Item 9

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
   - **Sections 1 and 2** are to be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020.** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2020
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✔	
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?	✔	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✔	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✔	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✔	
	Has an explanation of significant variations from last year to this year been published?	✔	
	Has the bank reconciliation as at **31 March 2020** been reconciled to Box 8?	✔	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✔	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		✔

Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2019/20

Nelson Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.		✔	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✔		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✔	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✔		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.		✔	
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✔		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✔		
H. Asset and investments registers were complete and accurate and properly maintained.		✔	
I. Periodic and year-end bank account reconciliations were properly carried out.		✔	
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✔		
K. **IF** the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")*			✔
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✔		

M. **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✔

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 03/07/2020

Name of person who carried out the internal audit: Veritau Limited

Signature of person who carried out the internal audit

Date: 09/07/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Nelson Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✔		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✔		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✔		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✔		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✔	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

Section 2 – Accounting Statements 2019/20 for

Nelson Town Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	199,075	319,461	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	452,421	463,647	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	48,268	72,347	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	68,476	87,790	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	309,757	385,405	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	319,461	382,260	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	316,302	378,198	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	54,430	49,488	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
		✔	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2019/20

In respect of Nelson Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

External Auditor Signature Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual Internal Audit Report 2019/20

NELSON TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.		✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored, and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.		✓	
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.		✓	
I. Periodic and year-end bank account reconciliations were properly carried out.		✓	
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")*			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		

	Yes	No	Not applicable
M. **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed)

Date(s) internal audit undertaken

JUNE 2020

Name of person who carried out the internal audit

VERITAU LIMITED

Signature of person who carried out the internal audit

S. Cuss

Date 9 July 2020

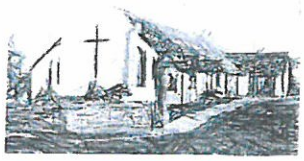
*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Item 11

St Philip's Centre
Nelson
Hospitality Help Hope

St John the Evangelist Great Marsden with St Philip Nelson
St John's Church Centre, Barkerhouse Road, Nelson, BB9 9EY
Registered Charity Number 1176541
Facebook: @stjohnwithstphilip
YouTube: St John with St Philip Nelson



17th February 2021

Mr Zafar Ali
Leader of Nelson Town Council
Pendle Borough Council
Market Street
BB9 7LG

Dear Mr Ali

The Parochial Church Council (PCC) of St. John with St Philip church have decided to apply for the closure of St. John's churchyard, Barkerhouse Road, Nelson and the transfer of responsibility for maintenance. This decision was agreed by the PCC on 10th December 2019 and a resolution passed.

The request for a Closure Order is being made as the Parochial Church Council is satisfied that following a comprehensive investigation by our local branch of the Lancashire Family History and Heraldry Society and the church there is no more proper room or useable space for new graves.

Please find enclosed the completed Part B (i) form from the Ministry of Justice, relating to notification of our intention to request transfer of maintenance responsibility. Also enclosed is further information relating to Question B3 covering the condition of the churchyard and its pathways, walls and fences, memorials and trees.

I would be grateful if you would complete Question B4 on behalf of Nelson Town Council. If you do not agree with the grounds cited, please explain why.

Please return the completed form to the PCC within one month.

The PCC are happy to facilitate any enquiries, along with assistance from the Friends of St John's Churchyard, which you may have.

Yours Sincerely,

Andrea McLoughlin (Church Warden)

pp Secretary of the Parochial Church Council

Church Office: 01282 447663 stjchurchoffice@gmail.com

THE DIOCESE OF BLACKBURN

Part B(i)

Notice of intention to apply to transfer maintenance responsibility

(To be sent to the appropriate Town / Parish council or parish meeting)

In the event that an Order in Council is made to discontinue burials in

ST. JOHN THE EVANGELIST, GREAT MARSDEN. churchyard,

GREAT MARSDEN ST JOHN THE EVANGELIST WITH NELSON ST. PHILLIP Parochial Church Council

hereby gives notice of its intention to request

NELSON Town / ~~Parish council~~ or ~~parish meeting~~ (*delete as applicable*) to take over maintenance responsibility for the churchyard in accordance with the provisions of section 215 of the Local Government Act 1972.

Signed (Secretary of PCC): pp [signature] Date: 18/2/2021

B1	The grounds for closure* are (PCC to ✓ as appropriate):	
	a) There is no proper room for new graves.	☑
	b) Further burials would be contrary to decency.	☐
	c) Discontinuance of burials would prevent or mitigate nuisance	☐
	d) Further burials would constitute a health risk	☐
	e) Other	☐
	Additional information regarding the reasons for discontinuing burials is / is not attached	
	* Grounds (a) to (d) have been agreed by the Ministry of Justice, Church of England and local government representative organisations as potential grounds for justifying closure.	
B2	The churchyard contains (PCC to ✓ as appropriate):	
	war graves	☑
	earth graves with space for the burial of additional family members	☑
	vaults/walled graves with space for additional burials	☑
	graves reserved by faculty	☑

Condition of the churchyard which is maintained by the Friends of St John's Churchyard

The overall condition of the churchyard is defined as GOOD (Ministry of Justice, Notice of intention to apply to transfer maintenance responsibility, Part B).

The Friends have renovated and maintained the churchyard since 2005 and have worked closely with staff from the local Parks and Cemeteries Department.

Paths — The main path was resurfaced/repaired in 2019.
A network of levelled pathways are mown monthly during the spring and summer months and provide access to graves throughout the churchyard.

Boundary Walls — Dry stone walls in good repair surround the churchyard. Currently there is a large gap in the wall between the church field and the churchyard where the church plans to install a gate for access. There are no fences.

Trees — Several trees have preservation orders attached and all trees are kept tidy by brashing. A beech hedge surrounds the Remembrance Garden and another creates a boundary between the churchyard and the church field.

Memorials — A safety assessment of memorials, the 'shove test', was carried out by the PCC on October 30th 2018. Headstones deemed unsafe were pushed over and have since been repositioned or laid flat on their grave. Headstones/graves are regularly monitored during grass cutting and other maintenance and appropriate action taken as required.

Gates — All gates are intact.

Seating areas — Four vandal-proof benches are sited in the churchyard, the Remembrance Garden and Memorial Garden. One wooden bench is situated at the top of the churchyard by the car park. All benches are in good order.

Commonwealth War Graves (CWG) — There are 33 Commonwealth War Graves commemorating the fallen of both World Wars. The maintenance of these graves is funded by the Commonwealth War Graves Commission and paid annually to the Friends of St John's Churchyard who carry out the maintenance.

Memorial Garden — 110 local men and boys died in WW1 and are remembered in the Garden which comprises of four sandstone planters each with individual roses on a bed of slate.

Information boards — Two information boards situated in the Memorial Garden are in good repair.

Knotweed — The churchyard is carefully monitored for knotweed which is dealt with appropriately.

Looking to the future, The Friends will continue to be involved with Tidies in the churchyard and will look after the Memorial Garden for as long as possible. It is envisaged that any monies remaining in their charity account will be transferred to those who will be responsible for the ongoing maintenance of the churchyard.

Supporting evidence compiled by the Friends of St John's Churchyard about how the availability of vacant plots in St John's churchyard was researched.

In 1995 members of Lancashire Family History and Heraldry Society (Pendle & Burnley Branch) began an extensive survey of St John's churchyard, recording information about burials and graves which was available at the time. Research included reference to grave books, burial registers and receipt boards, and site surveys.
A CD now holds all the information from the survey, with records dating from 1848 when the church and churchyard were opened following a gift of land and funding for the building by sisters, Mrs Maw and Miss Walton of the Walton family from nearby Marsden Hall.

A member of Lancashire Family History and Heraldry Society (LFHHS) who was involved with the original survey, has searched the CD for available vacant plots in the churchyard.

A number of points were considered when researching the availability of useable/new burial plots in the churchyard:

1. The only plan of the graveyard area and plots in each section was drawn up by one of the LFHHS team in 1995 from site observations (attached).
To the best of our knowledge there has never been an original plan.

2. All the information relating to the graves/plots came from the grave books which were labelled and set out with the names of the people in the plots eg. X1, X2, X3 etc. so when someone was buried they were recorded as being in that grave.

3. The burial register recorded the date, name, address and age of the deceased.

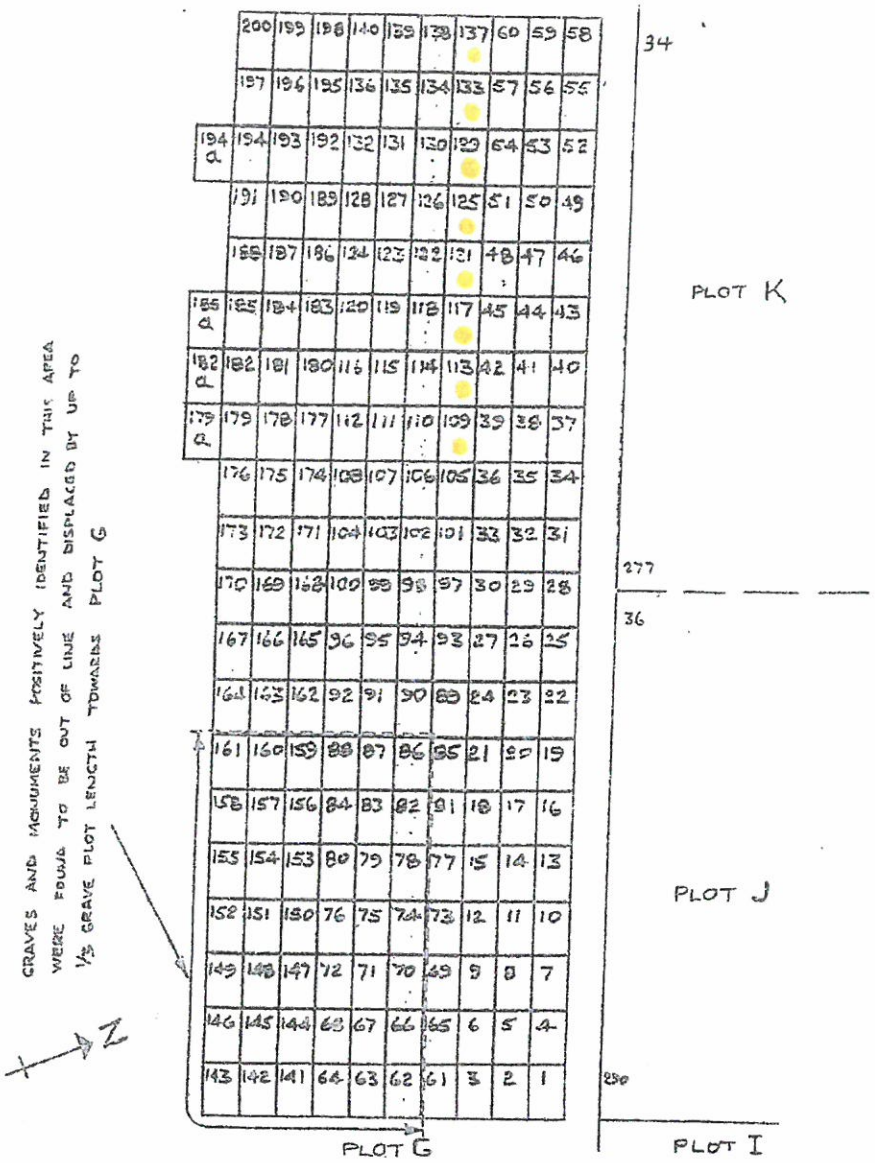
4. Vacant graves are indicated by a number but the name is left blank. The receipt boards showed that those graves had been bought and belong to someone but have not been used. However there was no receipt board found for section X.

5. Each section is recorded separately showing all the graves in that area.

6. None of the records are held at St John's now. The official repository for the Church of England in Lancashire is Lancashire Archives at Preston (formerly Lancashire Record Office).

Research indicates that there appears to be 8 vacant plots, numbers 109 to 137 in a narrow row from the "Old Lane" in X section, as indicated on the attached plan. However it is not obvious exactly where graves are as there are few memorial stones indicating the position of graves in X section. People's names were recorded as indicated above, but there is no physical sign of the graves except for gaps. During site visits it was difficult to find or work out where graves were, taking into account that each one measured about 2ft in width. Also from the survey plan and more recent site observations, graves could also be out of line and displaced. Taking into account the notes on the plan for section X which indicate that the rows of graves are not straight, it is considered dangerous and inappropriate to dig where there may be vacant plots.
At the start of the reclamation project in 2005, the churchyard was inaccessible and completely overrun with Japanese knotweed, overgrown shrubs, brambles and thick undergrowth which had toppled headstones and damaged graves. Many of the headstones had been vandalised. Consequently there are some areas where there are no headstones but the unmarked graves still remain.

