



NELSON TOWN COUNCIL

MINUTES OF THE MEETING OF UNITY WELL BEING MANAGEMENT COMMITTEE held at the Selina Cooper Hall, Unity Well Being Centre, Vernon Street, Nelson on Wednesday 26 September 2018 at 7.30pm

Councillors Present: Cllr Faraz Ahmad, Zafar Ali, Nazeem Hayat [Ex-Officio] Mashuq Husain, Mohammed Kamran Latif

Absent Councillors: Cllr Adrian Barrett and Mohammed Khalid

Non-Councillor (without voting rights): Azhar Ali – not in attendance

Officers: Safia Kauser - Town Clerk/RFO; Declan Cuttall (Catering Co-ordinator)

Members of the Public: Zero

2018/032 **APOLOGIES FOR ABSENCE**

(UWB) To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

None received.

2018/033 **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.

2018/034 **ADJOURNMENT FOR PUBLIC PARTICIPATION**

(UWB) 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.

2018/035
(UWB)

MINUTES

To approve the draft minutes of the Extraordinary Unity Wellbeing Management committee meeting held on the 04 September 2018 (minutes to tabled)

Proposed by Councillor Z Ali and Seconded by Councillor Mashuq, and

RESOLVED: That the minutes of the Extraordinary Unity Well Being Management committee meeting held on 20 June 2018 be confirmed as a true record and signed by the Chair.

2018/036
(UWB)

REVIVE CAFE

2018/036.1 - To receive and consider the report from the Catering Co-Ordinator

The report from Catering Co-Ordinator was circulated to the committee.

Stock Take

A stock take was carried out on the 24/09/18. The RFO commented that future stock takes should state the value of each item at cost price which was required for accounting purposes– this was noted.

Suppliers

Supermarkets were unable to set-up credit supplier accounts unless a credit/debit card was added to the account. The Clerk had agreed with a local supermarket to open a credit account however they were unable to provide a product list. Two other suppliers had arranged to meet with the Catering Co-Ordinator and it was looking promising that a credit supplier would be in place soon for regular orders.

Action: Catering Manager to confirm and set-up a credit account for a local supplier in consultation with the Clerk.

Land next to UWB

The Catering Co-Ordinator felt that he could make use of the land outside the centre to grow fresh produce however the committee confirmed that it was not Council owned land.

2018/036.2 - To review and agree any further actions required from the last meeting in regard to the stock taking and café suppliers

This item was dealt within the agenda item above.

2018/036.3 - To consider Christmas lunches for pensioners

The Clerk suggested that the Council should consider providing Christmas lunches over the festive period for pensioners. Guests would be treated to a Christmas meal at the Selina Cooper Hall, festive entertainment and the opportunity to meet new people. This would be subject to logistics of preparing the meals and management of the event. The Revive Café would also continue to be open to the public.

The members agreed favourably to this suggestion, however some members felt that meals should be dropped off to pensioners off site as some would find it difficult to attend. It was agreed that the event would be on a ticket basis (apportioned to six wards) and provided for free to senior citizens. This would take place week commencing 10th December 2018 subject to finer proposals outlined by the Catering Co-Ordinator and the Clerk to be submitted to full Council.

Proposed by Councillor Z Ali and Seconded by Councillor Latif, and

RECOMMENDED: That full Council considers the provision of Christmas Pensioners meals to take place in the 2nd week of December subject to the finer proposals to be outlined by the Catering Co-ordinator and the Clerk.

The Catering Co-ordinator left the meeting.

2018/036.4 - To consider the legal advice in regards to the Unity Well Being Centre and to confirm VAT Registration for the taxable supplies for the Revive Café (legal advice enclosed and a further update to be provided to the meeting)

Legal advice had been obtained regarding VAT registration for the Centre and the Café. The Finance and General Purposes committee were fully briefed on the developments and it was highly likely that the Council would have to be VAT registered. The VAT would apply to taxable supplies for the Revive Café.

Further advice had been obtained from an accountant and shared with the committee. As reported to F&GP the Clerk was tasked to enquire about the VAT registration date and was tasked to apply for VAT registration on behalf of the Council.

2018/037
(UWB)

LOTTERY HERITAGE UPDATE

To receive an update on the recent lottery heritage application that was submitted for the Unity Centre

Feedback had been received from the recent Lottery Heritage application. Further information had been requested in order to progress it further. Kevin had met with an officer from the Lottery on 18 September and the meeting was productive. There was no timeline cut off point for sending in the additional information however it was anticipated that it would be submitted in the next couple of months.

2018/038
(UWB)

INTERNAL STRUCTURE AND HEALTH AND SAFETY

2018/038.1 - To consider the report from the Town Clerk on the internal restructure requirements and the health and safety implications and agree any actions that are required subject to budget provisions

The existing space/area at the entrance of the Unity Hall (on the left-hand side) was being considered as a Caretaker base which can be utilised as an office / storage area for building keys and paperwork relating to building maintenance and for CCTV monitoring.

The initial concept was:

- To remove the fire exit doors and replace with a window
- To install a reception style window on a tall reception counter
- To install a door near the reception counter to complete as a separate office

Health and Safety Implications

Advice was obtained from a local contractor and a Council Building Control Officer. The Clerk was advised that:

- The current reception counter is a health and safety hazard in it's current format as it is blocking the escape route to the fire exit. This should be removed immediately
- The front entrance door opens inwards and for H&S regulations, can only allow up to 60 people exiting the building in an emergency. In it's current format and with the counter being removed, we would be complying with H&S.

If NTC were to proceed with the initial concept of creating a caretaker office comprising of a counter and office window as proposed above (and removing the exiting fire doors), the Council would need to upgrade the existing entrance doors to bi-focal sliding doors that will comply with health and safety as the main escape route in an emergency. Members agreed that the concept would be good and made perfect sense however due to budget constraints, it would not be cost effective. It was also felt that the existing entrance doors symbolized what the Unity Centre was about and to replace them with automatic bi-focal doors, the center would lose its identity.

Proposed by Councillor Z Ali and Seconded by Councillor Mashuq, and

RESOLVED: That due to health and safety measures, the current tall reception counter is removed immediately and that a storage cabinet is purchased and installed next to the

lift for the storage of paperwork

2018/038.2 - To consider the quotations for upgrading the existing lift

The Clerk reported that an annual lift maintenance contract was awarded following a procurement process. The lift was approximately thirty years old and had broken down recently and required upgrading as this was getting frequent use.

A quotation had been obtained for refurbishing the existing lift in the region of £14,000. There was very little cost difference between refurbishing and upgrading the lift. A new platform lift with emergency telephone functionality would cost approximately £20k. Financial Regulation 11.1 was applied to the procurement process.

Proposed by Councillor Mashuq and Seconded by Councillor Latif, and

RESOLVED: That the existing lift is upgraded to a new platform lift with emergency telephone functionality as per quotation provided by the existing maintenance contractors

2018/039
(UWB)

BUILDING COMPLIANCE CONTRACTS AND SECURITY ARRANGEMENTS

2018/039.1 - To receive an update on the contracts commissioned for annual building compliance requirements and to agree any further action as required

Annual building compliance contracts were being considered for:

- Music License
- Sanitary & Baby Change disposal – currently ground floor bins are emptied
- Asbestos audit
- CCTV service / Intruder Alarm
- Electrical Fixed Wire Testing (Hard wire testing) – required in 2022
- Emergency Lights test
- Fire Alarm Service
- Fire Extinguisher Service/Inspection
- Fire risk assessment
- Gas Safety Inspection & Boiler Service
- Legionella Testing
- Lift Service
- Lightning Protection
- PAT Testing
- Pest protection

Directional fire signage had recently been recommended for throughout the site. “In the event of a fire do not use lifts” signs were recommended at each level. A second “push bar to open” sign was advised for the rear door.

7 x Directional Fire Exit Signs (photoluminescent) £ 7.95 each.

2 x Lift Signs (rigid plastic) £ 3.50 each.

1 x Push Bar To Open Sign (rigid plastic) £ 4.75.

