



NELSON TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING OF THE UNITY WELL BEING MANAGEMENT COMMITTEE

held at the Unity Well Being Centre, Vernon Street, Nelson
on Wednesday 30th May 2018 at 6.30pm

Councillors Present: Adrian Barrett (Chair); Councillors Zafar Ali, Mashuq Hussain

Absent Councillors: Cllr Mohammed Khalid, Cllr Mohammed Kamran Latif

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

Non-Councillor (without voting rights): County Councillor Azhar Ali

Officers: Safia Kauser - Town Clerk/RFO; Megan Crabtree - Clerk's Assistant

Members of the Public: One

2018/001 **ASSIGNING A COMMITTEE CHAIR**
(UWB) Councillor Adrian Barret volunteered to take the chair for the proceedings of this meeting

2018/002 **APOLOGIES FOR ABSENCE**
(UWB) To receive and approve apologies for absence

Apologies were received and accepted from Cllr Mohammad Khalid and Cllr Mohammed Kamran Latif

2018/003 **DECLARATIONS OF INTERESTS**
(UWB) Members are reminded of the legal requirements concerning the declaration of interests. A Member 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.

There were no declarations of Interest.

2018/004 **MINUTES**
(UWB) To approve the minutes of the meeting held on the 21st March 2018 (previously circulated)

Proposed by Councillor Z Ali, Seconded by Cllr Hussain, and
RESOLVED: That the minutes of the Unity Well Being management committee meeting

Signed Chair: Date:

held on 21st March 2018 be confirmed as a true record and signed by the Chair

2018/005 **DEEP CLEAN OF THE CENTRE**
(UWB) To consider quotations for the deep clean of the centre carpets and chairs (quotations to be tabled)

It was agreed that this item be moved at the end of the meeting as members wished to inspect the condition of the chairs and carpets.

2018/006 **CHEF CO-ORDINATOR REPORT**
(UWB) To receive and consider the report from the Chef-Co-ordinator (to be tabled)

In the absence of the Chef co-ordinator, it was agreed to defer this item to the next meeting.

2018/007 **HERITAGE LOTTERY BID**
(UWB) To receive an update of the heritage lottery bid

Cllr Barret informed the meeting that he is working on the current application with Kevin Webb. Quotations had been obtained for the windows, however the application is in it's very early stages.

It was suggested that the Clerk contacts an officer from the National Lottery (communities fund) to arrange a visit to discuss the application and to find ways to get young people involved.

The meeting was adjourned at 6.45pm to allow members to inspect the chairs and carpets. Meeting was reconvened at 6.53pm

2018/008 **DEEP CLEAN OF THE CENTRE**
(UWB) To consider quotations for the deep clean of the centre carpets and chairs (quotations to be tabled)

Two quotations had been obtained. Members raised concerns that the necessary chairs be deep cleaned whereas the carpets should be left until the end of August as there is a predicted increase of bookings after Eid.

Quotation One: Clean carpets in square meters: 132 @ £1.25 per sq meter £165
Clean standing chairs: 110 @ £1.50 per chair £165.00
Degreaser and deodoriser: £20.00

Estimate Two: Entrance hallway, two ground floor conference rooms, upstairs landing and conference room £200. Red chairs chargeable at £2.00 per chair

Proposed by Councillor Ali, and Seconded by Cllr Mashuq, and
RESOLVED: That the committee accepts quotation one. The Clerk is delegated to contact the company and place an order for the deep clean of the chairs at a cost of £1.50 per chair

2018/009 **TO NOTE THE DATE OF THE NEXT MEETING**
(UWB) To be confirmed

The meeting was closed by the Chair at 7.00pm.

Signed Chair: Date: