0	0	1,000	1,000		1,000	0.0%	
Events :- Indirect Expenditure	1,788	82,818	75,000	(7,818)	0	(7,818)	110.4%	0
<b>Net Expenditure</b>	<b>(1,788)</b>	<b>(82,818)</b>	<b>(75,000)</b>	<b>7,818</b>				
<b>150 Transferred Services</b>								
4380 MUGAs-Maintenance & Inspection	123	26,090	21,000	(5,090)		(5,090)	124.2%	
4381 MUGA/Play Area-Imprvm/renewals	0	6,586	5,000	(1,586)		(1,586)	131.7%	
4390 CCTV Monitoring	0	26,020	31,500	5,480		5,480	82.6%	
4400 Parks	0	140,400	140,500	100		100	99.9%	
4410 Roadside Seats-Maint+Inspectio	0	0	5,000	5,000		5,000	0.0%	
4411 Roadside seats-Renewals	0	0	2,000	2,000		2,000	0.0%	
Transferred Services :- Indirect Expenditure	123	199,096	205,000	5,904	0	5,904	97.1%	0
<b>Net Expenditure</b>	<b>(123)</b>	<b>(199,096)</b>	<b>(205,000)</b>	<b>(5,904)</b>				
<b>160 Unity Hall</b>								
1210 Unity Hall Income (do not use)	0	0	7,500	7,500			0.0%	
1211 Unity Hall Room/Cafe Hire	0	2,830	0	(2,830)			0.0%	
1213 Music System Hire	0	0	300	300			0.0%	
Unity Hall :- Income	0	2,830	7,800	4,970			36.3%	0
4100 Utilities - Unity Centre	286	2,191	15,000	12,809		12,809	14.6%	
4101 Trade Waste&Sanitary/Nappy dis	233	2,813	1,400	(1,413)		(1,413)	200.9%	
4105 Hard Wire Test + Elec Call Out	2,200	3,050	500	(2,550)		(2,550)	610.0%	
4106 Building Compliance Costs	75	341	1,000	659		659	34.1%	
4107 Lift Maintenance + Costs	0	1,181	500	(681)		(681)	236.2%	
4108 Boiler maintenance + Gas Safet	91	934	1,000	66		66	93.4%	
4109 Music License	0	159	2,000	1,841		1,841	8.0%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4430 Renovation/Proj/Match Funding	0	0	15,000	15,000		15,000	0.0%	
4431 Repairs & Renewals	0	0	1,500	1,500		1,500	0.0%	
4439 Caretakers Salary Tax + NI	438	10,052	12,500	2,448		2,448	80.4%	
4440 Caretaking/Managmnt-Contractor	0	0	1,500	1,500		1,500	0.0%	
4441 Cleaning Supplies & Equipment	0	1,080	1,500	420		420	72.0%	
4445 Equipment/Furniture Costs-UWB	0	0	1,000	1,000		1,000	0.0%	
4450 CCTV & Burgler Alarm System	0	0	500	500		500	0.0%	
4453 Professional Fees - UWB Centre	0	0	1,000	1,000		1,000	0.0%	
4455 Miscellaneous - UWB Centre	0	108	1,500	1,392		1,392	7.2%	
4457 Climate Emergency Fund	0	0	5,000	5,000		5,000	0.0%	
Unity Hall :- Indirect Expenditure	3,322	21,908	62,400	40,492	0	40,492	35.1%	0
<b>Net Income over Expenditure</b>	<b>(3,322)</b>	<b>(19,078)</b>	<b>(54,600)</b>	<b>(35,522)</b>				
<b>170 Projects</b>								
4500 Special Projects/ Other	347	22,857	30,000	7,143		7,143	76.2%	
4510 Highways Projects	0	16,158	200,000	183,842	27,000	156,842	21.6%	
4511 Dropped Kerb Grants	0	1,000	5,000	4,000		4,000	20.0%	
4520 Hanging Baskets	0	32,831	30,000	(2,831)		(2,831)	109.4%	
4570 Climate Emergency Fund	0	0	5,000	5,000		5,000	0.0%	
Projects :- Indirect Expenditure	347	72,846	270,000	197,154	27,000	170,154	37.0%	0
<b>Net Expenditure</b>	<b>(347)</b>	<b>(72,846)</b>	<b>(270,000)</b>	<b>(197,154)</b>				
<b>180 Handyman Scheme</b>								
4600 Handyman Labour	0	455	7,000	6,545		6,545	6.5%	
4610 Handyman Materials	0	974	3,000	2,026		2,026	32.5%	
4620 Handyman Equipment	0	391	1,000	609		609	39.1%	
4621 Quad Bike Maint/Repairs	75	135	0	(135)		(135)	0.0%	
Handyman Scheme :- Indirect Expenditure	75	1,955	11,000	9,045	0	9,045	17.8%	0
<b>Net Expenditure</b>	<b>(75)</b>	<b>(1,955)</b>	<b>(11,000)</b>	<b>(9,045)</b>				
<b>190 Professional Fees</b>								
4650 Insurance	2,357	4,769	2,500	(2,269)		(2,269)	190.8%	
4660 Audit (Internal & External)	0	82	1,500	1,418		1,418	5.4%	
4665 Accountancy Fees	0	155	500	345		345	31.0%	
4670 Legal Fees	900	61,611	17,500	(44,111)		(44,111)	352.1%	
4680 HR & H&S Support Services	214	2,065	3,000	935		935	68.8%	
4690 Subscriptions	13	2,575	225	(2,350)		(2,350)	1144.5%	
4695 Payroll Service	0	1,275	980	(295)		(295)	130.1%	
Professional Fees :- Indirect Expenditure	3,483	72,532	26,205	(46,327)	0	(46,327)	276.8%	0
<b>Net Expenditure</b>	<b>(3,483)</b>	<b>(72,532)</b>	<b>(26,205)</b>	<b>46,327</b>				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>210 Training &amp; Travel Costs</b>								
4750 Training Expenses inc travel	0	1,116	1,750	634		634	63.8%	
4760 Travel Costs (outside parish)	0	0	250	250		250	0.0%	
Training & Travel Costs :- Indirect Expenditure	0	1,116	2,000	884	0	884	55.8%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(1,116)</b>	<b>(2,000)</b>	<b>(884)</b>				
<b>220 Environment Committee</b>								
4800 Enviromental Projects	0	0	30,000	30,000		30,000	0.0%	
4810 Climate Emergency Fund	0	0	5,000	5,000		5,000	0.0%	
Environment Committee :- Indirect Expenditure	0	0	35,000	35,000	0	35,000	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(35,000)</b>	<b>(35,000)</b>				
<b>230 Promotional &amp; Marketing</b>								
4530 Annual Newsletter	0	0	2,500	2,500		2,500	0.0%	
4540 Publicity & Marketing	0	0	5,000	5,000		5,000	0.0%	
4580 Climate Emergency Fund	0	0	5,000	5,000		5,000	0.0%	
Promotional & Marketing :- Indirect Expenditure	0	0	12,500	12,500	0	12,500	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(12,500)</b>	<b>(12,500)</b>				
<b>250 Revive Cafe - UWB Centre</b>								
1200 Cafe & Catering Income	0	0	13,500	13,500			0.0%	
Revive Cafe - UWB Centre :- Income	0	0	13,500	13,500			0.0%	0
4030 Cater Co-ordtr Salary Tax + NI	0	0	20,000	20,000		20,000	0.0%	
4031 Catering Assit-Salary Tax + NI	0	0	7,740	7,740		7,740	0.0%	
4032 Casual work (catering)	0	0	500	500		500	0.0%	
4035 Volunteer Expenses	0	0	200	200		200	0.0%	
4460 Cafe & Catering Supplies	0	80	11,300	11,220		11,220	0.7%	
4470 Catering Equipment Repairs&Ren	0	0	1,000	1,000		1,000	0.0%	
Revive Cafe - UWB Centre :- Indirect Expenditure	0	80	40,740	40,660	0	40,660	0.2%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(80)</b>	<b>(27,240)</b>	<b>(27,160)</b>				
<b>Grand Totals:- Income</b>	<b>0</b>	<b>530,813</b>	<b>723,174</b>	<b>192,361</b>			<b>73.4%</b>	
<b>Expenditure</b>	<b>11,408</b>	<b>528,677</b>	<b>858,564</b>	<b>329,887</b>	<b>27,000</b>	<b>302,887</b>	<b>64.7%</b>	
<b>Net Income over Expenditure</b>	<b>(11,408)</b>	<b>2,136</b>	<b>(135,390)</b>	<b>(137,526)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(11,408)</b>	<b>2,136</b>						

