



**NELSON TOWN COUNCIL**

**MINUTES OF A MEETING OF THE UNITY WELLBEING MANAGEMENT  
COMMITTEE  
HELD AT THE UNITY WELLBEING CENTRE, VERNON STREET, NELSON ON  
21<sup>ST</sup> FEBRUARY 2018**

*PRESENT –*

*Councillor Adrian Barrett - Chair*

*Councillors: George Adam, Mashuq Hussain, Mohammed Khalid and Kamran  
Latif.*

*Others: S. Watson (Clerk), M. Crabtree (Clerk's Assistant).*



**UM17/59 APOLOGIES FOR ABSENCE**

Apologies were submitted by Councillors Zafar Ali who was working. County  
Councillor Azhar Ali also sent apologies.

**UM17/60 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**UM17/61 MINUTES OF THE LAST MEETING**

Minutes of the meeting of the Unity Wellbeing Centre Management Committee  
held on Wednesday 17<sup>th</sup> January were circulated.

**RESOLVED: That the Minutes of the Unity Wellbeing Management Committee  
held on the 17<sup>th</sup> January are a correct record.**

## **UM17/62 MANAGEMENT UPDATE**

The Clerk provided an update report. Room bookings continue to be high with 78 room bookings in January bringing in an income of £1,930. The Unity Bank Account has been set up and room bookings have been deposited. Some deposits have not been collected and it was agreed to notify hirers that deposits must be claimed within 3 months or they will be forfeited. Current Balance is £2,280.00, the income is £5,030.00 made up of £850.00 Direct Credit to the Town Council account and £1,450.00 cashed for equipment. There are £450.00 of uncashed receipts. Several hirers have left the hall very dirty and it cost more than the £15 deposit to clean up.

**RESOLVED: That deposits are to increase to £30.**

Room Hire Receipts	£5,030.00
minus	
Direct Credit to TC Account	£850.00
Equipment expenses in cash	£1,450.00
Uncashed receipt	£450.00
TOTAL	£2,750.00

Bank Statement should be £2,280.00

On-line booking and payments are being investigated with our new web-host once the transfer has been completed.

Volunteers for the Revive Café are to be actively sought and an apprentice could be considered if volunteers are not available.

A desk for Office 3 has been provided and a gentle reminder for £50.00 is to be sent to Office 2.

The Catering Co-ordinator Reported that the café is fully equipped however members were asked to consider replacing some crockery.

**RESOLVED: That basic white crockery sets are provided and differing sized coffee cups are bought.**

The income and expenditure to date was reported as follows:

Week	Income	Expenditure	Variance
Launch		258.81	-258.81
1	121.70	46.59	75.11
2	222.95	92.20	130.75
3	229.85	119.06	110.79
	574.50	516.66	57.84

**RESOLVED: That a till float of £50 and a supplies float of £200 is kept.**

**RESOLVED: That the café would not provide chips, however jacket potatoes are to be investigated with a possible potato oven. Fizzy drink are to be provided and glasses used for internal use.**

Brown paper bags and bio-degradable coffee cups and food trays are to be priced up.

Brown Highway signs are to be requested for the bottom of Vernon Street and double yellow lines by the dropped kerb. Highways are to be requested to replace the York Stone Pavements with tarmac, the costs would be covered by the sale of the York stone.

The draft tenancy for the Offices is still outstanding and needs to be ready for the new financial year.

**UM17/63 ON GOING MAINTENANCE**

The lift is causing problems and an estimate for a new lift is to be sought. It was agreed that furniture would no longer be moved between rooms, an Evac-Chair is to be provided. A defibrillator is to be sourced and blinds for the main hall followed up. The additional storage is to be put on hold.

**UM17/64 HANDYMAN/CARETAKER**

The Handyman is to be asked if he will continue to provide the opening and closing and general maintenance and cleaning under the current contract and a weekend caretaking service contract is to be further considered.

**UM17/65 NEWSLETTER**

A draft design is to be produced for consideration and would be distributed to all house-holds in Nelson.

**UM17/66 CAFÉ BRANDING**

Paper bags are to be used with hessian bags being sourced for regular customers. Plain cups and food trays are to be used for now and it was agreed to provide branded t-shirts and aprons in black with white text.

**UM17/67 EQUIPMENT INSURANCE**

Hirers are to be asked if they have insurance and only Council approved providers may be used for external equipment.

**UM17/68 NEW BOOKING FORM**

A revised booking form was circulated and approved.

**UM17/69    APPROVED COMPANIES AND FLIERS**

It was agreed that only approved companies could leave fliers. The suggestion to provide a microwave and cooker in the main hall was rejected on safety grounds.

**UM17/70    DATE OF NEXT MEETING**

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