



NELSON TOWN COUNCIL

MINUTES OF THE MEETING OF UNITY WELLBEING MANAGEMENT COMMITTEE held at the Selina Cooper Hall, Unity Well Being Centre, Vernon Street, Nelson on Wednesday 23rd January 2019 at 7.20pm

Councillors Present: Cllr Mohammed Kamran Latif, Faraz Ahmad, Zafar Ali, Mashuq Husain

Absent Councillors: Cllr Adrian Barrett and Mohammed Khalid, Nazeem Hayat

Non-Councillor (without voting rights): Azhar Ali

Officers: Safia Kauser - Town Clerk/RFO; Declan Cuttell - Catering Co-ordinator [to 8.10pm]

Members of the Public: Garry Webb [to 7.50pm]

2018/057 (UWB) **APOLOGIES FOR ABSENCE**
To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

Proposed by Councillor Z Ali and Seconded by Non-Councillor A Ali, and
RESOLVED: That the apologies are received and approved from Councillor Nazeem Hayat

2018/058 (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.

2018/059 (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.

Garry Webb addressed the committee with an update on the Lottery Heritage application. Suggestions were made by members on how to strengthen the application which had been recently re-submitted and was currently awaiting a decision. A request was made to use one of the reception/foyer walls to erect photos of Selina Cooper that

had been enlarged and framed. A photographer had already made a start on the works and the costs of this would be met by the donations received should the lottery application be declined.

2018/060
(UWB)

MINUTES

To approve the draft minutes of the Unity Wellbeing Management committee meeting held on the 28th November 2018 and to receive a copy of the confidential notes

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

RESOLVED: That the minutes of the Unity Wellbeing Management committee meeting held on 28th November 2018 be confirmed as a true record and signed by the Chair and that the confidential notes are received

2018/061
(UWB)

REVIVE CAFE

2018/061.1 - To receive and consider the report from the Catering Co-Ordinator including:

- Update on café prices and menu designs (VAT implications to be considered)

The Catering Co-Ordinator's report was discussed by the committee.

Christmas Period

It was a very busy period running up to Christmas and sales had increased. The recent charity dinner was also successful however small ovens required updating to larger ovens should the council continue to cater for large events. It was recommended that a six shooter and extraction hood is installed, however the committee had reservations about this as previously gas ovens had been taken out due to health and safety implications/gas issues in 2015.

Action: Clerk to check previous minutes and documentation on file regarding health and safety issues

New Menu & Price Increases

A new menu had been designed and café prices increased in the new year by the Catering Co-Ordinator.

Proposed by Councillor Z Ali and Seconded by Councillor F Ahmad, and

RESOLVED: That the committee supports the changes to the new menu and price increases for the café and catering services

Café Equipment

New café equipment was requested:

- Fridge 400L capacity £599
- Aprons x8 £23.92
- T-shirts printed x15 £225
- Temperature probes £8.29
- Hand Blender £166
- ECO packaging £119

Proposed by Councillor Z Ali and Seconded by Non-Councillor A Ali, and

RESOLVED: That the committee approves the equipment list requested subject to the Catering Co-Ordinator and RFO liaising with each other to ensure best value for money is secured.

Non-Councillor Ali raised the subject of lottery funding and made suggestions of transferring the Café to a social enterprise to unlock potential funding.

Proposed by Non-Councillor A Ali and Seconded by Councillor Ali, and

RESOLVED: That the Clerk arranges a meeting with the Lottery to discuss funding streams for the Revive Café

Garry Webb left the meeting at 7.50pm.

Job Description and Salary Review

A confidential staffing matter was discussed in detail by the Catering Co-Ordinator and paperwork was circulated to the committee for consideration to support the verbal submissions made by the employee.

The Catering Co-Ordinator left the meeting at 8.10pm.

Proposed by Non-Councillor Azhar Ali and Seconded by Councillor Zafar Ali, and

RECOMMENDED: 1) That the Council's HR consultants are instructed to carry out a job review for the Catering Co-Ordinator post which entails a discussion with the post holder; 2) That any recommendations from the job review relating to salary schemes are reported back to the Unity Management Committee for consideration (Clerk is to inform post holder that a job evaluation has been agreed by the UWB Management Committee; 3) Any pay rises relating to the job evaluation are to be back-dated from October 2018

2018/061.2 - To confirm the fees to be applied for the catering services and to formalise the ordering process to tie in with the invoicing and accounts

This item was deferred to the next meeting.

2018/061.3 - To receive an update on the Catering Assistant post and temporary arrangements in place

This item was deferred to the next meeting.

2018/062
(UWB)

LOTTERY HERITAGE UPDATE

To receive an update on the recent lottery heritage application that was submitted for the Unity Centre and to agree the commencement of the project as recommended within the report (attached)

The report was noted by the committee.

2018/063
(UWB)

BUILDING MAINTENANCE UPDATE AND HEALTH AND SAFETY

2018/063.1 - To receive and consider the building maintenance report enclosed

The written report was circulated in advance and noted by the committee.

Building compliance contracts

A number of contracts were still outstanding in relation to health and safety.

- Asbestos survey/audit
- Pest protection
- Music license
- PAT testing
- Kitchen extraction fan clean
- Roller shutter service (café)

Fire risk assessment

There were currently a number of outstanding actions from the fire risk assessment carried out on the 24th October 2018.

Health & Safety Evaluation Report

This was carried out by a health and safety consultant on the 07 December 2018. Full report itemized as a separate agenda item.

Reception Signing in requirements

The reception shelf has been erected and signing in procedures were introduced from Thursday 17th January 2019 to the staff and tenants. The shelf itself was incomplete and an order has been placed to cover it into a lockable cupboard style to give it a uniformed look.

Internal Signage

As agreed in a previous meeting, the internal signage will be upgraded – this was still outstanding.

Postbox

The internal lockable post box had been installed and the Caretaker is distributing the mail.

Disabled Access - Doorbell

Although the committee agreed at the last meeting, not to install a wireless doorbell, a further request has been received from a Non-Councillor. It was explained that the Council has recently had a fire risk assessment carried out and a health and safety consultant on site, both whom were happy with the building meeting the regulations for disabled users. However given the concerns raised again and after a chat with the Chairman, a bell and signage will be installed and erected as per the request. The Non-Councillor had made a specific request to have a look at what is being proposed prior to installation.

Cigarette stub wall mounted ash bin

Councillor George Adam has requested that the Council considers purchasing and installing a cigarette stub ash bin on the outside wall of the Unity Centre.

Hot Water System

The hot water boiler in the upstairs kitchen has stopped working. The contractor came out on the 4th January 2019 followed by an electricians visit as the boiler keeps on tripping out. The electrician recommended a new boiler and the contractor from Drivers agreed with these findings. Quotes will be considered for a replacement as the parts may be too expensive as it could be beyond economical repair.

Floor Cleaning Machine

There have been long standing issues with the floor cleaning machine. Option hygiene had been out on a number of occasions to repair it however a fault keeps occurring. The machine switches off itself after a 10-minute use. Option Hygiene have now agreed to refer this to the manufacturers and the machine was collected on Monday 14th January.

2018/063.2 - To receive the health and safety evaluation report carried out by Peninsula on the 07 December 2018

The full report had been circulated to the members and the contents were noted.

2018/063.3 - To receive an update on the new lift installation

All the works relating to the lift were now complete. The lift had an emergency line operated by a mobile sim card (details on file) which required a top up if the credit was exhausted. The line was connected to the lift company.

2018/064

ROYAL MAIL PREMISES ADDRESS UPDATE

To note that the Unity Wellbeing Centre address name is now recorded formally with Royal Mail. The full address is 62 Vernon Street, postcode, BB9 9DE.

This was noted by the committee.

2018/065

CLARION SUITE - SHORT-TERM TENANCIES

2018/065.1 - 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 Non-Councillor A Ali,

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

2018/065.2 - To receive an update on the current office tenancies and confirm payments received to date and to consider formal contracts to be issued from the 01 April 2019 (contract template enclosed)

Office 1 – No update had been received

Office 2 – Some monies had been paid towards their account

Office 3 – Some monies had been paid towards their account

Proposed by Councillor Latif and Seconded by Councillor Ali, and

RESOLVED: That all three offices are sent reminder invoices by the RFO. The tenants are to be reminded to pay their outstanding balances by the end of March 2019. The committee will review the tenancies at the next meeting.

2018/066
(UWB)

MEETING ROOMS AND HALL HIRE FEES

2018/066.1 - To review the meeting rooms and hall hire fees (copy of current agreement attached)

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

RESOLVED: That there are no changes made to the current room and hall hire fees except for the music/PA system that has a hire fee of £20.00 - hirers should not bring in their own music system unless it has been PAT tested.

2018/066.2 - To receive an update from the Clerk on a recent complaint received and to consider any further action required

The Clerk reported on a recent complaint that had been received and the action that had been taken to date which was noted by the committee.

2018/067
(UWB)

FINANCIAL COMMITTEE REPORTS AND PAYMENTS

2018/067.1 - To review and approve the Unity Wellbeing Centre committee payments for November 2018

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

RESOLVED: That the committee payments for November 2018 be approved by the committee and signed by the Chair

2018/067.2 - To receive the Unity Well Being Centre monthly financial committee report (enclosed)

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

The monthly financial monitoring report was received and noted by the committee.

Signed Chair:

Dated:

2018/068 **ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA**
(UWB) To notify the Clerk of any matters for inclusion on the agenda of the next meeting

None declared.

2018/069 **DATE OF THE NEXT COMMITTEE MEETING**
(UWB) To note the date of the next committee meeting scheduled for Wednesday 27 March 2019 at 7.00pm, Unity Wellbeing Centre.

There being no further business, the Chair closed the meeting at 8.50pm.