



## NELSON TOWN COUNCIL

### MINUTES OF THE UNITY WELLBEING MANAGEMENT COMMITTEE held at the Pankhurst Room, Unity Well Being Centre, Vernon Street, Nelson on Wednesday 19<sup>th</sup> June 2019 at 7.30pm

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**Councillors Present:** George Adam, Faraz Ahmad, Zafar Ali, Patricia Hannah-Wood, Nazeem Hayat and Mohammad Kamran Latif

**Absent Councillors:** Mashuq Hussain OBE

**Observing Councillors (not a member of the committee):** Mohammad Sufyaan Sarwar

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

**Members of the Public:** None

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2019/001 (UWB)	<p><b><u>ELECTION OF COMMITTEE CHAIRMAN</u></b> To elect a committee chair for the ensuing year</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and <b>RESOLVED:</b> That Councillor Adam be elected Chairman of the Unity Wellbeing Management committee for the ensuing year.</p>
2019/002 (UWB)	<p><b><u>ELECTION OF COMMITTEE VICE-CHAIRMAN</u></b> To elect a committee vice-chair for the ensuing year</p> <p>Proposed by Councillor Adam and Seconded by Councillor Ahmad, and <b>RESOLVED:</b> That Councillor Hayat be elected Vice-Chairman of the Unity Wellbeing Management committee for the ensuing year.</p>
2019/003 (UWB)	<p><b><u>CONFIRMATION OF NON-COUNCILLOR MEMBERSHIP</u></b> To confirm the committee membership of non-councillor Azhar Ali (with no voting rights) in accordance with the committee delegated terms of reference.</p> <p>Proposed by Councillor Adam and Seconded by Councillor Hannah-Wood, and <b>RECOMMENDED:</b> That former Councillor Adrian Barrett is invited to become a non-voting committee member of the Unity Wellbeing Management committee for the ensuing year.</p>
2019/004 (UWB)	<p><b><u>APOLOGIES FOR ABSENCE</u></b> To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting. No apologies were received.</p>

Signed Chair: .....

Dated: .....

<p>2019/005 (UWB)</p>	<p><b><u>DECLARATIONS OF INTERESTS</u></b>  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.</p> <p>There were no declarations of Interest.</p>
<p>2019/006 (UWB)</p>	<p><b><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u></b>  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.</p> <p>No members of the public were present at the meeting.</p>
<p>2019/007 (UWB)</p>	<p><b><u>MINUTES</u></b>  To approve the draft minutes of the Unity Wellbeing Management committee meeting held on the 27<sup>th</sup> March 2019</p> <p>Proposed by Councillor Hayat and Seconded by Councillor Ali, and  <b>RESOLVED:</b> That the minutes of the Unity Wellbeing Management committee meeting held on 27<sup>th</sup> March 2019 be confirmed as a true record of proceedings and signed by the Chair.</p>
<p>2019/008 (UWB)</p>	<p><b><u>REVIVE CAFÉ</u></b>  To receive and consider the report from the Catering Co-Ordinator.</p> <p>A discussion took place around the performance of the café in recent weeks. Despite a slight lull during Ramadan the café takings continue to be steady and it is hoped that the café will become self-sufficient before long. The café recently closed for a week whilst the Catering Co-Ordinator was on annual leave but a Catering Assistant position is set to be filled in the next couple of weeks to ensure that the café will not have to close again due to staffing levels. The report also highlighted the need for the extractor fan to be cleaned and suggested that the fan has also been installed slightly too high and could do with repositioning.</p> <p>The update was noted by the committee.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Hannah-Wood, and  <b>RESOLVED:</b> That the Clerk be tasked to find a company to clean out the existing extractor fan and also bring someone in to look at the positioning of the extractor fan to ensure that they are working efficiently.</p>
<p>2019/009 (UWB)</p>	<p><b><u>LOTTERY HERITAGE UPDATE AND SELINA COOPER HALL HISTORY</u></b>  To receive an update on the proposed re-submission of the lottery heritage application.</p> <p>The Clerk informed members that Kevin, who is a volunteer who assisted with the original application, is set to review the documentation again to make the necessary amendments as advised by the lottery heritage office. The Clerk will meet with Kevin again next week to go through the application to prepare it ready for resubmission. The update was noted by the committee.</p>

2019/010  
(UWB)

**BUILDING MAINTENANCE UPDATE AND HEALTH AND SAFETY**  
**2019/010.1 - To receive and consider the building maintenance report.**

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

**Building compliance contracts**

There are a number of building compliance contracts outstanding (itemised below)

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

PAT Testing

ABC Electrical have been requested to carry out the PAT testing as they comply with the health and safety standards required for contractors and have provided the necessary documentation. They have requested a list of the electrical items for testing and will then arrange a date to come on site.

Pest Protection

This item is ongoing. At least two contractors will be requested to provide a quote for the pest protection service.

Kitchen Extraction Fan Clean

Option Hygiene have confirmed they are able to carry out this service. The manager is scheduled to provide a quote and any works agreed will be carried out on a weekend when the Café is closed.

New Lift

It has been almost 5 months since the new lift was installed. It is on a service contract with Foulds lifts and was recently serviced last month. There are a number of customers who are not using the lift correctly and the issues seem to occur on a weekend. The lift has had to be winded down on two occasions and has been out of use as recent as last week. After investigations it has become apparent that customers are stepping into the lift and using the emergency stop button whilst the lift is in operation. This is causing the lift to stop working and has to be reset in order for it to get going again.

**Action Taken:** A notice has been displayed near the lift asking customers not to use the lift if they are unsure and to speak to a member of staff. Children are being requested to be accompanied by an adult.

Building Keys

Since the CCTV and alarm system was upgraded, this has prevented users who had keys from accessing the building as it would activate the alarm. However it has transpired that some members of the public have got keys to access the building.

A quote has been obtained to change all the internal locks and have a system in place to allow building users ie staff and tenants with restricted access to some areas. The keys cannot be copied as they would be programmed in particular way to prevent copies being made. The quote for this work is at a cost of £320.83 plus VAT from a local locksmith. This would include four suites of keys and master keys. This would enable tenants to access their front door and offices only on one programmed key. It was recommended that all the internal and front door locks are changed once the tenants for the Unity Centre have been confirmed.

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

**RESOLVED:** That the Council get the potential asbestos in the building tested and deal with any issues arising from this and that the bill is then sent to Liberata

	<p>Proposed by Councillor Z Ali and Seconded by Councillor Hannah-Wood, and  <b>RESOLVED:</b> That the main door and all internal doors have their locks changed once the existing tenants of the offices in the building have left and that strict instructions are given to those in possession of keys in the future are not allowed to have copies made.</p> <p><b>2019/010.2 - To receive and consider the building maintenance report.</b>  To receive a report on the waste collection service and to note the actions taken to date.</p> <p>A written report had been circulated to members in advance of the meeting. The Unity Wellbeing Centre now has two general waste bins and the service provider has changed from Pendle Borough Council to Business Waste Ltd. The update was noted by the committee.</p>
2019/011 (UWB)	<p><b><u>EQUIPMENT PURCHASE</u></b></p> <p><b>2019/011.1 - To consider the purchase of foldaway divider screens for use within the Selina Cooper Hall (deferred from the last meeting)</b>  Requests have been made by members of the public to the Unity Wellbeing Centre caretakers to provide divider screens to allow segregation in the main hall. At present, visitors are stacking chairs and tables which is a major health and safety issue.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and  <b>RESOLVED:</b> That the Clerk is delegated to purchase the divider screens for the main hall to allow segregation for hall hire users (if required).</p> <p><b>2019/011.2 - 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 (deferred from the last meeting).</b>  The Clerk circulated a document with the different styles of tables and chairs which were available which would be suitable for the meeting rooms. The new tables would however be expensive.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Adam, and  <b>RESOLVED:</b> That the purchase of the new tables and chairs for the Hardy and Pankhurst meeting rooms be rejected and reviewed again next year.</p>
2019/012 (UWB)	<p><b><u>INSURANCE CLAIM AND LAND ADJACENT UNITY CENTRE</u></b></p> <p><b>2019/012.1 - To receive an update on the works outstanding that have been previously approved by the insurance company.</b>  The Clerk updated those present with the latest from the insurance company. All the schedule works have now been completed. This includes the replacement windows, new padlocks on the grills and the two sets of fire doors being sorted.</p> <p><b>Action:</b> The Clerk to request that the insurance company revisit the premises to assess a crack in the main pillar which has been identified.</p> <p><b>2019/012.2 - To receive an update on the clearance of the land next to the Unity Centre.</b>  A section 215 notice has been served to the owner of the land to remove all the rubbish from the land next to the Unity Centre. Currently, four small skips have been filled and taken away but there is still a lot of work to be done on the site. This was noted by the committee.</p> <p><b>2019/012.3 - To review any ongoing discussions in relation to an identified special project.</b>  The Clerk has written to and left voicemails for the landowner involved with the special project but has yet to receive a response since the last meeting of this committee.</p>