# Item 8

## NELSON TOWN COUNCIL - Fixed Asset Register 2022/23 - Updated 03rd May 2023

Asset no	Description	Location	Responsible Officer / Company	Date Acquired	Purchase Cost	Insurance / Replacement Value	Comments
<b>Community Assets</b>							
1	Bradley play area and MUGA LAN186825	East Side of Fleet Street, Nelson	Pendle BC	07/09/2016	£ 1.00		
2	Brashaw Street (MUGA) LAN182307	Nelson	Pendle BC	07/09/2016	£ 1.00		
3	Cliffe Street Land (near play area) LAN182187	Land on the South Side of Cliffe Street, Nelson	Pendle BC	07/09/2016	£ 1.00		
4	Cliffe Street, play area LAN182185	Land on the South Side of Cliffe Street, Nelson	Pendle BC	07/09/2016	£ 1.00		
5	Cloagh Head play area and MUGA LAN85406	Land lying to the South-West of Maraden Hall Road, Nelson	Pendle BC	07/09/2016	£ 1.00		
6	Hey Street, play area and goal end LAN186827	Land on the North East side of Hey Street, Nelson	Pendle BC	07/09/2016	£ 1.00		
7	Lomeshaye Road, play area and MUGA LAN186828	Nelson	Pendle BC	07/09/2016	£ 1.00		
8	Maraden Hall Rd MUGA LAN182179	Land at Maraden Hall Road, Nelson	Pendle BC	07/09/2016	£ 1.00		
9	Netherfield Rd, MUGA LAN186826	North West side of Netherfield Rd, Nelson	Pendle BC	07/09/2016	£ 1.00		
10	Netherfield Rd, play area LAN186830	South-West side of Barkerhouse Rd, Nelson	Pendle BC	07/09/2016	£ 1.00		
11	Regent Street MUGA LAN186832	North West of Regent St, Nelson	Pendle BC	07/09/2016	£ 1.00		
12	Southfield Street, MUGA LAN182245	Southfield Street, Nelson	Pendle BC	07/09/2016	£ 1.00		
13	Vernon Street, play area LAN23836	North-East side of Thomas St & North-West side of Vernon St	Pendle BC	07/09/2016	£ 1.00		
72	51 x Benches	Various locations around the town	Town Clerk/RFO	02/02/2022 2 more in Dec 2022	£11,040		
<b>Buildings</b>							
24	Unity Hall	Vernon Street, Nelson, BB9 3DE	Town Clerk/RFO	22/08/2016	£ 1.00	£ 1.00	
<b>Vehicle, Festival Lighting &amp; Outdoor Assets</b>							
16	Yamaha YM550ATV with Sprayer	Container, Victoria Park, Nelson	Town Clerk/RFO	19/11/2016	£ 6,950.00		
19	2000 22inch hanging baskets	Basement, Unity Wellbeing Centre, Vernon St	Caretaker	01/01/2018	£ 2,000.00		
20	Extra Christmas lights, two blocks Scotland Road	LITE, company storage unit	LITE Company	01/09/2018	£ 8,347.00		
76	Ed Lighting (due to arrive June 2022)	LITE, company storage unit	LITE Company	01/06/2022	£7,200		
77	Barrier Troughs	Various Town Centre locations	Town Clerk/RFO	02/03/2020	£10,670		
78	Post Planters and basket liners	Various Town Centre locations	Town Clerk/RFO	10/05/2022	£2,124		
79	Box Planters	Various Town Centre Locations	Town Clerk/RFO	10/05/2022	£3,689		
<b>Town Council Office Town Hall</b>							
21	HMS Victory	Nelson Town Hall, Market Street, BB9 7LG	Town Clerk/ATC	30/09/2010	£ 2,268.00		
22	Epson Printer WF - 2530	Nelson Town Hall, Market Street, BB9 7LG	Town Clerk/ATC	12/11/2013	£ 99.99		Surplus - Sale
23	Epson Printer WF-2530	Nelson Town Hall, Market Street, BB9 7LG	Town Clerk/ATC	unknown	£ 99.99		Surplus - Sale
25	Computer	Nelson Town Hall, Market Street, BB9 7LG	Town Clerk/ATC	15/12/2017	£ 997.80		
26	Computer	Nelson Town Hall, Market Street, BB9 7LG	Town Clerk/ATC	20/01/2017	£ 1,000.60		
27	Auss Laptop Computer	Nelson Town Hall, Market Street, BB9 7LG	Town Clerk/ATC	12/03/2014	£ 380.00		
28	Mobile Phone Iphone 4	Nelson Town Hall, Market Street, BB9 7LG	Town Clerk/ATC	unknown	£ 99.99		
29	Office desk	Nelson Town Hall, Market Street, BB9 7LG	Town Clerk/ATC	unknown	£ 1.00	£ 99.00	
30	Office desk, chair, black cabinet, a2 double storage cupboards	Nelson Town Hall, Market Street, BB9 7LG	Town Clerk/ATC	01/08/2018	£ 768.96		
31	A4 literature sorter	Nelson Town Hall, Market Street, BB9 7LG	Town Clerk/ATC	01/08/2018	£ 169.00		
32	6 x Walkie Talkies	Nelson Town Hall, Market Street, BB9 7LG	Town Clerk/ATC	22/02/2017	£ 175.97		
33	A3 laminator	Nelson Town Hall, Market Street, BB9 7LG	Town Clerk/ATC	01/08/2018	£ 85.97		
<b>Unity Wellbeing Centre Equipment</b>							
34	17 x Tables	Unity Wellbeing Centre, 62 Vernon St, Nelson	Caretaker	03/04/2017	£ 4,284.00		
35	90 x Chairs	Unity Wellbeing Centre, 62 Vernon St, Nelson	Caretaker	14/11/2017	£ 2,367.00		
37	Floor Buffer	Unity Wellbeing Centre, 62 Vernon St, Nelson	Caretaker	14/11/2017	£ 2,107.06		
39	Yellow janitorial cupboard	Unity Wellbeing Centre, 62 Vernon St, Nelson	Caretaker	01/06/2018	£ 280.00		
40	Aluminium safety platform step ladder with handrail, tool tray, 8 tread	Unity Wellbeing Centre, 62 Vernon St, Nelson	Caretaker	03/11/2018	£ 77.45		
73	5 x Tables	Unity Wellbeing Centre, 62 Vernon St, Nelson	Caretaker	07/09/2022	£ 3,392.40		
<b>Unity Wellbeing Centre Basement</b>							
41	5 x 6ft outdoor tables @ £1.00	Unity Wellbeing Centre, 62 Vernon St, Nelson	Caretaker	22/08/2016	£ 8.00		
42	27 x outdoor foldaway chairs @ £1.00	Unity Wellbeing Centre, 62 Vernon St, Nelson	Caretaker	22/08/2016	£ 24.00		
46	122 Gazebo weights	Unity Wellbeing Centre, 62 Vernon St, Nelson	Caretaker	unknown	£ 1.00		
47	4 x Feather Banners	Unity Wellbeing Centre, 62 Vernon St, Nelson	Caretaker	22/06/2017	£ 359.94		
71	50 x Hi vis jackets	Unity Wellbeing Centre, 62 Vernon St, Nelson	Caretaker	23/06/2017	£60.00		
72	7 x Gazebos (Due to arrive May 2022)	Unity Wellbeing Centre, 62 Vernon St, Nelson	Caretaker	09/05/2022	£6,606.70		
74	1 litter picker	Unity Wellbeing Centre, 62 Vernon St, Nelson	Caretaker	05/07/2022	£137.80		
75	Skimmers	Unity Wellbeing Centre, 62 Vernon St, Nelson	Caretaker	02/09/2022	£323.00		
<b>Revive Cafe Equipment</b>							
49	Catering Laptop	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	15/12/2017	£ 677.80	£ 680.00	
50	Kitchen Equipment - a3 built in serving unit including drinks fridge and bain marie	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	24/05/2017	£1,304.00	£ 1,304.00	
51	a1 Coffee Machine	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	24/05/2017	£2,645.24	£ 2,645.24	
52	a3 Ovens	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 1.00	£ 800.00	
53	a3 Extraction units	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 1.00	£ 3,600.00	
54	a2 panini presser	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 1.00	£ 400.00	
55	a2 soup kettle	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 1.00	£ 80.00	
56	a1 till	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 1.00	£ 150.00	
57	a1 microwave	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 1.00	£ 300.00	
58	a1 toaster	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 1.00	£ 30.00	
59	a1 large fridge	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 1.00	£ 500.00	
60	a1 large fridge	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	01/02/2019	£ 723.52	£ 723.52	
61	a1 large freezer	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 1.00	£ 600.00	
62	a1 chest freezer	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 1.00	£ 400.00	
63	a1 fridge freezer	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 1.00	£ 400.00	
64	a1 juicer	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 167.00	£ 167.00	
65	a1 blender combi food processor	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 1.00	£ 50.00	
66	a1 hand blender	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 183.27	£ 183.27	
67	a1 coffee grinder	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 1.00	£ 50.00	
68	a1 safe	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 1.00	£ 50.00	
69	a1 water tap urn	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 1.00	£ 50.00	
70	a1 washing machine	Unity Wellbeing Centre, 62 Vernon St, Nelson	Chef Co-Ordinator	unknown	£ 1.00	£ 50.00	

Total all Asset Cost £ 81,761.37

Total Asset Value - Items Insured £ 13,843.09



Item 9



**REPORT FROM: HEAD OF ECONOMIC GROWTH**

**TO: NELSON, BRIERFIELD AND REEDLEY COMMITTEE**

**DATE: 5 FEBRUARY 2024**

**Report Author:** Tricia Wilson  
**Tel. No:** 661051  
**E-mail:** tricia.wilson@pendle.gov.uk

### **Brunswick Street, Nelson – Public Realm Improvements**

#### **PURPOSE OF REPORT**

To consider a further 2 options for Brunswick Street to alleviate the issues associated with parking and abandoned vehicles.

#### **RECOMMENDATIONS**

- (1) That members note the 2 new options and costs outlined in the report.
- (2) That members agree on the preferred option.
- (3) That members approve the funding outlined at item 5 in the report, and in the attached bid, for their preferred option.

#### **REASONS FOR RECOMMENDATIONS**

To alleviate problems with parking and abandoned vehicles at Brunswick Street, Nelson.

#### **ISSUE**

1. At the September 2023 meeting it was reported that there were issues with parked cars and abandoned vehicles on the triangular piece of land off Brunswick St, Nelson, adjacent to number 44, near to the Sure Start Nursery.
2. The problem was referred to the Community Protection Co-ordinator who issued a Community Protection Warning to the garage owner. However, the problem has continued.
3. In November Engineers met with Councillors on site to consider 2 options which were: option 1 - installation of bollards and option 2 - installation of bow top fencing along the edge of the triangular piece of land to prevent cars parking all over the site.

4. However, members felt that more could be done to improve the site and asked that we consider a larger scheme perhaps including benches and planters and removing the car parking spaces.
5. Engineers met again with Councillors on site in December 2023 to discuss a larger scheme.
6. Councillors were happy with the suggestion of bow top fencing for the site with the car parking spaces fenced off. They felt that would give them with the option to remove the fence in the future if the problem of parked cars and abandoned vehicles improved.
7. Engineers have now drawn up a further 2 options for the site using bow top fencing. Please see attached drawings and costs below:

**a. Option 1:**

Installation of 1.0m high bow top railings in relation to drawing number E0891 D01. Cost to supply and install is estimated at **£4,480.75**.

**b. Option 2:**

Installation of 1.0m high bow top railings and gates in relation to drawing number E0891 D01B. Cost to supply and install is estimated at **£5,232.83**.

If benches are requested this is estimated at £500 for the supply and installation of one bench.

8. Members to agree on their preferred option and to approve funding from the Area Committee Budget.

## **IMPLICATIONS**

**Policy:** None arising from this report

**Financial:** Estimated costs for option 1 and 2 are included within the report and in the attached bid. There may be some funding towards these costs from the Problem Sites budget held by Engineers. The Engineers' Problem Sites budget has money ring-fenced for named sites across Pendle. Brunswick St/Railway St is one of the sites on this list. However, there is not enough in this budget to fund the full scheme.

**Legal:** The land belongs to Pendle Council and so no permissions are required as long as the scheme is carried out within PBC land and does not encroach into the footway which belongs to LCC Highways and is adopted.

**Risk Management:** None arising from this report.

**Health and Safety:** Both options will improve the site and will make it feel safer for residents in the area and for the nursery staff, parents and children.

**Climate Change:** None arising from this report.

**Community Safety:** Introducing bow top fencing to the site will prevent cars parking on the site which will improve safety for people accessing the site and especially parents and children attending the neighbouring nursery.

**Equality and Diversity:** None arising from this report

## **APPENDICES**

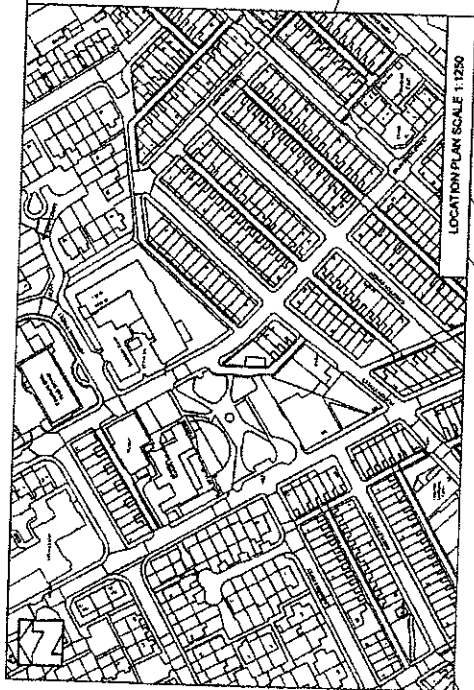
Appendix 1: Option 1 – Drawing No E0891 D1

Appendix 2: Option 2 – Drawing No E0891 D01B

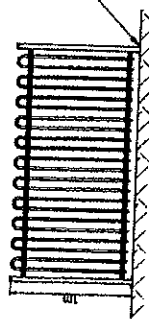
Appendix 3: Internal Bid form

## **LIST OF BACKGROUND PAPERS**

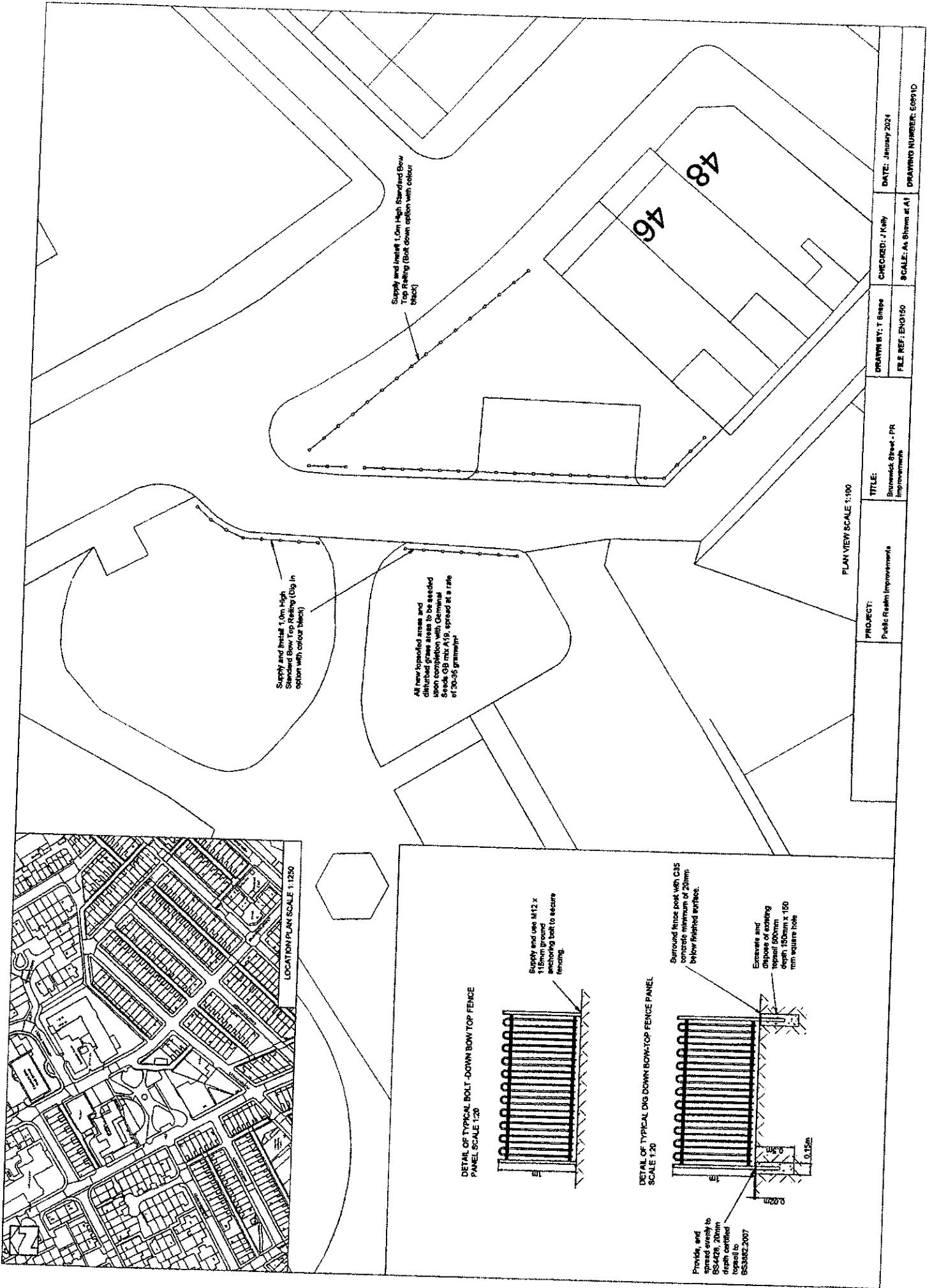
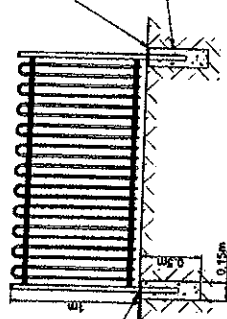
None.

