



NELSON TOWN COUNCIL

**MINUTES OF A MEETING OF THE UNITY WELLBEING MANAGEMENT
COMMITTEE
HELD AT THE UNITY WELLBEING CENTRE, VERNON STREET, NELSON ON
17TH JANUARY 2018**

PRESENT –

Councillor George Adam - Chair

Councillors: Mashuq Hussain and Mohammed Khalid.

*Others: S. Watson (Clerk), M. Crabtree (Clerk's Assistant) and D. Cuttall
(Catering Co-ordinator).*



UM17/51 APOLOGIES FOR ABSENCE

Apologies were submitted by Councillors Zafar Ali and Adrian Barrett who were at another meeting and Kamran Latif who was away. County Councillor Azhar Ali also sent apologies.

UM17/52 DECLARATIONS OF INTEREST

There were no declarations of interest.

UM17/53 MINUTES OF THE LAST MEETING

Minutes of the meeting of the Unity Wellbeing Centre Management Committee held on Wednesday 15th November were circulated.

RESOLVED: That the Minutes of the Unity Wellbeing Management Committee held on the 15th November are a correct record.

UM17/54 MANAGEMENT UPDATE

The Clerk provided an update report. Room bookings continue to be high with 86 room bookings in December bringing in an income of £1,100. The Unity Bank Account has been set up and room bookings have been deposited. A new worktop has been installed in the bar area and the telephone line for the café has been ordered from Daisy with a 20-day installation lead in.

It was recommended that a new microphone is purchased, and external jacks are installed in the wall.

RESOLVED: That a new microphone is purchased and external jacks are installed.

A float has been provided to purchase equipment of £830.00. Office 2 has been invoiced for the rent from 1st January to 31st March at the increased price of £550.00

The Budget Monitoring Reports for the Main Building and Café were circulated.

A desk for Office 3 is being sourced from Liberata.

The Catering Co-ordinator Reported that everything was 'On Track' for the Revive Café launch event on Saturday and fliers are available. The Handyman is delivering fliers to the schools and around Unity Wellbeing Centre. The Cue Foundation are providing a stall at the event and are working with Age UK, the Police, In-Situ and the Town Council.

The draft tenancy for the Offices is still outstanding and needs to be ready for the new financial year. It was agreed that, if the Town Council Chair does not have the time to do this then a Solicitor is to be sourced.

UM17/55 ON GOING MAINTENANCE

The pin boards have been installed and the password for the CCTV system has been acquired. Additional cameras for the main hall and the 2 stairwells were suggested. It was agreed to get quotes for the provision of a storage area in the corridor between the Main Hall and the Offices and an automatic door entry system.

UM17/56 HANDYMAN/CARETAKER

Members considered a suggestion for an amendment to the contracted rates of pay in the Handyman Contract when carrying out Caretaking duties at Unity Wellbeing Centre as follows:

From 6:00am to 8:00pm – £9.50 per hour (as current contract).

From 8:00pm to 6:00am – £14.25 per hour
Saturdays – £14.25 per hour
Sundays – £19.00 per hour
Bank Holidays – £28.50 per hour

RECOMMENDED: That Full Council accepts the amendment to the Handyman Contract rates of pay as outlined above.

UM17/57 REVIVE LAUNCH

A Menu design is to be requested from Starprint and printed from the Town Office.

UM17/58 DATE OF NEXT MEETING

The date of the next meeting will be Wednesday 21st February 2018 at 7:00pm at Unity Wellbeing Centre, Vernon Street.