



## NELSON TOWN COUNCIL

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

Town Hall, Market Street  
Nelson, BB9 7LG  
Tel: 07735 350735  
Email: [info@nelsontowncouncil.gov.uk](mailto: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 28<sup>th</sup> November 2018 at 7.00pm** or **Upon the Rise of the Finance and General Purposes committee meeting**

*S. Kauser*  
Town Clerk

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### **Committee Membership**

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| 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**

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### **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 Unity Wellbeing Management committee meeting held on the 26 September 2018

**5. Revive Cafe**

5.1 To receive and consider the report from the Catering Co-ordinator including Christmas closing and new year closure

5.2 To receive an update on the Catering Assistant post and temporary arrangements in place until the vacancy is filled

**6. Lottery Heritage Update**

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

**7. Building Compliance Contracts and Health and Safety**

7.1 To consider the report from the Clerk on an update of contracts commissioned for building compliance and remedial works taken to date including legionella monitoring

7.2 To receive the principal health and safety report carried out by Peninsula on the 25 October 2018. A full evaluation will be carried out of the premises on Friday 07 December 2018

7.3 To consider the risk assessment report undertaken by Pennine Fire and Safety on 24 October 2018 and review the recommendations highlighted on the action plan (report enclosed)

7.4 To receive an update on the new lift installation

**8. Key Holder, Building Access and Security Policy and Arrangements**

8.1 To receive an update on the works carried out by Burnley Alarms to improve the security arrangement systems

8.2 To approve the draft Key Holder and Building Security Policy and recommend to Council to adopt (enclosed)

8.3 To receive an update on authorized key and fob holders and to nominate a maximum of two Councillors to act as emergency point of contact for access to the building

**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 consider the rates for office tenancy

**10. Internal Signage**

10.1 To consider upgrading the internal signage and erecting a new welcome sign for the reception area

10.2 To approve the purchase of an internal locked letterbox to be fitted and installed on the inside of the front door

**11. Financial Committee Reports, Payments and Budget 2019/20**

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

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

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.

11.3 To draft and submit a detailed committee budget in respect of revenue and capital income and expenditure for the following year

**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

**13. Date of the Next Committee Meeting**

To note the date of the next committee meeting scheduled for Wednesday 23 January 2019 at 7.00pm, Unity Wellbeing Centre