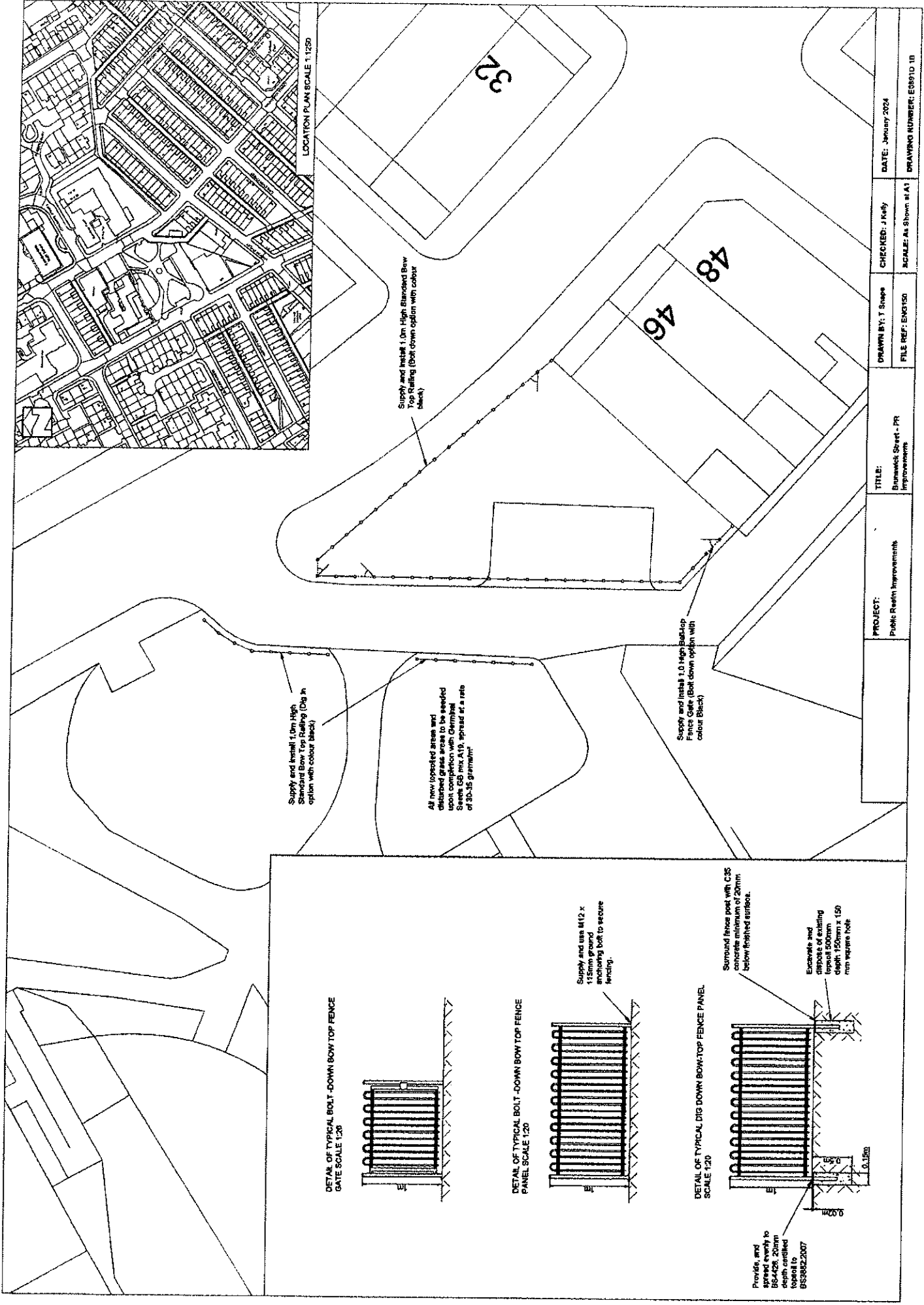


DETAIL OF TYPICAL BOLT-DOWN BOW-TOP FENCE  
PANEL SCALE 1:20

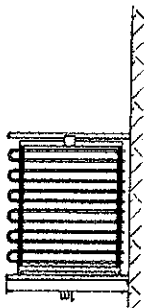


DETAIL OF TYPICAL DIG-DOWN BOW-TOP FENCE PANEL  
SCALE 1:20

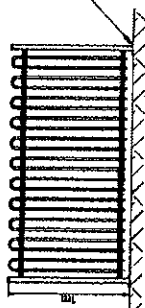




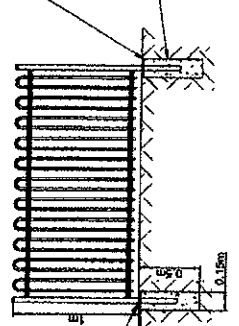
DETAIL OF TYPICAL BOLT DOWN BOW TOP FENCE  
GATE SCALE 1:20



DETAIL OF TYPICAL BOLT DOWN BOW TOP FENCE  
PANEL SCALE 1:20



DETAIL OF TYPICAL DIG DOWN BOW TOP FENCE PANEL  
SCALE 1:20



Provide and spread evenly to BS4428:2007 depth certified topsoil to BS3883:2007

Surround lower post with C25 concrete minimum of 20mm below finished surface.

Excavate and dispose of soil to depth 150mm x 150mm square hole

Supply and use M12 x 115mm ground anchoring bolt to secure fencing.

Supply and install 1.0m High Standard Bow Top Railing (Dig in option with colour black)

All new proposed areas and disturbed grass areas to be seeded upon completion with Germinall Seeds GB mix A19 spread at a rate of 30-35 gram/m<sup>2</sup>

Supply and install 1.0 High Bow-Top Fence Gate (Bolt down option with colour Black)

Supply and install 1.0m High Standard Bow Top Railing (Bolt down option with colour black)

PROJECT:	TITLE:	DRAWN BY:	CHECKED:	DATE:
Public Realm Improvements	Bromwich Street - PR Improvements	J. Sneyd	J. Kelly	January 2024
		FILE REF: ENG150	SCALE: As Shown @ A1	DRAWING NUMBER: E09910 1B

**From:** faraz.ahmad <faraz.ahmad@nelsontowncouncil.gov.uk>  
**Sent:** 07 December 2023 10:14  
**To:** info@nelsontowncouncil.gov.uk  
**Subject:** FW: RE: Shared Purchase

Sent from my Galaxy

----- Original message -----

**From:** Rauf Bashir <rauf@buildingbridgespendle.org.uk>  
**Date:** 06/12/2023 23:35 (GMT+00:00)  
**To:** "faraz.ahmad" <faraz.ahmad@nelsontowncouncil.gov.uk>, Calum Bayne <calum@in-situ.org.uk>, Kerenza McClarnan <kerenza.mcclarnan@gmail.com>, rubyanwar1@hotmail.com  
**Cc:** Holly <holly@buildingbridgespendle.org.uk>, Shabaz Ahmed <shabaz@buildingbridgespendle.org.uk>  
**Subject:** RE: Shared Purchase

Salaam Faraz

Thanks for getting back to us promptly.

The stage cost is - £1,969.98

Postage is - £19.99

Total = £1,989.97

InSitu - £994.99

Nelson Town Council - £994.98

- Faraz – Can you arrange for Bacs payment or cheque made payable to InSitu when authorised?
- Calum / Kerenza - In terms of when to make purchase, early January or before the Christmas holidays?
- When order has been received, we can arrange a mutual date for practice set-up and agreement on where to store the stage. Also confirmation as to criteria / process for use by community groups.

Kind regards;

Rauf

**From:** faraz.ahmad <faraz.ahmad@nelsontowncouncil.gov.uk>

**Sent:** 06 December 2023 10:29

**To:** Rauf Bashir <rauf@buildingbridgespendle.org.uk>; Calum Bayne <calum@in-situ.org.uk>; Kerenza McClarnan <kerenza.mcclarnan@gmail.com>; rubyanwar1@hotmail.com

**Subject:** RE: Shared Purchase

Hi colleagues to save us meeting, after our brief chat last week, we feel there is a need for a portable stage and to move for progress. i have had a brief chat with the acting Town clerk and on behalf of the Town Council myself and Ruby would be happy to move forward with the shared purchase of the portable stage.

We will be putting it on our Finance agenda to hopefully authorise the purchase. Finance meeting is on the 20th of December 2023.

Hope this will suffice in moving forward quickly, if TIN can confirm we can be all set for the purchase if our finance committee authorise it.

Rgards

Faraz Ahmad cllr

Sent from my Galaxy

----- Original message -----

From: Rauf Bashir <[rauf@buildingbridgespendle.org.uk](mailto:rauf@buildingbridgespendle.org.uk)>

Date: 05/12/2023 17:55 (GMT+00:00)

To: Calum Bayne <[calum@in-situ.org.uk](mailto:calum@in-situ.org.uk)>, Kerenza McClarnan <[kerenza.mcclarnan@gmail.com](mailto:kerenza.mcclarnan@gmail.com)>, [rubyanwar1@hotmail.com](mailto:rubyanwar1@hotmail.com), [faraz.ahmad@nelsontowncouncil.gov.uk](mailto:faraz.ahmad@nelsontowncouncil.gov.uk)

Subject: Shared Purchase

Dear colleagues

I want to bring together people for discussion and decision on purchasing a portable stage that can be used as a 'shared community resource'.

The kits proposed (link below) is £1,949.99 and both TIN and NTC will pay 50% each. Can we arrange to meet face to face or via zoom to discuss? There isn't much flexibility before Christmas but I am free next Thursday 14<sup>th</sup> December.

[https://www.gear4music.com/PA-DJ-and-Lighting/3m-x-3m-Portable-Stage-Kit-by-Gear4music-60cm/252M?origin=product-ads&gad\\_source=1&gclid=Cj0KCQiAgqGrBhDtARIsAM5s0\\_nMsK1D0pdEnp9YY7uST8HlfwRjR8L\\_2Dv5hhHH6GfdJl6nN6g78rMaAosKEALw\\_wcB](https://www.gear4music.com/PA-DJ-and-Lighting/3m-x-3m-Portable-Stage-Kit-by-Gear4music-60cm/252M?origin=product-ads&gad_source=1&gclid=Cj0KCQiAgqGrBhDtARIsAM5s0_nMsK1D0pdEnp9YY7uST8HlfwRjR8L_2Dv5hhHH6GfdJl6nN6g78rMaAosKEALw_wcB)

Kind regards;

**Rauf Bashir**

**Project Manager**

Building Bridges Pendle

20 Scotland Road

Nelson

BB9 7UU



## Nelson Town Council

Mem 11

**From:** Elaine Butterworth <h.e.butte@uwclub.net>  
**Sent:** 29 December 2023 13:16  
**To:** info@nelsontowncouncil.gov.uk  
**Subject:** Nelson Town Council Committee meeting 10/01/24  
**Attachments:** FSUC final 5.JPG; FSUC final 4.JPG

Dear Nick

Following our conversation earlier this month, I include some notes relating to our request to speak at the next Nelson Town Council meeting on the 10<sup>th</sup> January, 2024.

