



NELSON TOWN COUNCIL

MINUTES OF THE MEETING OF UNITY WELLBEING MANAGEMENT COMMITTEE held at the Pankhurst Room, Unity Well Being Centre, Vernon Street, Nelson on Wednesday 27th March 2019 at 7.20pm

Councillors Present: Mohammed Kamran Latif, Faraz Ahmad, Zafar Ali & Mohammed Khalid

Absent Councillors: Adrian Barrett and Mashuq Hussain

Non-Councillor (without voting rights): Azhar Ali

Officers: Safia Kauser - Town Clerk/RFO; Nick Harbour – Assistant Town Clerk [Minute Taker]

Members of the Public: None

- 2018/070 (UWB) **APOLOGIES FOR ABSENCE**
To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

No apologies were received.
- 2018/071 (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.
- 2018/072 (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 were present at the meeting.
- 2018/073 (UWB) **MINUTES**
To approve the draft minutes of the Unity Wellbeing Management committee meeting held on the 23th January 2019 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 23th January 2019 be confirmed as a true record and signed by the Chair and that the confidential notes are received.

2018/074
(UWB)

REVIVE CAFÉ

2018/074.1 - To receive and consider the report from the Catering Co-ordinator including the arrangements in place for holiday cover. The post for Catering Assistant will need to be re-advertised.

There were no updates to report from the Catering Co-Ordinator. The position of Catering Assistant has now been re-advertised on the Town Council website and on employment website Indeed. The deadline for applications to be received to the Town Clerk's office is Friday 19th April.

The update was noted by the committee.

2018/074.2 - To confirm the fees to be applied for the catering services and to formulise the ordering process to tie in with the invoicing and accounts (deferred from the last meeting).

Proposed by Councillor Z Ali and Seconded by Councillor Latif, and
RESOLVED: The minimum mark up of fees to be applied for catering services be at least 10% of what was paid when making the orders for stock.

2018/074.3 - To note that food wastage record sheets will be introduced from April 2019. The document will record the amount of wastage, the reason and how it has been disposed or donated

The Town Clerk has requested that the Catering Co-ordinator now keeps food wastage record sheets to record the level of wastage and the reason how it has been disposed or donated. This should in time help to review orders to external companies and to keep food wastage to a minimum, thus saving the Town Council money.

The update was noted by the committee.

2018/075
(UWB)

LOTTERY HERITAGE UPDATE AND SELINA COOPER HALL HISTORY

2018/075.1 - To receive an update on the proposed re-submission of the lottery heritage application and the recent meeting held with the Lottery Development Manager on 01 March 2019

The Town Clerk had recently attended a meeting with the Lottery Development Manager and with Kevin Webb. Unfortunately, the application was turned down. However, the Lottery Development Manager shared some ideas on how the application can be strengthened before it is submitted again in May/ June time.

2018/075.2 - To note the payment of £660.00 to M Brotherton for the work carried out on the Selina Cooper photos and framing, erected in the foyer area of the building. The monies paid out are met by the donations received.

The payment was noted by the committee.

BUILDING MAINTENANCE UPDATE AND HEALTH AND SAFETY

To receive and consider the building maintenance report enclosed.

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

Café Roller Shutter

The roller shutter in the café has now been transferred to an annual maintenance contract and is now fully operational.

Music License

The music license registration is complete with PPL/PRS and the certificate is available in the Town Council office. The Council will only be charged for 4 sessions of live music per year. If this number exceeds then the company will need to be notified and an amended invoice will be issued.

The music license covers:

PPL PPLPP210: Background Music Tariff - Public Houses/Bars/Restaurants and Cafes/Hotels	Background Music - Public Houses/Bars/Restaurants and Cafes/Hotels	Audible Area (SQM): 60 Only Traditional Radio / TV are played? Y Information supplied by customer
PRS Tariff GP: General Purposes	Live Music - No Expenditure	Selina Hall Capacity: 100 Number of Sessions: 4
PRS Tariff HR: Hotels, Restaurants & Cafes	Background Music - Standalone Radio	Cafe Capacity: 30

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

- Asbestos survey/audit
- Pest protection
- PAT testing
- Kitchen extraction fan clean

Fire risk assessment

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

An update on the remedy action plan is listed:

No	Action to be Taken	Target Completion Date	Actions + Comments	Date Action Completed
1	Electrical Appliances should be checked regularly by a competent person on a regular basis	01.04.19	PAT tested to be carried out by 31 March 2019 Contractor appointed	Ongoing
2	Secure the bin to prevent it being moved	31.12.18	Outstanding	31 March 2019

	by potential arsonists			
3	Arrange for regular servicing and maintenance of gas system	30.11.18	Carried out by Drivers. However, they have not provided a copy of the gas safety certificate. This is being	January 2019
4	The door needs adjusting to enable it to fully close all the time (ground floor)	30.11.18	Job allocated to handyman to shave bottom of the door, so it does not catch onto the carpet	ASAP
5	Test Emergency Lights in accordance with relevant British Standard or an equivalent	30.11.18	Carried out by Pennine Fire & Safety	09 October 2018
6	The fire alarm should be tested weekly from a different call point	30.11.18	File and paperwork provided to the weekly caretaker in January 2019	Commenced from January 2019
7	Ensure that any third party users of the building are made aware if any relevant fire safety matters	As soon as reasonably practicable.	Fire action notices to be updated Booking room terms and conditions have been updated outlining the responsibility of persons in the event of a fire Upgraded internal welcome signage with fire safety message	Outstanding December 2018 21 February 2019
8	Provide suitable training/information to any staff or volunteers in fire related matters	As soon as reasonably practicable.	Training provided by the Town Clerk – however all staff and volunteers will be attending formal training	Ongoing
9	Fire Drills should be carried out at least twice a year	As soon as reasonably practicable.	To be arranged	Ongoing
10	Carry out maintenance of all fire safety provisions at regular intervals	31.12.18	Carried out by Pennine Fire & Safety	October 2018 Caretakers to carry out