The mid-range Versa evacuation chair is an effective, easy-to-use and cost-effective chair. A quotation for supplying and fitting: Versa Evacuation Chair inc. 1 x training session was in the region of £584.00.

2018/039.2 - To consider quotations for the CCTV monitoring and out of hours security arrangements

Enquires had been made with companies to provide a CCTV monitoring service for when the alarm goes off out of hours. Some companies provided this as a standalone service and others offered this service linked in with CCTV monitoring, offering the functionality to monitor CCTV remotely. The Clerk raised concerns about key holders and access keys in circulation. The new system would be operated on a fob system and fobs would be

issued by the Clerk and signed by the tenants, staff and key holders. Concerns were also expressed at the lack of CCTV cameras in the public waiting areas and an additional three cameras were required.

Proposed by Councillor Z Ali and Seconded by Councillor Latif and

RESOLVED: That the Clerk is delegated to appoint contractors for upgrading the existing burglar alarm system, CCTV monitoring service and for the installation of three CCTV cameras subject to best value for money.

2018/039.3 - To receive an update on the Key Holder, Building Access and Security Policy

This item was deferred to a future meeting as the policy could not be drafted due to changes in strengthening the current building security arrangements.

2018/040

ROOM HIRE AND SHORT-TERM TENANCIES

2018/040.1 - Exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960. It is recommended that the Press and Public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information (discussions relating to negotiations in contracts)

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Proposed by Councillor Z Ali 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 negotiations in contracts

2018/040.2 - To receive an update on the current office tenancies and to approve the office license agreements

A consultant had been appointed to draft short term office license agreements and provide figures for negotiating rates with the current tenants. Figures on square footage was shared with the committee however the consultant could not provide precise figures on the chargeable rate due to the financial information only been made available to month three of the financial year. The committee felt that a special meeting was required to fully consider all cost factors and negotiations.

Action: That the Chair calls a special meeting for the committee to consider the office tenancy rates and approve the office license agreements.

2018/040.3 - To receive an update on the management of room and hall hire bookings

It was reported that Light Beam had not renewed their contract for room hire and had found a permanent base in the Town Centre. The group management had recently met with the Town Clerk and an invoice was finalized for all room bookings. The new room booking software was working well and was much easier to track payments and issue invoices as this was linked into the accounting software.

2018/041
(UWB)

SOUND SYSTEM

To consider quotations for the purchase and installation of a sound system for the Unity Hall

Three quotations were obtained for a sound system, each with a similar spec. The system would encompass, Bluetooth, CD/MP3 player, USB with speakers, brackets, lockable cabinet and microphones.

Quotation one: £2,208.11 + VAT
Quotation two: £2,495.00 + VAT (subject to site survey)
Quotation three: £1,750.00 + VAT

Proposed by Councillor Z Ali and Seconded by Councillor Latif, and
RESOLVED: That quotation three is accepted at a cost of £1,750.00 for the purchase of a sound system subject to Councillor Ali reviewing the specification.

2018/042
(UWB)

FINANCIAL COMMITTEE REPORT & PAYMENTS

2018/042.1 - To review and approve the Unity Well Being Centre committee payments for May, June, July and August 2018

Committee payments for the period of April, May and June 2018 were received by the committee. It was noted that there is a backlog of accounts still outstanding due to the changeover to a new accounting software.

Proposed by Councillor Z Ali and Seconded by Councillor Latif, and
RESOLVED: That the committee payments for April, May and June be approved by the committee and signed by the Chair

Note: The schedules of committee payments shall be signed by the Committee chair and included as an annex to the minutes, subject to any redaction to protect personal information.

2018/042.2 - To receive the Unity Well Being Centre monthly financial committee report

The financial committee report for the period ending June 2018 was received by the committee.

2018/043
(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

- Budget 2019/20
- Christmas closing times

2018/031
(UWB)

DATE OF THE NEXT COMMITTEE MEETING

To note the date of the next committee meeting scheduled for Wednesday 28 November 2018 at 7.00pm, Unity Wellbeing Centre

There being no further business, the Chair closed the meeting at 8.35pm.