The Friends of St John's Churchyard are a small independent charity which has, for nearly twenty years, been involved with reclaiming then renovating and conserving the churchyard on Barkerhouse Road, Nelson as an accessible, safe space for all. Previous Lottery funding successfully enabled us to improve the site and raise community awareness and public involvement in the local area. We were also able to encourage volunteering, the sharing of local knowledge and highlight the heritage and social history of the town of Nelson from 1848. But there is still more which can be achieved.

Over the years we have improved the local environment in Barkerhouse Road by creating a tranquil amenity in the graveyard which is accessible to all. The graveyard is a fantastic Green Space and we continue to encourage interest in it by sharing information with, amongst others, the Borough Council and Nelson Community Assembly. We are also working in partnership with other local community groups such as Building Bridges, CVS and Newground. We are all aiming to make a positive difference to the lives and wellbeing of local people of all ages and cultures and also encourage more community cohesion and involvement.

The Friends continue to maintain and promote St John's churchyard as a Green Space which has significantly improved the Barkerhouse Road area. It is a green oasis surrounded by trees, a rich inclusive habitat for wildflowers, grasses, fungi, insects and birds where both the young and older people can enjoy nature and the outdoors and may not have access to a garden. Available to everyone, it provides the daily opportunity for residents and members of the public to walk their dogs, share and enjoy a natural quiet space with beautiful views of Pendle Hill and the surrounding area, improve their physical and mental health through volunteering, reduce social isolation, learn about their local heritage or build their family tree. The Friends regularly receive information requests from local, national and even international researchers relating to family graves.

For further information about our project please go to [friendsofstjohns.co.uk](http://friendsofstjohns.co.uk) or [nelsonwarheroes.co.uk](http://nelsonwarheroes.co.uk)

However we need to have a professional safety assessment carried out on the memorials (there are 7000 graves situated in the graveyard and estimate that possibly 50+ may require some attention) and then organise any reparatory work which needs doing. The initial safety assessment costs are estimated at c.£2000, but at this stage it is unknown about further costs for the reparatory work.

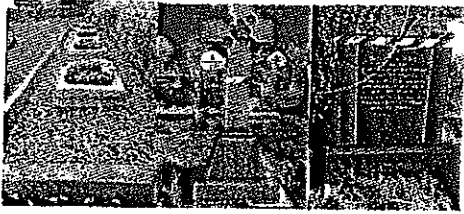
The work must be done to improve the site's safety by refurbishing any unstable memorial stones before we can progress plans to further involve all local people, including children, who could benefit from the space.

We have a vision of the graveyard being a major community resource for the town of Nelson and would like to apply for funding from the Environment Fund and Special Fund to enable the site's safety for all.

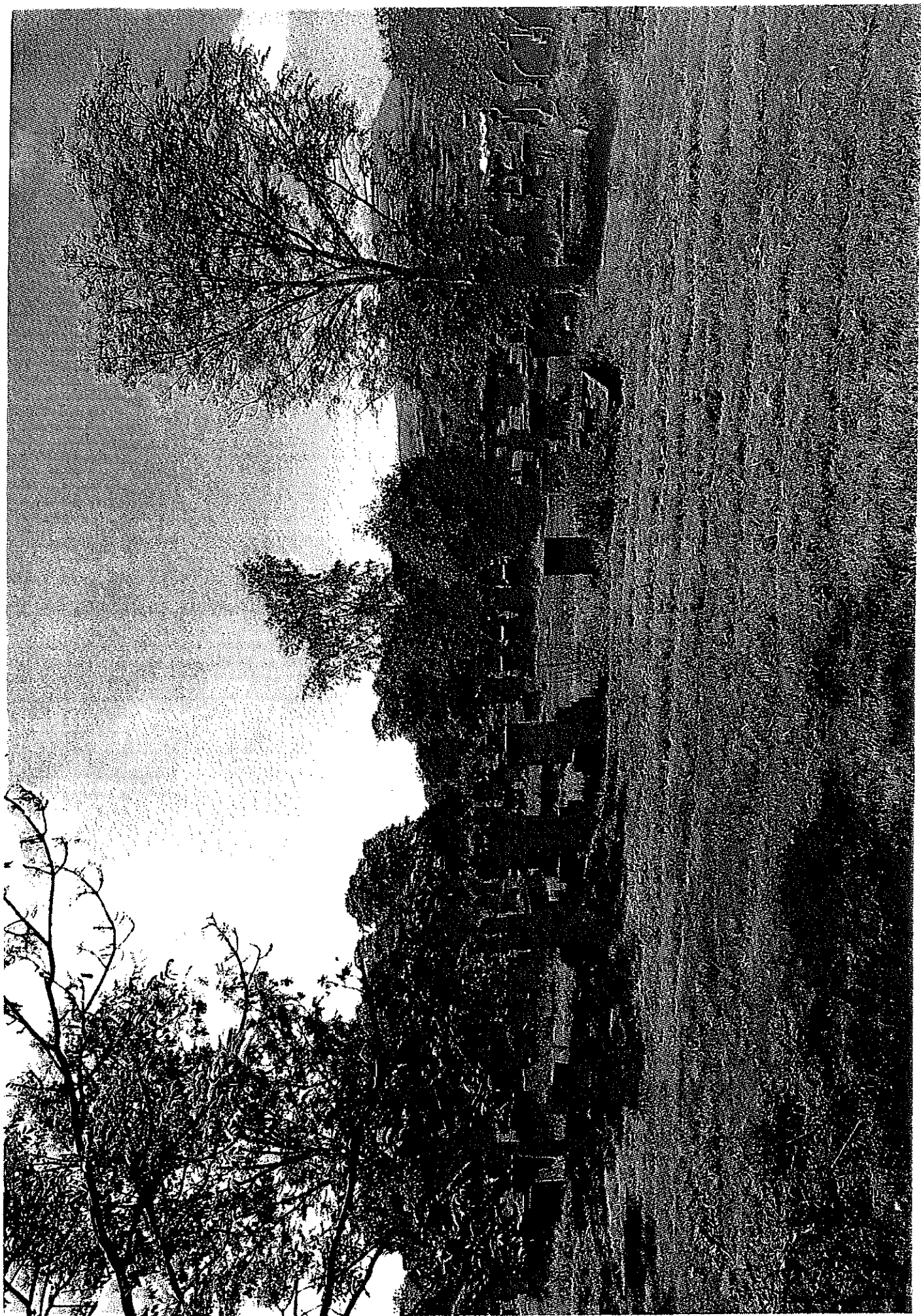
With best wishes,

Elaine Butterworth and Kath Stewart  
Secretary                      Treasurer

The Friends of St John's Churchyard.



Sent from Mail for Windows



Respect & Dignity Arts x Nelson Town Council

## PROJECT PROPOSAL

### TITLE:

### THOSE FROM DISTANT LANDS: - STORIES OF SOUTH ASIAN DIASPORA CAPTURED THROUGH ARTS AND CREATIVITY



### PROJECT BRIEF:

*'Those from Distant Lands,'* is a unique opportunity for young people from Pendle to explore and uncover the early South-Asian migrant experience in East Lancashire through photography, film and poetry.

As the first generation migrants slowly begin to disappear – we run the risk of losing the incredible insight into the lives of these first brave 'explorers'. Our youth-led initiative will empower young people to use creativity as a vehicle to uncover and preserve the contribution of their grandparents and great grandparents for futures generations to come.

Drawing from first hand interviews, informal and intimate conversations, photographs, memories and stories - young creatives will be tasked with curating a visually poetic exhibition, capturing the rich history and deeply human stories of early migrants who moved and settled into the area between the 1960's – 1980's.

The **INTERGENERATIONAL** programme will give participants the opportunity to explore this unique migrant narrative – helping to foster better relations between the two generations, allow young people to further understand their cultural identity, and reshape public attitude.

***'Having left the lands that fed them;  
Our ancestors composed an extraordinary story,  
Making us rare,  
An exceptional light,  
Finely crafted,  
Allowing us to define our place in present times'.***

*Extract from, 'Those from Distant Lands', Poem (written by R&D young Creative Writers).*

**'Those from distant lands' will creatively and visually preserve these stories through;**

- **A gallery based community exhibition** – fusing photography, poetry, film and story boards. (We intend to take the exhibition on tour).
- **Short Film** – capturing old and new photographs – fused with interviews, vox-pops, documents and artefacts.
- **A coffee table book** – which captures the visual culture of East Lancashire's early migrants through pictures and stories - 'every picture has a story to tell'
- **Website | Photo blog.**
- **Exhibition Tour**
- **Poetry and Performance.**

**Project Duration: 7 to 8 Months.**



## GENERAL PROJECT DELIVERY BREAKDOWN

	ACTIVITY BREAKDOWN	DURATION
STAGE ONE	PHOTPGRAPGHY WORKSHOPS X 6 – Taught by skill professionals. Also to include photography Master Class	
STAGE TWO	<b>INTERGENERATIONAL INTERACTIONS   CONNECTIONS</b> - Community gathering(s)   Events - Interviews & discussions - One to one meetings. - Family Befriending opportunities <b>RESEARCH &amp; DEVELOPMENT:</b> External visit i.e. South Asian Gallery Manchester. Heritage Workshops   Seminars   Guest Speakers Library Visits.	4 – 5 Months
	<b>YOUTH-LED CREATIVE ACTION:</b>	
A. STAGE THREE	<b>CREATVITY – PHOTOGRAGHY &amp; EDITING</b> Young people to work alongside creative professional to take exhibition ready pictures. 'every picture will carry a story'	
B. STAGE THREE	<b>CREATIVITY – SPOKEN WORD POOETRY   CREATIVE WRITING   PERFORMANCE.</b> Young people to work alongside professional artists to create an original performance poetry based on the South Experience in Pendle (East Lancashire)	
C. STAGE THREE	<b>CREATIVITY - FILMING – THOSE FROM DISTANT LANDS</b> <b>SHORT FILM</b> (includes filming workshops and the filming process)	
	<b>COMMUNITY EXHIBITION</b>	
STAGE 4:	<b>CURATING   EXHIBITION</b> The Youth-led exhibition will consist of imagery, artefacts, film, poetry performance and installation that explores and celebrates South Asian heritage.  Production of a <b>Coffee Table Book</b> capturing the visual and pioneering stories of South Asian migrants.	
STAGE 5	<b>LEGACY:</b> <ul style="list-style-type: none"> <li>• Creation of a dynamic website   digital platform</li> <li>• A Coffee Table Book</li> <li>• Exhibition Tour (regional &amp; National)</li> <li>• Film festivals and Photography Competitions</li> </ul>	

**PROJECT BUDGET BREAKDOWN:**

<b>ACTIVITY</b>	<b>COST</b>
<b>PHOTOGRAPHY WORKSHOPS AND MASTERCLASS</b> Also includes editing.	£1650
<b>COFFEE TABLE BOOK</b> (123 page hard back book) – also includes digital version.	£4206
<b>CREATIVE PRODUCER   PROJECT MANAGEMENT.</b>	£4500 discounted
<b>FILM MAKING WORKSHOPS   FILMING   FILM EDIT   EQUIPMENT   FACILITATION</b> This will include stories and interviews with early generation migrants, behind the scenes, and visually capturing photographs and a mini documentary.	£4200 discounted
<b>INTERGENERATIONAL EVENT(S)</b>	£900
<b>CREATIVE WRITING &amp; POETRY WORKSHOPS</b>	£1400
<b>WEBSITE   DIGITAL ARCHIVE – Those from Distant Lands.</b>	£3000
<b>VENUE HIRE</b>	£595
<b>MARKETING   PUBLICITY   ADMIN</b>	£600
<b>TRANSPORT</b>	£300
<b>SHOWCASE EVENT &amp; EXHIBITION.</b> Photography – Film – Performance -	£3500
<b>CONTINGENCY</b>	£700
<b>TOTAL</b>	<b>£22, 851</b>



Town Clerk

ITEM 13

**From:** David Walker <david.walker@pendle.gov.uk>  
**Sent:** 23 January 2024 06:49  
**To:** Colne Town Council (Admin@colnetowncouncil.org.uk); Nelson  
**Cc:** Philip Riley  
**Subject:** FW: Gib Hill Nature reserve - Future management arrangements

Hi both,

The Borough Council's corporate plan has a priority around proud and connected communities and places with a key action for Operational Services covering Biodiversity and Local Nature Reserve.

Milestones within the action include working with Colne and Nelson Town Council's on future management arrangements for Gib Hill.

I am aware some discussions may have already taken place within your respective Town Council's, and I believe in particular Colne may have been against a shared management structure preferring to establish a formally constituted Friends or Woodland Nature Reserve Group as we have in other areas of the Borough

We are happy to work with both Council's to establish such a group if it is decided this is the preferred option for Gib Hill.

To maintain the new Nature Reserve going forward Operational Services would ask both Council's to contribute a figure totalling £1500.00 between them to act as the basic repairs and maintenance budget for Gib Hill. It should be noted however that this amount will not cover anything beyond basic maintenance and any work required to trees or other infrastructure following proactive inspection or a reactive response to a report of damage may result in additional bids to both Council's being made.

To move this forward could I ask that the subject is included upon the next Town Council's agenda so Members can discuss and advise on their chosen way forward please.

Regards

David Walker  
Assistant Director  
Operational Services  
Pendle Borough Council



Saving on the energy you use not only reduces your bills, it will also help in combating climate change. Click the link to see what YOU can do to help.

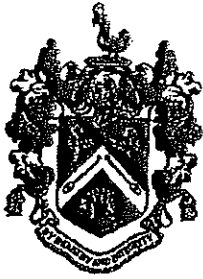
<https://energysavingtrust.org.uk/>

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# NELSON TOWN COUNCIL

Town Hall,  
Market Street  
Nelson,  
Lancashire,  
BB9 7LG

## SMALL GRANTS APPLICATION

(For grants up to £1000)

Please answer all the questions as failure to do so may result in a delay in the determination of your application.

### PART 1 - CONTACT DETAILS:

Organisation Name

BRADLEY NURSERY SCHOOL

Organisation Address

BRADLEY ROAD EAST  
NELSON

Postcode BB2 7QH

Name of Contact

MRS KAY BURKE

Address of Contact

AS ABOVE

Postcode

Telephone

01282 615183

E-mail

head@bradley-nur.lancs.sch.uk

### PART 2 - ORGANISATION APPLYING

What Type of organisation are you? Please Tick.

☐

Private individual trading for profit.

☐

Private individual not trading.

☐

Registered charity. Charity registration number:

☒

Other voluntary organisation, state type:

NURSERY SCHOOL - LCC MAINTAINED

☐

Company limited by guarantee, Company registration number

☐

Company trading for

### PART 2- ORGANISATION APPLYING

When was the organisation established?

1938

How many members do you have locally?

158 children

What is the age range of the Members From

2yrs

to 4yrs

If the organisation for which the application is made is a branch or subsidiary of a larger organisation, please state the name and address of that larger organisation:

Postcode

## PART 2- ORGANISATION APPLYING

Please briefly describe the activities or services you provide or intend to provide: Bradley Nursery School is a large maintained Nursery School. We have over 200 children between 2-4 years. Our school community is made up of mainly Pakistani heritage families with a growing number of Eastern European families. Our community is classed as top 20% on the Index of Multiple Deprivation. This is reflected in the levels of vulnerability amongst our families. Attainment on entry to Nursery is very low (compared to national averages). Over 65% of our children do not have any spoken English. Therefore early language and communication is a priority for us. As these children are able to access language for learning, attainment levels and outcomes will be higher as they move through school and become citizens of the future.

