NELSON TOWN COUNCIL

Ms Safia Kauser
Town Clerk to the Town Council
27 March 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 Pankhurst Meeting Room, Unity Wellbeing Centre, Nelson, on **Wednesday 27th March 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 Zafar Ali
Councillor Mashuq Hussain
Chair or Vice Chair of Council (Ex-Officio)

Councillor Kamran M Latif (Vice-Chair)
Councillor Mohammed Khalid
Councillor Faraz Ahmed
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.

A G E N D A

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 23rd January 2019

5. **Revive Cafe**
   5.1 To receive and consider the report from the Catering Co-ordinator including the arrangements in place for holiday cover. The post for Catering Assistant will need to be re-advertised.

   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 (deferred from the last meeting)

   5.3 To note that food wastage record sheets will be introduced from April 2019. The document will record the amount of wastage, the reason and how it has been disposed or donated

6. **Lottery Heritage Update and Selina Cooper Hall History**
   6.1 To receive an update on the proposed re-submission of the lottery heritage application and the recent meeting held with the Lottery Development Manager on 01 March 2019

   6.2 To note the payment of £660.00 to M Brotherton for the work carried out on the Selina Cooper photos and framing, erected in the foyer area of the building. The monies paid out are met by the donations received.

7. **Building Maintenance Update and Health and Safety**
   To receive and consider the building maintenance report (to be circulated)

8. **Equipment Purchase**
   8.1 To consider the purchase of foldaway divider screens for use within the Selina Cooper Hall

   8.2 To consider the purchase of meeting room tables and chairs for the Hardy and Pankhurst meeting rooms. Occasionally, meeting room tables are taken to the hall for use at large events. The existing tables could be moved to the hall on a permanent basis.

9. **Insurance Claim**
   To receive an update on the works outstanding that have been previously approved by the insurance company

10. **Clarion Suite - Short-Term Tenancies**
    10.1 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)

    10.2 To receive an update on the current office tenancies and confirm which tenants are to be issued with formal tenancy agreements to be effective from 01 April 2019

    10.3 To consider a proposal for the occupancy of the two-meeting rooms on a fixed three-year contract for commercial use

11. **Financial Committee Reports, Payments and Budget 2019/20**
    11.1 To review and approve the Unity Wellbeing Centre committee payments for the period of December and January

    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

13. **Date of the Next Committee Meeting**
    To be confirmed