				interim inspections
11	Keep adequate records of all fire safety matters	31.12.18	Town Clerk provided a file including a log book to record all fire safety matters, now in the care of the caretakers at the Unity Centre	January 2019

Health & Safety Evaluation Report

This was carried out by a health and safety consultant on the 07 December 2018. A detailed update on the action plan will be presented at a future management meeting.

Internal Signage

The internal signage was installed on the 21st February 2019 at a cost of around £700 by a local firm Textstyles who designed it around the specification provided by the Town Clerk. The cost of the signage is slightly more expensive, this is due to the expensive material 'Perspex' that was used which will last longer.

Hot Water System

The new hot water system in the main hall has been installed last month at around a cost of £600. This was a like for like replacement.

Cigarette stub wall mounted ash bin

Councillor George Adam had requested that the Council considers purchasing and installing a cigarette stub ash bin on the outside wall of the Unity Centre. The committee are required to authorize this.

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

RESOLVED: That the request for the installation of a cigarette stub ash bin be approved. The bin is to be placed at the side of the building away from the main entrance. Signage will be provided to direct smokers where the bin will be placed in the hope that they use this in future and not throw cigarette stubs onto the street.

2018/077
(UWB)

EQUIPMENT PURCHASE

2018/077.1 - To consider the purchase of foldaway divider screens for use within the Selina Cooper Hall

This item was deferred to the next meeting subject to further information that was required.

Proposed by Councillor Ali and Seconded by Councillor Latif, and

RESOLVED: That the Caretaker at the Unity Wellbeing Centre be asked to measure the length of the room to adjudge how many of the screens would need to be purchased. That the Town Clerk investigate costings for the screens once it is known how many would be needed and bring back the quotes to a future meeting.

2018/077.2 - To consider the purchase of meeting room tables and chairs for the Hardy and Pankhurst meeting rooms. Occasionally, meeting room tables are taken to the hall for use at large events. The existing tables could be moved to the hall on a permanent basis.

This item was deferred to the next meeting subject to further information that was required.

Proposed by Councillor Ali and Seconded by Councillor Latif, and

RESOLVED: That the Town Clerk investigate costings for the tables and chairs. Currently, the rooms have 10 seats available which would be fine. It was suggested that round meeting tables may be more appropriate for meetings rather than the rectangular ones in the Hardy and Parkhurst rooms at present.

2018/078
(UWB)

INSURANCE CLAIM

To receive an update on the works outstanding that have been previously approved by the insurance company.

The Town Clerk updated those present with the latest from the insurance company. The carpets have now all been fitted, and all agreed that a good job had been made of it. The windows and fire exits are the next things to be sorted. The insurance company have now selected a contractor to carry out the work, but as yet, no start date has been agreed.

This was noted by the committee.

2018/079
(UWB)

CLARION SUITE - SHORT-TERM TENANCIES

2018/079.1 - 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 Latif and seconded by Councillor Ahmad,

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

2018/079.2 - To receive an update on the current office tenancies and confirm which tenants are to be issued with formal tenancy agreements to be effective from 01 April 2019

Councillor Mohammed Khalid declared an interest and left the room.

Confidential notes retained on file.

Proposed by Councillor Latif and seconded by Councillor Ahmad,

RESOLVED: That it was agreed the occupants can pay the £2,000 this year but the RFO will write to them to inform them that there will be a non-negotiable increase to rents in April 2020.

Proposed by Councillor Latif and Seconded by Councillor Ahmad, and

RESOLVED: That the RFO send notice of termination to the occupants if outstanding payments are not made by 31st March 2019.

2018/079.3 - To consider a proposal for the occupancy of the two-meeting rooms on a fixed three-year contract for commercial use

An approach has been made by a local businessman seeking office space in the local area. The Town Clerk has already met with the contact and gone through the details and financial costings. The contact has since decided to stay in the office he is in, so no decision is needed by this committee at this stage.

2018/080
(UWB)

FINANCIAL COMMITTEE REPORTS AND PAYMENTS

2018/080.1 - To review and approve the Unity Wellbeing Centre committee payments for the period of December 2018 and January 2019.

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

RESOLVED: That the committee payments for December 2018 and January 2019 be approved by the committee and signed by the Chair.

2018/080.2 - To receive the Unity Well Being Centre monthly financial committee report

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.

2018/081
(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

- Update on the costing estimates for the divider screens.
- Quotations for the tables and chairs as outlined in 2018/077.1.

2018/082
(UWB)

DATE OF THE NEXT COMMITTEE MEETING

The date of the next committee meeting it to be confirmed.

There being no further business, the Chair closed the meeting at 7.45pm.

Signed Chair:

Dated: