



NELSON TOWN COUNCIL

Ms Safia Kauser
Town Clerk to the Town Council
18 January 2019

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 23rd January 2019 at 7.00pm** or **Upon the Rise of the Finance and General Purposes committee meeting**

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 Unity Wellbeing Management committee meeting held on the 28th November 2018 and to receive a copy of the confidential notes

5. Revive Cafe

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

- Update on café prices and menu designs (VAT implications to be considered)

5.2 To confirm the fees to be applied for the catering services and to formulise the ordering process to tie in with the invoicing and accounts

5.3 To receive an update on the Catering Assistant post and temporary arrangements in place

6. Lottery Heritage Update

To receive an update on the recent lottery heritage application that was submitted for the Unity Centre and to agree the commencement of the project as recommended within the report (attached)

7. Building Maintenance Update and Health and Safety

7.1 To receive and consider the building maintenance report enclosed

7.2 To receive the health and safety evaluation report carried out by Peninsula on the 07 December 2018

7.3 To receive an update on the new lift installation

8. Royal Mail Premises Address Update

To note that the Unity Wellbeing Centre address name is now recorded formally with Royal Mail. The full address is 62 Vernon Street, postcode, BB9 9DE.

9. Clarion Suite - 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 confirm payments received to date and to consider formal contracts to be issued from the 01 April 2019 (contract template enclosed)

10. Meeting Rooms and Hall Hire Fees

10.1 To review the meeting rooms and hall hire fees (copy of current agreement attached)

10.2 To receive an update from the Clerk on a recent complaint received and to consider any further action required

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

11.1 To review and approve the Unity Wellbeing Centre committee payments for November 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.

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 27 March 2019 at 7.00pm, Unity Wellbeing Centre