



NELSON TOWN COUNCIL

MINUTES OF THE MEETING OF UNITY WELL BEING MANAGEMENT COMMITTEE held in the Selina Cooper Hall, Unity Well Being Centre, Vernon Street, Nelson on Wednesday 20th June 2018 at 7.20pm

Councillors Present: Cllr Faraz Ahmad, Adrian Barrett, Mohammed Kamran Latif

Absent Councillors: Cllr Zafar Ali, Mashuq Hussain, Mohammed Khalid

Non-Councillor (without voting rights): None in attendance

Officers: Safia Kauser - Town Clerk/RFO; Megan Crabtree (Clerk's Assistant); Declan Cuttell (Catering Co-ordinator)

Members of the Public: Zero

2018/010 **ELECTION OF COMMITTEE CHAIRMAN**
(UWB) To elect a committee chair for the ensuing year

Proposed by Councillor Latif, and Seconded by Councillor Ahmad, and
RESOLVED: That Cllr Adrian Barret is elected as Chair for the ensuing year

2018/011 **ELECTION OF COMMITTEE VICE-CHAIRMAN**
(UWB) To elect a committee vice-chair for the ensuing year

Proposed by Councillor Barret, and Seconded by Councillor Ahmad, and
RESOLVED: That Cllr Kaamran Latif is elected as Vice-Chair for the ensuing year

2018/012 **CONFIRMATION OF NON-COUNCILLOR MEMBERSHIP**
(UWB) To confirm County Councillor Azhar Ali as a member of the committee for the ensuing year with non-voting rights

Proposed by Councillor Latif, and Seconded by Councillor Barret, and
RESOLVED: That County Councillor Azhar Ali is confirmed a member of this committee for the ensuing year with non-voting rights

2018/013 **APOLOGIES FOR ABSENCE**
(UWB) To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

Apologies were received and accepted from Cllr Zafar Ali and Cllr Mashuq Hussain.

Signed Chair:

Dated:

2018/014 (UWB) **DECLARATIONS OF INTERESTS**
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.

2018/015 (UWB) **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.

No members of the public present.

2018/0016 (UWB) **MINUTES**
To approve the draft minutes of the Extraordinary Unity Well Being Management committee meeting held on 30 May 2018

Proposed by Councillor Barrett and Seconded by Councillor Latif, and
RESOLVED: That the minutes of the Extraordinary Unity Well Being Management committee meeting held on 30 May 2018 be confirmed as a true record and signed by the Chair.

2018/017 (UWB) **CHEF CO-ORDINATOR REPORT**
To receive and consider the report from the Chef co-ordinator (to be tabled)

The Chef presented his report and briefed members.

Sales

Sales figures through the month of Ramadhan were provided to members.

External Catering

The Chef suggested that external catering should be considered in the near future for business meetings and offices. Initial delivery times would cover 11am to 1pm. However at present, the café is not ready for that as the team would need more training and experience.

Pricing

Suggestions had been made on reviewing the sale prices as there had now been an increase in revenue. However it was felt that due to the low prices the café offers, it is able to accommodate the less fortunate customers who may not be able to afford high prices. The Clerk informed the committee that it was highly likely that the Café would need to be VAT registered due to sale of food and drinks. This would see an automatic increase of 20% which would be accounted for VAT. The Clerk raised concerns on the legality of the café and the powers the council was relying on. It was agreed that until the legal advice had been received on powers and VAT, no further action would be taken on increasing the prices.

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Proposed by Councillor Barrett and seconded by Councillor Latif,
RESOLVED: That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw for reasons and matters appertaining to

staff are of a confidential nature

RESOLVED: That the Personnel committee are tasked to discuss pay matters relating to the Catering staff at their next meeting on the 11th July

2018/018
(UWB)

Key Holder and Building Security Arrangements

2018/018.1 - To confirm the number of nominated key holders for the building and the total number of building keys in circulation

As far as the council is aware Cllr Adrian Barrett, Cllr Zafar Ali, Garry Pegg, Declan Cuttall, the Clerk & the two businesses hiring the offices are each in possession of a key to the front door of Unity Wellbeing center. There are a total of x4 master keys and x7 building keys.

2018/018.2 - To confirm the arrangements in place for monitoring the CCTV and the out of hours security arrangements

Due to concern that the handyman may not always be available to view the CCTV it was suggested that the council looks into an external company to monitor the CCTV cameras. It was confirmed that if the alarm goes off outside of normal building operation hours, then residents call the handyman who's number is available on the notice board outside the centre.

Action: The Clerk to look into an external company to provide CCTV and burgler alarm assistance for out of hours. Quotes to be provided for the next meeting.

2018/018.3 - To consider obtaining quotes for the building security out of hours service

Dealt within the agenda item above.

2018/018.4 - To nominate a member of the committee to work with the Clerk to develop a Key Holder, Building Access and Security Policy

Cllr Adrian Barrett volunteered to work with the clerk on developing the policy.

2018/019
(UWB)

CARETAKING AND CLEANING CONTRACTS

2018/019.1 - To confirm the current arrangements in place for the caretaking and cleaning services for the center

It was confirmed that the handyman was initially requested to do extra hours for the Unity Centre and had been acting in a caretaking capacity. The job role involved, opening up and closing the centre, setting up and clearing meetings rooms, general cleaning (8 hours a week), ordering of supplies, emergency light testing and other ad-hoc duties.

2018/019.2 – To note that the temporary caretaker is no longer able to commit to working on weekends (Fridays and Saturdays). The committee is tasked to nominate a member to assist with opening up and closing of the center in the interim period. The caretaker will not be available from 9-13th July 2018 due to annual leave.

Due to the caretaker being unable to do weekend shifts it was asked that the councillors nominate a member to take on the weekend duties until a new employee can be contracted. The town clerk's assistant nominated to take on this role temporarily.

Proposed by Councillor Barrett, and Seconded by Councillor Ahmad, and

RESOLVED: That the Town Clerk's Assistant be requested to cover the caretaking role on a temporary basis from the 07th July 2018 subject to training and induction for the role

2018/019.3 - To recommend to the Personnel committee the recruitment of the caretaking and cleaning contracts subject to the requirements of the center, commencement dates and working patterns. The Personnel committee will deal with the finer aspects of the recruitment.

The councillors were asked to consider the hours necessary for the caretaking and cleaning contracts subject to the requirements of the center. It was confirmed that the handyman was currently cleaning the centre twice a week over two four-hour sessions. Consideration was given to the current hours being covered by the handyman and the proposed number of hours for the new posts. It was felt that two caretakers should be appointed as there would be holiday and emergency cover in place.

Proposed by Councillor Barrett, and Seconded by Councillor Ahmad, and
RECOMMENDED: That the Personnel committee considers the recruitment of a (x2) Facilities Caretaker posts. One post to be advertised for 20 hours a week Monday to Friday. The other for Saturday to Sunday for 6 hours.

2018/020
(UWB)

BUILDING MANAGEMENT

2018/020.1 - To task the Clerk with obtaining quotations for building management contracts. These will include but are not limited to the following: emergency light testing, fire extinguishers and lift inspection testing, legionella testing, asbestos audit, etc

Councillors were informed of the needed building management contracts to ensure building regulation compliance and health and safety.

Proposed by Councillor Barret and Seconded by Councillor Feraz, and
RESOLVED: That the Clerk is tasked with obtaining quotations for building management contracts to be considered at the next meeting.

2018/020.2 - To consider the purchase of evac chairs

It was agreed that two evac chairs will need to be ordered and installed with a notice of instructions for use.

Action: Clerk to order and arrange installation as required.

2018/020.3 – To confirm the arrangements in place in the event of a fire. It is a requirement for an individual/staff member to act as an appointed Fire Warden or Co-ordinator.

Councillors were informed that a signing in book is required and it is suggested that the Catering Co-ordinator could be the fire warden during the week. The lead users of the hall/booking is the responsible individual to ensure that they have signed in and out (at the end of their booking). In the event of a fire, the lead person for the group is responsible for ensuring that their group has evacuated the building in accordance with the fire building regulations.

Proposed by Councillor Barret and Seconded by Councillor Latif, and
RESOLVED: That the Catering Co-ordinator is requested be the Fire warden and any necessary training to be arranged by the Clerk

Action: That a signing in book is set up for visitors and users of the Centre

2018/020.4 - To note that the cleaning of the 110 chairs will take place on Monday 25th June (early morning)

Noted by members.

2018/021
(UWB)

LOTTERY HERITAGE APPLICATION

To receive an update on the lottery heritage application and to task the Clerk to submit the application online on behalf of Nelson Town Council. Deadline date for submission: 29 June 2018

The Clerk reported that a meeting took place with Kevin and his brother who had kindly volunteered to assist with the application that was ready for submission. The application would be submitted by the Clerk on behalf of Nelson Town Council who are responsible for the grant and ensuring the project is carried out within the timescales indicated in the application. Consideration would also be given to recruitment for the Heritage Trainers. The application was for a sum of approx £25k and deadline for submission is 29th June.

All documentation was in the possession of the Clerk who is still awaiting letter of support to be provided by Cllr Mashuq.

2018/022
(UWB)

ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA

To notify the Clerk of any matters for inclusion on the agenda of the next meeting

- Contracts for tenants
- Building contract quotations
- Update on signing in book
- Caretaking arrangements
- Heritage update
- Management of hall and room bookings

2018/023
(UWB)

DATE OF THE NEXT TOWN COUNCIL MEETING

2018/021.1 - To consider holding an additional ordinary committee meeting (if required)

Members felt an additional meeting was not required.

2018/021.2 - To note the date of the next committee meeting scheduled for Wednesday 26 September 2018 at 7.00pm, Unity Wellbeing Centre

Noted.

There being no further business, the Chair closed the meeting at 8.20pm.