PARISH OF SAINT JOHN THE EVANGELIST
GREAT MARSDEN
GRAVE PLAN PLOT X



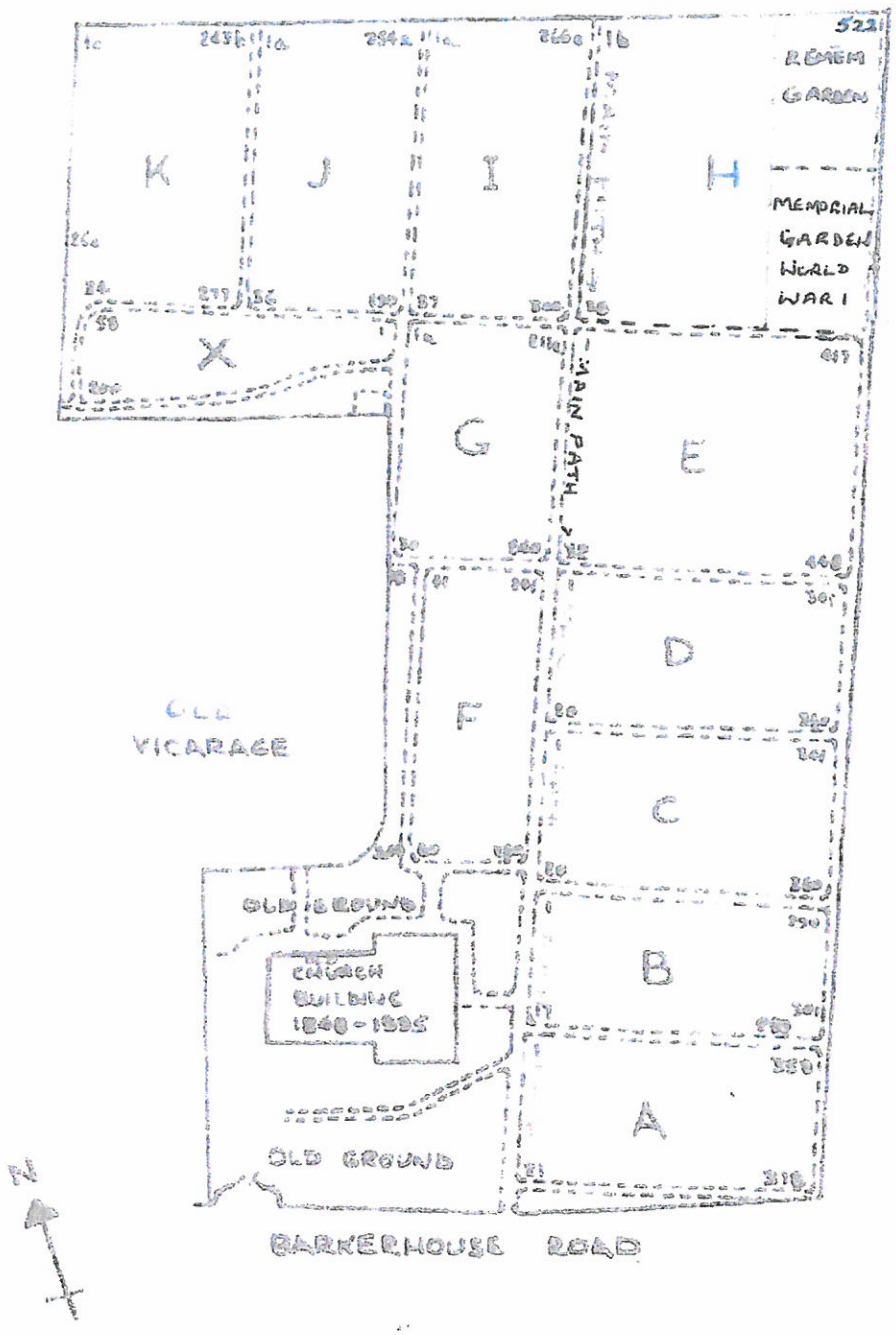
INDICATES VACANT PLOTS BUT NO PROPER ROOM FOR NEW GRAVES.

NOT TO SCALE, DRAWN FROM SITE OBSERVATIONS, DEC 1995 PLOTX

PARISH OF SAINT JOHN THE EVANGELIST
GREAT MARSDEN

LAYOUT OF GRAVE PLOTS

GRAVE NUMBERS ARE SHOWN IN CORNERS OF PLOTS TO ASSIST IN THE ORIENTATION OF THE INDIVIDUAL GRAVE PLOT PLANS



GRAVE PLOT LAYOUT

DRAWN [illegible] JAN 1996

Item 12

RE: Nelson Back Streets

From: WhalleyScott <scott.whalley@pendle.gov.uk>
Sent: Mon, 15 Feb, 2021 at 15:13
To: nick.harbour@nelsontowncouncil.gov.uk
Cc: AustinJonathan, Councillor Mohammad Latif, azhar ali

Estimate for Phase 1 Back Street Improvements Nelson.xlsx (21.4 KB)

Good Afternoon

FYI the attached back streets have now been tendered

The reason we chose these as the first batch is that they are all unadopted

Jonathan is now working on the next batch

Thanks
Scott

From: nick.harbour@nelsontowncouncil.gov.uk [mailto:nick.harbour@nelsontowncouncil.gov.uk]
Sent: 07 January 2021 12:53
To: WhalleyScott <scott.whalley@pendle.gov.uk>
Cc: AustinJonathan <Jonathan.Austin@pendle.gov.uk>; Councillor Mohammad Latif <mohammad.latif@nelsontowncouncil.gov.uk>
Subject: RE: Nelson Back Streets

Hi Scott,

Thanks for the chat earlier.

Myself and Cllr Latif have gone through the list and selected the following streets:

Walverden Terrace / Back 249-289 Brunswick Street
Back 70-80 Barkerhouse Road
Back 82-92 Barkerhouse Road
Back 94-108 Barkerhouse Road
Back Percy / Princess Street (Top Block)
Back Lomeshaye / St Mary's (bottom block)
Back Swaine / Lomeshaye (two blocks)
Back 273 – 291 Chapelhouse Road
Back Dover / Derby
Back Dover / Midland

Would you please be able to obtain quotes for them at your earliest convenience? I know you guys are pretty busy at the moment so whenever you get the chance would be appreciated. Ideally, we are going to take the above list to Full Council next week and get Members to approve the selections. Once this is done, we can sign off the work going ahead and if possible, receive and pay the invoices for the work before the end of March to make our books balance out a bit better for when we get audited. Because of the virus we've a lot more in the bank then we should have and need to bring the balance down before we set the precept for the coming year...

Thanks,

Nick

-----Original Message-----
From: "WhalleyScott" <scott.whalley@pendle.gov.uk>
Sent: Thursday, 7 January, 2021 11:23
To: "nick.harbour@nelsontowncouncil.gov.uk" <nick.harbour@nelsontowncouncil.gov.uk>

Cc: "AustinJonathan" <Jonathan.Austin@pendle.gov.uk>
Subject: Nelson Back Streets

Hi Nick

The attached list has essentially 26 blocks listed (Counting Top Gable of Garrick / Sheridan / Terry and Alexander Streets as four blocks)

A good budget price guide is 12-15k per block

As agreed please send us a list of 12 blocks that you would like us to prioritise for the 160k allocation that you have for this financial year. We can then concentrate on designing and tendering those blocks.

Your 200k allocation for next financial year should then cover the remaining 14 blocks

Thanks
Scott

Estimate For Walverden Terrace Nelson February 2021

£24,543.38

	Description	Unit	Qty	Rate	Cost
1	Provide for protection from potential sharps, suitable anti stab gloves and sharps disposal box (to be deposited to Pendle Council at Fleet Street for disposal upon completion (if used)	sum	1	£ 100.00	£ 100.00
2	Existing surface where proposed works are to be carried out to be completely cleared of all vegetation, detritus and any loose material and disposed of. Full weeding killing to be carried out where necessary. Area to be swept clean upon completion of clearance and general excavation, planing and surface preparation.	m^2	526	£ 0.80	£ 420.80
3	Saw cut straight edges and excavate and dispose to street ends to allow overlay to be flush to existing road surfaces to a maximum depth of approx. 185mm.	m^2	11	£ 20.00	£ 220.00
4	Existing stone flag footpaths and areas of damaged concrete path to be lifted/broken out and disposed of. To include bitmac and concrete areas of repair. Sub grade to be reshaped and recompacted.	m^2	128	£ 5.50	£ 704.00
5	Existing sinks to be excavated to sound material and disposed of.	m^2	15	£ 12.00	£ 180.00
6	Provide, lay and compact 6F2 to sink holes approx depth 150mm.	m^2	15	£ 10.00	£ 150.00
7	Apply suitable tack coat Colas Cold bond 50 Polymer modified emulsion applied at a spread rate of 1 ltr/m^2 minimum.	m^2	481	£ 1.00	£ 481.00
8	Provide, lay and lap to manufacturer's specifications suitable geotextile to voids left by flag removal.	m^2	113	£ 1.10	£ 124.30
9	Provide, lay and compact to a depth of 100mm Mot Type 1 stone to street ends.	m^2	13	£ 6.36	£ 82.68
10	Provide, lay and compact an average depth of 100mm Mot Type 1 stone to voids left by flag removal, concrete repair areas and to cap sunken areas.	m^2	136	£ 6.36	£ 864.96
11	Provide, lay and compact to a depth of 50mm with AC10 Bin 100/150 to BS EN13108-1 to achieve a suitable profile to overlay for path areas and voids. To also include street end areas.	m^2	126	£ 15.71	£ 1,979.46
12	Provide, regulate and compact to an average depth of 35mm with AC10 Bin 100/150 to BS EN13108-1 to achieve a suitable profile to overlay.	m^2	340	£ 14.25	£ 4,845.00
13	Provide, lay and compact with falls to existing gullies AC10 SURF 100/150 to BS EN13108-1 depth 35mm to full street area.	m^2	481	£ 14.25	£ 6,854.25
14	Repair existing concrete footpath with 75mm depth C35 concrete, to include all formwork necessary.	m^2	15	£ 35.00	£ 525.00
15	Raise and reset existing gully. Gully to be cleaned out and jetted upon completion.	nr	6	£ 60.00	£ 360.00

Total	£ 66,579.36
Fees	£ 8,684.26
Tender	£ 57,895.10

16	Raise, reset and clean out existing water stop cock box.	nr	36	£ 25.00	£ 900.00
17	Raise, reset and clean out existing gas box.	nr	2	£ 25.00	£ 50.00
18	Raise and reset existing manhole	nr	1	£ 75.00	£ 75.00
19	Raise and reset existing lampeye.	nr	1	£ 50.00	£ 50.00
20	Overband all new to existing bitmac upon completion.	m	11	£ 5.00	£ 55.00

Sub total	£ 19,021.45
Add 2% Preliminaries	£ 380.43
Add 10% contingencies	£ 1,940.19
Add 15% for design and supervision PBC	£ 3,201.31
Grand total	**£ 24,543.38**

Estimate For Back Dover Street and Midland Street Nelson February 2021

£26,820.10

	Description	Unit	Qty	Rate	Cost
1	Provide for protection from potential sharps, suitable anti stab gloves and sharps disposal box (to be deposited to Pendle Council at Fleet Street for disposal upon completion (if used)	sum	1	£ 100.00	£ 100.00
2	Existing surface where proposed works are to be carried out to be completely cleared of all vegetation, detritus and any loose material and disposed of. Full weeding killing to be carried out where necessary. Area to be swept clean upon completion of clearance and general excavation, planing and surface preparation.	m^2	545	£ 0.80	£ 436.00
3	Saw cut straight edges and excavate and dispose to street ends to allow overlay to be flush to existing road surfaces to a maximum depth of approx. 185mm.	m^2	25	£ 20.00	£ 500.00
4	Existing stone flag footpaths to be lifted/broken out and disposed of. Sub grade to be reshaped and recompacted.	m^2	174	£ 5.50	£ 957.00
7	Apply suitable tack coat Colas Cold bond 50 Polymer modified emulsion applied at a spread rate of 1 ltr/m^2 minimum.	m^2	371	£ 1.00	£ 371.00
8	Provide, lay and lap to manufacturer's specifications suitable geotextile to voids left by flag removal.	m^2	174	£ 1.10	£ 191.40
9	Provide, lay and compact to a depth of 100mm Mot Type 1 stone to street ends.	m^2	25	£ 6.36	£ 159.00
10	Provide, lay and compact an average depth of 100mm Mot Type 1 stone to voids left by flag removal.	m^2	25	£ 6.36	£ 159.00
11	Provide, lay and compact to a depth of 50mm with AC10 Bin 100/150 to BS EN13108-1 to achieve a suitable profile to overlay for path areas. To also include street end areas.	m^2	199	£ 15.71	£ 3,126.29
12	Provide, regulate and compact to an average depth of 35mm with AC10 Bin 100/150 to BS EN13108-1 to achieve a suitable profile to overlay.	m^2	380	£ 14.25	£ 5,415.00
13	Provide, lay and compact with falls to existing gullies AC10 SURF 100/150 to BS EN13108-1 depth 35mm to full street area.	m^2	545	£ 14.25	£ 7,766.25

14	Raise and reset existing gully. Gully to be cleaned out and jetted upon completion.	nr	6	£ 60.00	£ 360.00
15	Raise, reset and clean out existing water stop cock box.	nr	34	£ 25.00	£ 850.00
16	Raise, reset and clean out existing BT box.	nr	1	£ 75.00	£ 75.00
17	Raise and reset existing manhole	nr	2	£ 75.00	£ 150.00
18	Raise and reset existing Fire Hydrant.	nr	2	£ 50.00	£ 100.00
19	Overband all new to existing bitmac upon completion.	m	14	£ 5.00	£ 70.00