	<p>Proposed by Councillor Ali and seconded by Councillor Hayat, and  <b>RESOLVED:</b> That the Clerk writes to the landowner again to state the Council are available to contact if he would like to re-open negotiations.</p>
<p>2019/013 (UWB)</p>	<p><b><u>CLARION SUITE - SHORT-TERM TENANCIES</u></b>  <b>2019/013.1 - 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).</b></p> <p><u>PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960</u>  Proposed by Councillor Ali and seconded by Councillor Latif,  <b>RESOLVED:</b> 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</p> <p><b>2019/013.2 - To receive an update on the current office tenancies and consider any further action required.</b>  The Clerk has been in contact with all three offices in relation to the contracts for this financial year. The letter was sent out in May asking for a signature on an office license agreement and also to set up a direct debit for monthly payments and a damage deposit. The deadline on the letter was for 07<sup>th</sup> June.</p> <p>Office 1: Have not responded to the request  Office 2: Have signed the agreement and paid the rent for the whole year upfront  Office 3: Have not responded to the request and are in arrears for payments owed last year.</p> <p>Councillor Adam has been in touch with Office 1 who have informed him that their Executive meeting is taking place this coming weekend whereby they will make a decision around office space for the next 12 months.</p> <p>Proposed by Councillor Adam and seconded by Councillor Ali,  <b>RESOLVED:</b> That an additional 30 days be given to allow Office 1 an opportunity to have their Executive meeting and for them to contact the Clerk shortly afterwards to inform the Council of their decision.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Hannah-Wood, and  <b>RESOLVED:</b> That the Clerk continue to pursue the recovery of rental arrears from Office 3 and look to have the matter resolved in relation to the outstanding fees and office lease agreement within 30 days</p> <p><b>Action:</b> The Clerk to email members of this committee with an update around the tenancies once the 30 days have elapsed.</p>
<p>2019/014 (UWB)</p>	<p><b><u>FINANCIAL COMMITTEE REPORTS AND PAYMENTS</u></b>  <b>2019/014.1 - To review and approve the Unity Wellbeing Centre committee payments for the period of February and March 2019.</b></p> <p>Proposed by Councillor Ali and Seconded by Councillor Hayat, and  <b>RESOLVED:</b> That the committee payments for the period of February and March 2019 be approved by the committee and signed by the Chair.</p> <p><b>Action:</b> Councillor Sarwar to check with Daisy Communication around the costs of the internet services being provided and to see if any discount can be provided.</p>

	<p><b>2019/014.2 - To receive the Unity Wellbeing Centre monthly financial committee report.</b></p> <p>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</p> <p>The monthly financial monitoring report was received and noted by the committee.</p>
<p>2019/015 (UWB)</p>	<p><b><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></b></p> <p>To notify the Clerk of any matters for inclusion on the agenda of the next meeting</p> <ul style="list-style-type: none"> <li>• Tenants notice</li> <li>• Extraction fan cleaning</li> <li>• Asbestos audit</li> </ul>
<p>2019/016 (UWB)</p>	<p><b><u>DATE OF THE NEXT COMMITTEE MEETING</u></b></p> <p>The date of the next committee meeting is Wednesday 28<sup>th</sup> September 2019.</p> <p>There being no further business, the Chair closed the meeting at 8.10pm.</p>

Signed Chair: .....

Dated: .....