



**Minutes of a meeting of the Unity Wellbeing Management Committee
held on Wednesday 09th July 2020 via ZOOM**

Commenced: 6.00pm - Concluded: 7.45pm

Councillors Present: George Adam [Chair], Faraz Ahmad, Zafar Ali, Patricia Hannah-Wood, Nazeem Hayat, Mashuq Hussain [OBE] and Mohammad Kamran Latif

Absent Councillors: Omar Ahmed

Non-Councillor (without voting rights): None

Observing Councillors (not a member of the committee): None

Officers: Nick Harbour – Assistant Town Clerk [minute taker]

Members of the Public: Afran Akram, Mohammad Aslam, Gareth Martindale, Gary Webb and Kevin Webb

2020/001 (UWB)	<p><u>APOLOGIES FOR ABSENCE</u> To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.</p> <p>None received.</p>
2020/002 (UWB)	<p><u>DECLARATIONS OF INTERESTS</u> To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.</p> <p>Councillor Faraz Ahmad declared an interest in item 6 on the agenda.</p>
2020/003 (UWB)	<p><u>HERITAGE LOTTERY BID UPDATE AND NEXT STEPS</u> To receive an update on the progress being made around the work being carried out following the successful Heritage Lottery bid relating to the suffragist Selina Cooper and the Unity Hall in Nelson, Lancashire and to discuss the next steps.</p> <p>Kevin Webb ran through the latest developments in relation to the Heritage Lottery Bid. The stained glass windows and Selina Cooper artwork are now installed in the Selina Cooper Hall. Some more artwork in relation to the history of the hall is also being prepared and should be going up in the next few weeks, as will work in relation to the Clarion movement. The shortlisting for the Facilitator post has now been finalised and candidates will be invited in for interview in the last week of July.</p> <p>Action: The Assistant Town Clerk to invite the shortlisted candidates for interview once a date has been finalised when the Personnel committee are available to conduct the interviews.</p>

	<p>*Note – Councillor Adam left the meeting at this point due to technical issues. Councillor Zafar Ali took over the Chairman’s role for the remainder of the meeting.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Ahmad, and RESOLVED: That Councillor Ali takes over as Chairman for the remainder of the meeting due to Councillor Adam’s technical difficulties.</p>
<p>2020/004 (UWB)</p>	<p><u>RE-OPENING OF UNITY HALL FOLLOWING THE LIFTING OF LOCKDOWN</u></p> <p>To consider a time frame for the re-opening of Unity Hall. This includes the opening of the offices, Revive Café and hall hire.</p> <p><u>Unity Hall – Room Bookings</u></p> <p>Proposed by Councillor Ali and Seconded by Councillor Ahmad, and RESOLVED: That due to the ongoing threat of Covid-19 and the reportedly high alert which remains in the local area, Members of the public are not allowed to hire the hall or any rooms at the Unity Wellbeing Centre. This will be reviewed again at a future meeting.</p> <p><u>Revive Cafe</u></p> <p>Proposed by Councillor Ali and Seconded by Councillor Hannah-Wood, and RESOLVED: That the Revive Café can open for business on a collection-only basis. This means customers will have to call the café to place their order. The Catering Co-Ordinator will then prepare the order and the customer only enters the building to collect.</p> <p>Action: The Assistant Town Clerk, Catering Co-Ordinator and Caretaker make arrangements for the building to ensure the safety of staff and customers.</p> <p><u>Offices</u></p> <p>Proposed by Councillor Ali and Seconded by Councillor Hannah-Wood, and RESOLVED: That the Assistant Town Clerk write to the occupants of the offices requesting they provide details of how they will ensure the safety of their staff and customers and to detail how they will work in line with government guidelines to police it. (ie. Provide a risk assessment and policy on social distancing which will then be reviewed by the Town Council office and committee members).</p>
<p>2020/005 (UWB)</p>	<p><u>LETTING OF OFFICES AT THE UNITY WELLBEING CENTRE</u></p> <p>To note that the occupants of Office Two have now vacated and to consider requests to take over the tenancy.</p> <p>The Assistant Town Clerk notified Members that the organisation who were occupying Office 2 have now left and that there is space for hire.</p> <p>Afran Akram and Mohammad Aslam were present in the meeting and declared an interest in taking over the office. Following discussions between the potential new occupiers and Members, it became clear that the business they wished to operate from the office would be commercial and not operate as a non-profit business like the previous tenants.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Ahmad, and RESOLVED: That the item be deferred until a future meeting to enable the Assistant Town Clerk to get details of the commercial rates for the office and to receive more details of the intents behind the potential occupancy.</p>
<p>2020/006 (UWB)</p>	<p><u>CONVERSION OF MEETING ROOM INTO OFFICE SPACE</u></p> <p>To consider a request to convert the Hardy Room into a private office.</p>

	<p>Councillor Faraz Ahmad had declared an interest in this item. He had requested that the Hardy Room is changed from a meeting room available for the public to hire into a private office for his personal business. He left the meeting at this stage whilst other Members considered the request.</p> <p>Members noted that whilst the meeting room isn't as busy as the main hall, the office does still generate fees as is occasionally used as overspill when the main hall is full to capacity, as are the Café and Pankhurst Room. Members felt that rooms should still be used for community use as was the intention when the centre was set up.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Ali, and RESOLVED: That the Hardy Room is converted into an office for the Facilitator whilst they are in post, and returns back to a community room once the Facilitator role expires. Therefore, the request to convert the Hardy Room into a private office for hire is denied.</p>
2020/007 (UWB)	<p><u>STAFFING AT THE UNITY WELLBEING CENTRE</u> 2020/007.1 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.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Hannah-Wood, and RESOLVED: That no Press or Public be permitted to attend this part of the meeting. Only the Members of the Unity Wellbeing Management Committee are to participate, with the Assistant Town Clerk in attendance as minute taker.</p> <p>2020/007.2 To discuss staffing issues at the Unity Wellbeing Centre</p> <p>REDACTED.</p>
2020/008 (UWB)	<p><u>FINANCIAL REPORT IN RELATION TO THE UNITY WELLBEING CENTRE</u> To review a financial report in relation to the Unity Wellbeing Centre.</p> <p>Following on from the recent audit review, Members were presented with figures in relation to costs and takings at the Unity Wellbeing Centre and the Revive Café. Members considered the ongoing performance of the Centre and how to continue improving and delivering a well-used community function.</p> <p>Proposed by Councillor Ahmad and Seconded by Councillor Latif, and RESOLVED: That the hire cost for the Selina Cooper Hall increases from £50.00 to £80.00.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That a breakdown of the costs be provided for Members to review and that a meeting is arranged with Members of this committee and the Catering Co-Ordinator to discuss next steps.</p>
2020/009 (UWB)	<p><u>DATE OF THE NEXT TOWN COUNCIL MEETING</u> To note the date of the next committee meeting scheduled to take place on Wednesday 23rd September at 7.00pm, Unity Wellbeing Centre.</p> <p>The meeting was closed by the Chair at 7.45pm.</p>