



NELSON TOWN COUNCIL

Ms Safia Kauser
Town Clerk to the Town Council
21 September 2018

Town Hall, Market Street
Nelson, BB9 7LG
Tel: 07735 350735
Email: info@nelsontowncouncil.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Unity WellBeing Management Committee** which will be held at the Selina Cooper Hall, Unity Wellbeing Centre, Nelson, on **Wednesday 26th September 2018 at 7.00pm**

S. Kauser
Town Clerk

Committee Membership

Councillor Adrian Barrett (Chair)	Councillor Kamran M Latif (Vice-Chair)
Councillor Zafar Ali	Councillor Mohammed Khalid
Councillor Mashuq Hussain	Councillor Faraz Ahmed
Chair or Vice Chair of Council (Ex-Officio)	Councillor Azhar Ali (non-councillor)

Committee Terms of Reference contained within the Scheme of Delegation

Recording of Council Meetings

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted

Public Participation

- Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting
 - Any member of the public shall not speak for more than five minutes.
 - A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.
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AGENDA

1. Apologies for Absence

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting

2. Declarations of Interests

To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.

Note: Members 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. Adjournment for Public Participation

To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation.

4. Minutes

To approve the draft minutes of the Extraordinary Unity Wellbeing Management committee meeting held on the 04 September 2018 (minutes to be tabled)

5. Revive Cafe

5.1 To receive and consider the report from the Catering Co-ordinator

5.2 To review and agree any further actions required from the last meeting in regard to the stock taking and café suppliers

5.3 To consider Christmas lunches for pensioners

5.4 To consider the legal advice in regards to the Unity Well Being Centre and to confirm VAT Registration for the taxable supplies for the Revive Café (legal advice enclosed and a further update to be provided to the meeting)

6. Lottery Heritage Update

To receive an update on the recent lottery heritage application that was submitted for the Unity Centre

7. Internal Structure and Health and Safety

7.1 To consider the report from the Town Clerk on the internal restructure requirements and the health and safety implications and agree any actions that are required subject to budget provisions

7.2 To consider the quotations for upgrading the existing lift

8. Building Compliance Contracts and Security Arrangements

8.1 To receive an update on the contracts commissioned for annual building compliance requirements and to agree any further action as required

8.2 To consider quotations for the CCTV monitoring and out of hours security arrangements

8.3 To receive an update on the Key Holder, Building Access and Security Policy

9. Room hire and Short-Term Tenancies

9.1 Exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960. It is recommended that the Press and Public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information (discussions relating to negotiations in contracts)

9.2 To receive an update on the current office tenancies and to approve the office license agreements

9.3 To receive an update on the management of room and hall hire bookings

10. Sound System

To consider quotations for the purchase and installation of a sound system for the Unity Hall

11. Financial Committee Report & Payments

11.1 To review and approve the Unity Well Being Centre committee payments for May, June, July and August 2018

11.2 To receive the Unity Well Being Centre monthly financial committee report

Note: The schedules of committee payments shall be signed by the Committee chair and included as an annex to the minutes, subject to any redaction to protect personal information.

12. Any items for discussion for a future agenda

To notify the Clerk of any matters for inclusion on the agenda of the next meeting

- Budget 2019/20
- Christmas closing times

13. Date of the Next Committee Meeting

To note the date of the next committee meeting scheduled for Wednesday 28 November 2018 at 7.00pm, Unity Wellbeing Centre