Sub total	£ 20,785.94
Add 2% Preliminaries	£ 415.72
Add 10% contingencies	£ 2,120.17
Add 15% for design and supervision PBC	£ 3,498.27
Grand total	**£ 26,820.10**

Estimate For Lomeshaye Road and St Marys Street Nelson February 2021

£15,215.89

	Description	Unit	Qty	Rate	Cost
1	Provide for protection from potential sharps, suitable anti stab gloves and sharps disposal box (to be deposited to Pendle Council at Fleet Street for disposal upon completion (if used)	sum	1	£ 100.00	£ 100.00
2	Existing surface where proposed works are to be carried out to be completely cleared of all vegetation, detritus and any loose material and disposed of. Full weeding killing to be carried out where necessary. Area to be swept clean upon completion of clearance and general excavation, planing and surface preparation.	m^2	404	£ 0.80	£ 323.20
3	Saw cut straight edges and excavate and dispose to street ends to allow overlay to be flush to existing road surfaces to a maximum depth of approx. 185mm.	m^2	13.5	£ 20.00	£ 270.00
4	Existing stone flag footpaths and areas of damaged concrete path to be lifted/broken out and disposed of. To include bitmac and concrete areas of repair. Sub grade to be reshaped and recompacted.	m^2	71	£ 5.50	£ 390.50
5	Existing sinks to be excavated to sound material and disposed of.	m^2	8	£ 12.00	£ 96.00
6	Provide, lay and compact 6F2 to sink holes approx depth 150mm.	m^2	8	£ 10.00	£ 80.00
7	Apply suitable tack coat Colas Cold bond 50 Polymer modified emulsion applied at a spread rate of 1 ltr/m^2 minimum.	m^2	338	£ 1.00	£ 338.00
8	Provide, lay and lap to manufacturer's specifications suitable geotextile to voids left by flag removal.	m^2	64	£ 1.10	£ 70.40
9	Provide, lay and compact to a depth of 100mm Mot Type 1 stone to street ends.	m^2	13.5	£ 6.36	£ 85.86
10	Provide, lay and compact an average depth of 100mm Mot Type 1 stone to voids left by flag removal, concrete repair areas and to cap sunken areas.	m^2	79	£ 6.36	£ 502.44

11	Provide, lay and compact to a depth of 50mm with AC10 Bin 100/150 to BS EN13108-1 to achieve a suitable profile to overlay for path areas and voids. To also include street end areas.	m^2	72	£ 15.71	£ 1,131.12
12	Provide, regulate and compact to an average depth of 35mm with AC10 Bin 100/150 to BS EN13108-1 to achieve a suitable profile to overlay.	m^2	202	£ 14.25	£ 2,878.50
13	Provide, lay and compact with falls to existing gullies AC10 SURF 100/150 to BS EN13108-1 depth 35mm to full street area.	m^2	338	£ 14.25	£ 4,816.50
14	Repair existing concrete footpath with 75mm depth C35 concrete, to include all formwork necessary.	m^2	7	£ 35.00	£ 245.00
15	Raise and reset existing gully. Gully to be cleaned out and jetted upon completion.	nr	6	£ 60.00	£ 360.00
16	Raise, reset and clean out existing water stop cock box.	nr	2	£ 25.00	£ 50.00
17	Overband all new to existing bitmac upon completion.	m	11	£ 5.00	£ 55.00
				Sub total	£ 11,792.52
				Add 2% Preliminaries	£ 235.85
				Add 10% contingencies	£ 1,202.84
				Add 15% for design and supervision PBC	£ 1,984.68
				Grand total	**£ 15,215.89**

Item 14

Town Clerk

From: MousdalePhilip <philip.mousdale@pendle.gov.uk>
Sent: 18 February 2021 15:35
To: _Parish Council Clerks
Subject: Community governance review
Attachments: Notice of community governance review Feb 2021.docx

Hello

I wrote to you last June to tell you that the Council was about to start a community governance review and asking you for any issues you would like to see the review cover. My thanks to those of you who replied.

In the event because of coronavirus and in the light of the postponement of the elections the Council decided to postpone the review until this year.

Attached is the public notice which has now been placed on our website starting the review. As you will see we are again seeking views on what the review should cover by the end of April. The review will then get going in earnest in May/June.

Can I ask you again to let me have your suggestions as to what the review should cover. If you do not have any issues please reply to that effect. It is important that we have a complete response from the parish council community.