## PART 3 - THE PROJECT OR ACTIVITY:

Giving as much detail as possible (on a separate sheet if necessary) please describe the project or activity you are planning and how you propose to deliver it:

We are focussed on developing our children's early language, their communication skills and their love for reading and early learning. We have been working hard to engage the families in children's learning and have done this successfully. We are now looking to provide opportunities for our children and their families to expand their cultural capital through a range of new experiences. We aim to build effective links with organisations to provide rich, meaningful, and storytelling sessions with the Youth Theatre. They will work with us every week using story, role play, puppets, drama to build early language. We then want to visit the theatre in Burnley and offer some sessions for families together. This is something that the majority of our children would not have the opportunity to do this.

What is activity?

the proposed time

scale for the project/

Jan/Feb 2024

May/June 24

Start Date

Finish Date

Please explain how you know that the people in your community want this project or activity and what difference you hope the grant will make to the community:

Over 65% of our children need support to learn English and to grow in confidence when using English. We hope this project will give the children with their families engagement, the chance to experience the joy of bringing story to life whilst bringing different community members together to work on one joint cultural story project. We will be able to offer opportunities for our families from different backgrounds to work closely together to support their children's love of learning.

Describe the anticipated benefits to the inhabitants of Nelson if this project goes ahead.

The project will impact on the communication & language levels of our children, impacting positively on young children's life chances.

- The project will bring different community members together to bring greater understanding and cohesion through the love of story and drama.
- The project will enable our parents to engage in a programme of exciting language learning that goes beyond what we could offer within the regular curriculum.
- The project will last for approx 10 weeks / with in school activities and visits to the theatre.

How activity?

120

Children many

people

do you expect will benefit from this project or

120 families

When completed, this application should be submitted to the Town Clerk, Nelson Town Hall, Market Street, Nelson, Lancashire, BB9 7LG.

**PART 4 - FUNDING OF THE PROJECT OR ACTIVITY:**What is the anticipated cost of the project or activity? £ 2,400How much grant are you applying for? £ 1,000

How will the remaining cost be raised?

Through school fund / parental contribution (400) and a  
proportion through Early Years Pupil Premium (£1000)**PART 4 - FUNDING OF THE PROJECT OR ACTIVITY:**

Other Funding Sources Applied for/Secured:

Organisation	<input type="text"/>	Amount	<input type="text"/>	Secured Yes/No
Organisation	<input type="text"/>	Amount	<input type="text"/>	Secured Yes/No
Organisation	<input type="text"/>	Amount	<input type="text"/>	Secured Yes/No
Organisation	<input type="text"/>	Amount	<input type="text"/>	Secured Yes/No
Organisation	<input type="text"/>	Amount	<input type="text"/>	Secured Yes/No

**PART 5 - ACCOUNT DETAILS:**

Please give the name of the organisation that the cheque is to be made payable to:

BEADLEY NURSERY SCHOOL AC No 20911043 Sort 05/06/21**PART 6 - SUPPORTING DOCUMENTS:**

Please supply copies of any of the following documents which are relevant to the application:-

All estimates or quotations received in respect of your project,  
 All consents obtained for the use of land or property,  
 All offers of grant aid received from other organisations.

YES/NO/NA  
 YES/NO/NA  
 YES/NO/NA

It is essential that the following documents are supplied:-

Enclosed

A copy of its Constitution or Memorandum of Association,  
 A certified copy of the resolution of the organisation to apply for the grant; and  
 A copy of the organisation's most recently audited annual accounts or, if newly established, the projected income and expenditure for the next twelve months.

**PART 7 - DECLARATIONS**

We confirm on behalf of the applicant named in Part 2 of this application that:-

We are authorised to sign this declaration on its behalf,

To the best of our knowledge and belief, all replies are true and accurate,

We have read and understand the Council's criteria for its small grants scheme,

This application is made on the basis that, if successful, the organisation will be bound to use the grant awarded only for the purpose specified in the application,

Any funds not used within the terms of the criteria must be returned to the Council on demand; and

We will have to comply with any terms and conditions which the Council may attach to the grant.

Full Name KAY BURKE Position HEADTEACHER Signature [Signature]Full Name  Position  Signature

NELSON TOWN COUNCIL  
SMALL GRANTS SCHEME - GRANTS CRITERIA

1. It is a prime objective of the Council to encourage local groups to undertake work or projects which are considered to be for the benefit of the residents of Nelson and in a manner commensurate with the expenditure. Grants cannot be made to individuals.
2. The Council will only give to activities specifically designed to benefit Nelson and its residents.
3. Grant aid up to a maximum of £1,000 will be considered to help towards:
  - Capital cost or new or improved facilities or equipment,
  - Providing a public service,
  - Supporting a specific event,
  - Improving the environment,
  - Enhancing quality of life, or
  - Creating employment opportunities.
4. Grants will be considered once a month
5. Applications will be considered by the Finance and General Purposes Committee. Each application will be considered on its own merits and will be considered with other applications at the meeting. To ensure as fair a distribution as possible, the Committee will take into account:
  - The amount and frequency of other awards,
  - The Ward (s) which will benefit for the grant, and
  - The amount of income and capital of the applicant.
6. Applications are to be made on a form specified by the Council.
7. Applications will not be considered from:
  - a) Organisations or individuals intending to support any particular political party or to discriminate on any grounds,
  - b) Private businesses run for profit unless taking part in an event supported by the Council,
  - c) Local groups whose fundraising is sent to their central headquarters for redistribution.
8. Applications will not be considered for:
  - Activities that are part of a statutory duty,
  - Loan repayments,
  - The funding of an activity or project retrospectively, or
  - Projects where the work has no benefit to the community.
9. Ongoing commitments to fund future years will not be made. A fresh application will be required each year.
10. Organisations applying for a grant must have a constitution, a managing Committee and a bank account with at least two signatories. Details must be supplied with the application.
11. The Committee considering the application may request further information including details of the membership, location of the organisation, the age range of the membership, the nature and activities of the organisation, full details of how the grant will be applied and the source of other funding.
12. If the Committee, when considering an application for a grant, considers that it requires additional information or documentation, it may refer its decision to the next meeting of the Committee, but if that information or documentation is not available at that subsequent meeting, the application will be rejected. For this reason applicants are encouraged to attend the meeting at which the application will be considered.
13. The Council will expect applicants to use companies trading in Nelson for the supply of goods and services and may give preference to those applicants who do so.
14. Grants will be subject to the following conditions:
  - a) Applicants will be required to supply on request evidence of the expenditure to which a grant has been applied and the Council may demand a refund of the grant from the applicant or, in the case of an organisation, its Committee, if the grant is not used within twelve months or for the purpose for which it was made.
  - b) Recognition of the grant from the Council must be made in any publicity.  
Within three months of the grant being awarded the applicant may be required to submit a feedback form detailing how the grant was used.
15. Grants to private businesses will not be paid until evidence of the expenditure to which the grant will be applied has been produced to the Town Clerk.
16. Only one grant will be considered for an organisation or individual in each Municipal year unless:

There are exceptional circumstances, in respect of which the decision of the Committee shall be final; or

  - b) The grant is for an individual event supported by the Council and the organisation or individual applying for the grant received a grant previously in respect of another event.
17. The offer of any grant will be published in some form by the Town Council.
18. The decision of the Committee will be subject to confirmation at the next meeting of the full Council but otherwise final in all other respects and will not be reconsidered.