



**Minutes of a meeting of the Unity Wellbeing Management Committee
held on Wednesday 23rd March 2022 in the Selina Cooper Hall, Vernon Street,
Nelson**

Commenced: 7.00pm - Concluded: 7.30pm

Councillors Present: Faraz Ahmad, Patricia Hannah-Wood and Mohammad Kamran Latif

Absent Councillors: George Adam, Mohammad Aslam, Wayne Blackburn, Mashuq Hussain and Atique Rehman

Non-Councillor (without voting rights): None

Observing Councillors (not a member of the committee): None

Officers: Nick Harbour – Assistant Town Clerk [minute taker]

Members of the Public: None

2021/036 (UWB)	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Hannah-Wood, and RESOLVED: That the apologies received from Councillors George Adam, Zafar Ali, Mohammad Aslam, Wayne Blackburn, Mashuq Hussain and Atique Rehman are approved and accepted.</p>
2021/037 (UWB)	<p><u>DECLARATIONS OF INTERESTS</u></p> <p>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.</p> <p>None.</p>
2021/038 (UWB)	<p><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u></p> <p>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.</p> <p>None present.</p>
2021/039 (UWB)	<p><u>MINUTES</u></p> <p>To approve the draft minutes of the Unity Wellbeing Management Committee meeting held on 26 January 2022.</p>

	<p>Proposed by Councillor Hannah-Wood and Seconded by Councillor Ahmad, and RESOLVED: That the draft minutes of the Unity Wellbeing Management Committee meeting held on the 26 January 2022 be confirmed as a true record and be signed by the Chair.</p>
2021/040 (UWB)	<p><u>CLIMATE EMERGENCY ISSUES</u> A standing item to identify and consider council initiatives which will help deal with the climate emergency through Nelson Town Council's functions, facilities and any other remit.</p> <p>No new initiatives raised.</p>
2021/041 (UWB)	<p><u>SELINA COOPER PROJECT</u> To receive an update on the progress being made around the work being carried out following the successful Heritage Lottery bid relating to the suffragist Selina Cooper and the Unity Hall in Nelson, Lancashire and to discuss the next steps.</p> <p>The Assistant Town Clerk gave a brief update around the latest with the Selina Cooper Project:</p> <ul style="list-style-type: none"> • The final pictures have now been installed on the stairway from the main entrance to the Selina Cooper Hall • All the project funding has now been spent • The project will again be advertised in the upcoming newsletter to encourage residents to come along to the hall and learn the history of Selina Cooper <p>Members noted the update and asked for it to be put on record their thanks for the work Charlotte and the volunteers did on the project.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Hannah-Wood, and RESOLVED: That this standing item can now be removed from this agenda due to the project completion.</p>
2021/042 (UWB)	<p><u>REVIVE CAFÉ – VACANCIES AND RE-OPENING</u> To receive an update around the vacancies at and re-opening of the Revive Café following the resignation of the Catering Co-Ordinator.</p> <p>The Assistant Town Clerk noted that temporary office cover is now in place and that will enable things to move forward with re-opening the Revive Café. A job description is currently being prepared for the role of Catering Co-Ordinator which will be presented at the next Personnel committee meeting for members to review.</p> <p>Once this has been approved the advert can go out and hopefully a suitable candidate will be found to fill the vacancy and the café can be re-opened.</p> <p>Members noted the update.</p>
2021/043 (UWB)	<p><u>OFFICES</u> To receive an update around the three offices upstairs in the Unity Well Being Centre from the Assistant Town Clerk</p> <p>The Assistant Town Clerk noted that two of the three offices upstairs in the Unity Well Being Centre are to be occupied for the financial year 2022/23. The middle office is now unoccupied. A conversation took place around how best the vacant office could be used.</p> <p>The Assistant Town Clerk stated that the office space in the Town Hall was running out and that the spare office in the Unity Well Being Centre would be ideal for some storage space. The office could also be used for the Centre Manager to hold meetings with suppliers and customers, rather than hosting them in the main entrance downstairs. Members were in agreement that this would be a practical use of the space, and suggested it would also resolve</p>

	<p>an issue next up on the agenda.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Ahmad, and RESOLVED: That Office Two is to be occupied by Nelson Town Council for use by the Centre Manager and for storage space for some of the less frequently used items currently based in the main town council office in Nelson Town Hall.</p>
2021/044 (UWB)	<p><u>RECEPTION AREA</u> To consider a request for the redevelopment of the reception area in the Unity Well Being Centre from the Facilities Manager.</p> <p>The Facilities Manager had asked that Members consider the redevelopment of the reception area in the Unity Well Being Centre. Currently a desk and sofa along with drawers and small table are in the reception where the Facilities Manager meets with customers and contractors. He asked that the area be cordoned off more with it being a public building and him not always being on site when others are in the building. As discussed in the above item, the Facilities Manager will be requested to move his belongings to Office Two upstairs in the building.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Hannah-Wood, and RESOLVED: That the Facilities Manager be requested to base his work station in the more secure location of Office Two upstairs in the Unity Well Being Centre.</p>
2021/045 (UWB)	<p><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u> To notify the Assistant Town Clerk of any matters for inclusion on the agenda of the next meeting.</p> <ul style="list-style-type: none"> • General maintenance item
2021/046 (UWB)	<p><u>DATE OF THE NEXT COMMITTEE MEETING</u> To note the date of the next committee meeting, scheduled to take place on Wednesday 22nd June 2022 at 7.00pm, Unity Wellbeing Centre. (The Draft Meeting Schedule for 2022/23 is due to be confirmed at the next Full Council Meeting on 13th April 2022)</p> <p>The date was noted by Members.</p> <p>The meeting was closed by the Chair at 7.30pm.</p>