Thanks for your help.

From: MousdalePhilip
Sent: 03 June 2020 14:52
To: _Parish Council Clerks <ParishCouncilClerks@pendle.gov.uk>
Subject: Community governance review

Hello

We are about to start a community governance review. This follows on from the recent Boundary Commission review of the Borough Council wards and our own recent review of polling districts and polling stations.

As you know Pendle is wholly parished, there seems to be general satisfaction with that and the Borough Council is certainly not looking to move away from it. A community governance review is an opportunity to look at and if appropriate change any detailed arrangements.

The review can look at the number and areas of town and parish councils and their electoral arrangements. Specifically it can consider:

- The creation of a parish
- The name of a parish
- The splitting of a parish
- The alteration of parish boundaries
- The abolition of a parish
- The grouping of parishes
- The wards of a parish and the number of councillors

The process we need to follow is:

- Informally consult parish and town councils and LCC on any issues/changes they would like to see considered.
- Formally agree the scope of the review
- Carry out consultation particularly with residents directly affected
- Agree changes, if necessary seeking the approval of the Boundary Commission.

We need to start the review now and complete it so that any changes can be incorporated into the new electoral register in December.

Can you please let me know by 30th June of any issues your council would like the review to cover. If there are none a response saying that would be equally helpful.

Thank you.

Philip Mousdale
Corporate Director

Philip.mousdale@pendle.gov,uk

01282 661634

NOTICE OF COMMUNITY GOVERNANCE REVIEW FOR PENDLE 2021-22

Parish and Town Councils play a vital role in engaging with local people and helping to shape their communities.

Pendle has 5 town councils, 13 parish councils and 1 parish meeting

Pendle Council is about to commence a Community Governance Review. This provides an opportunity to review and make changes to governance arrangements at parish level. It also ensures that they are reflective of the identity and interest of local communities and are working effectively.

What can the Community Governance Review change?

A Community Governance Review can make a number of changes to parish governance when there is clear evidence to do so:

- It can make changes to parish areas – including:
  - changes to boundaries between parishes
  - mergers of two or more parishes
  - creating a new parish out of part of one or more existing parishes
- It can make changes to electoral arrangements within parish areas – including:
  - changes to the number of parish councillors
  - introducing or changing parish warding arrangements
- It can change the name of a parish
- It can group together a number of parishes under a common parish council.

Why has Pendle Council decided to undertake a review now?

- In 2019, the Local Government Boundary Commission for England review of Pendle Council's electoral arrangements decided there will be 12 Borough electoral wards from May 2021. As part of that review, changes to wards of some parishes were introduced by the Commission. It makes sense to take the opportunity to review these and the wider governance arrangements in those parishes.
- It is some years since a full review of community governance in Pendle has taken place.
- The role of parish and town councils has developed significantly in recent years. Many have taken on services and facilities from Pendle Council. A review is an opportunity to ensure effective community governance is in place, so that parish and town councils can make full use of their powers and responsibilities.

Pendle Council has a legal duty to ensure that community governance arrangements are:

- Reflective of the identities and interests of the community in the area

- Effective and convenient (this relates to the ability of parishes to provide services for its residents).

Any proposed changes will need to be considered in that light.

How does the Community Governance Review work?

Between now and the end of April **we are asking town and parish councils, local residents, groups and organisations, to give us their suggestions for changes (including no change) they would like to see considered in the review.**

We will publish details of all suggestions received. A Working Group of Pendle councillors will consider them and put forward a set of draft recommendations for public consultation as appropriate.

The Working Group will then consider the detailed results of the public consultation and make final recommendations to a meeting of Pendle Council. Following the decisions of the Council we will make the necessary legal Order and take the other steps required to implement them.

Indicative Timetable for the Review

Stage	**Action**	**Dates**
Commencement of Review	Give public notice and notify parish and town councils.	February –April 2021
Terms of Reference	Publish Terms of Reference for the review in the light of initial representations received.	May 2021
Draft recommendations	Publish draft recommendations and seek comments through public consultation.	June – August 2021
Final recommendations	Final recommendations submitted to Council for final decision.	October 2021
Next steps	Legal Order made for changes agreed by Council and other necessary steps taken.	November 2021 onwards

How to contact us

Please e-mail philip.mousdale@pendle.gov.uk or write to

Philip Mousdale
Corporate Director
Town Hall
Nelson
BB97LG

The deadline for initial suggestions for the review is **30th April 2021.**

Philip Mousdale
Corporate Director