



## **NELSON TOWN COUNCIL**

### **SUMMONS TO ATTEND A MEETING OF THE UNITY WELLBEING CENTRE MANAGEMENT COMMITTEE OF NELSON TOWN COUNCIL TO BE HELD AT UNITY WELLBEING CENTRE, VERNON STREET ON WEDNESDAY 21<sup>st</sup> MARCH 2018 AT 7:00PM.**

#### **◆◆◆ A G E N D A**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATION OF INTEREST**

Members are reminded of the legal requirements concerning the declaration of interests. A Member must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

- 3. MINUTES OF THE LAST MEETING**

To approve, or otherwise, the Minutes of the Unity Wellbeing Management Committee meeting held on 21<sup>st</sup> February 2018.

- 4. MANAGEMENT UPDATES**

To receive an update on the management of Unity Wellbeing Centre.  
To receive a report from the Catering Co-ordinator.  
To receive an update on draft tenancy agreements.

- 5. ON GOING MAINTENANCE**

To report any ongoing maintenance issues.

- Main Hall Blinds

## **6. CATERING ASSISTANT**

Full Council approved the appointment of a Catering assistant at 10 hours per week, Members are asked to agree a Job Description and that the role should be:

1. Flexible in the working hours to meet demands as required;
2. Subject to agreed additional hours to cover absences of the Catering Manager
3. Subject to an increase in hours to meet increases in demands as required.

## **7. LIGHTBEAM ACADEMY**

Members are asked to consider a request by Lightbeam Academy for reduced room rentals and to note that the Academy is a Registered business, currently paying the Community/Not For Profit hire charge with an existing discount.

## **8. CAFÉ CLOSURE**

Members are asked to agree to a closure of the café from 29<sup>th</sup> March to the 6<sup>th</sup> April inclusive due to Easter and Annual Leave.

## **9. DATE OF NEXT MEETING**

The next meeting is due to be held on Wednesday 17<sup>th</sup> April 2018 at 7:00pm at Unity Wellbeing Centre, Vernon Street.