



# Nelson Town Council

Town Hall, Market Street, Nelson,  
Lancashire, BB9 7LG  
Tel: 01282 697079 Mob: 07735 350735

**Email:** [info@nelsontowncouncil.gov.uk](mailto:info@nelsontowncouncil.gov.uk)  
**Website:** [www.nelsontowncouncil.gov.uk](http://www.nelsontowncouncil.gov.uk)

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**COMMITTEE:** FULL COUNCIL  
**MEETING DATE:** 19<sup>th</sup> JUNE 2019  
**SUBJECT:** REPORTS AND MEETING DOCUMENTS

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Reports and Correspondence enclosed.

Agenda item number	Reference
8	Catering Co-Ordinator Report
10.1	Building Maintenance Report
10.2	Waste Collection Service Report
14.1	Committee receipts and payments – February 2019 Committee receipts and payments – March 2019
14.2	Financial committee monitoring report



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**COMMITTEE:** UNITY WELLBEING MANAGEMENT COMMITTEE  
**MEETING DATE:** 19<sup>th</sup> JUNE 2019  
**SUBJECT:** REVIVE CAFÉ REPORT  
**REPORT BY:** DECLAN CUTTELL (CATERING CO-ORDINATOR)

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## **AGENDA ITEM NUMBER 8:** To receive and consider the report from the Catering Co-Ordinator

My apologies for not being able to attend the meeting. It feels like a long time since I have been able to touch base with the Committee so it has come at a bit of an unfortunate time but if ever anyone wants to ask me anything directly, please don't hesitate to come in to the Café or send me an email to [revive.unity@gmail.com](mailto:revive.unity@gmail.com)

Situation throughout Ramadan  
Post Ramadan.  
Café closing for one week due to annual leave  
Equipment servicing

### **Situation throughout Ramadan.**

The Café was quiet throughout the month of Ramadan. Around half of our customers are Muslim and our takings reflected that. I maximised time by getting the kitchen in to perfect order and having a thorough deep clean. I also made plans in regard to the menu and Facebook marketing. (As you may have seen with our first early summer video which was viewed over 1200 times)!

### **Post Ramadan.**

Post Ramadan our takings have returned to a more normal level, and we had the busiest day ever at the Café on Friday 07<sup>th</sup> taking over £165. We are still on target to get the Café to be self-supporting by the end of next year. As I have said before once we get the external catering up and running we'll be in a better financial situation. We just need to bare our teeth and hold out for the right candidate to join the team and help with the workload.

### **Café closing for one week due to annual leave.**

I will be on annual leave during the period of the 17<sup>th</sup> – 21<sup>st</sup> of June. Some time ago I spoke to Safia and explained that I would try to see if Peter could cover the Café. I had a cursory conversation with Peter but didn't get a definitive answer as we decided there were some things to work out first – like opening times and what was going to be on the menu.

Shortly after I was contacted by the volunteer and was informed that she would be going on holiday at the same time as me. When I spoke to the casual worker, he said that he did not want to try and run the Café by himself. Which I thought was a wise idea considering I couldn't run it by myself at a fully functional level and am much more competent than he is. The worker also doesn't know how to make some of the coffees and the success of the cover he provided the last time I was on annual leave was greatly supported by the volunteer. In my opinion the volunteer is more competent – though harder to manage.

After speaking to the Clerk on 14 June I found out that the casual worker had at one point told her that he was willing to run the Café and thus the Clerk had relayed to the Personnel Committee that the casual worker would open and run the Café. I was not involved with or informed of this conversation.

I would like to apologise to the Committee and to the Clerk for any confusion this has caused. I have been using social media and word of mouth to spread the word that we will be shut for a week. With our posts being posted on the Council website and some Councillors visiting the Café and the Town Hall it hadn't occur to me that the Clerk was unaware of my intentions.

When the casual worker said he couldn't run the Café alone I had agreed and began making plans to let as many people know that we would be shut for a week. The last time the casual worker had covered for me I was informed by some customers that it had not been the same and by others that it was a bit of a poor show. It's my belief that it would have been unwise to pressure the casual worker in to running the Café alone. Our reputation is 4.9 out of 5 and the best way to maintain that is to maintain standards. If a new customer was to come in and get half of what we usually offer and what they have heard about then they may never come back and may speak negatively of their experience at the Café – which could be very damaging.

It hasn't been an easy decision to come to - but I felt there was no alternative as we don't have anyone else trained to run Revive Café and it would be better to be shut all together for a week than to jeopardise our reputation for the sake of a weeks takings.

#### **Equipment servicing.**

I have mentioned before the extractor fans are not functioning very well. A customer who is a builder has told me that they have been installed too high to be properly functional. It may be the case that we can have them moved for not too much but perhaps a servicing would reveal more of what the problem is. The grates are cleaned every week by soaking and scrubbing. Below is a link for a local extractor fan cleaning service – however they are commercial cleaners and our extractor fans are domestic so I am unsure how to proceed.

<http://www.pjshygiene.co.uk/services/fan-cleaning/>



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**COMMITTEE:** UNITY WELLBEING MANAGEMENT COMMITTEE  
**MEETING DATE:** 19 JUNE 2019  
**SUBJECT:** BUILDING MAINTENANCE REPORT  
**REPORT BY:** TOWN CLERK

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**AGENDA ITEM NUMBER 10.1:** To receive and consider the building maintenance report enclosed

## **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.

**Recommended:** That all the internal and front door locks are changed once the tenants for the Unity Centre have been confirmed.



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**COMMITTEE:** UNITY WELLBEING MANAGEMENT  
**MEETING DATE:** 19 JUNE 2019  
**SUBJECT:** WASTE COLLECTION SERVICES  
**REPORT BY:** ASSISTANT TOWN CLERK

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## Waste Collection services

### Background

As the Unity Wellbeing Centre continues to grow, the amount of waste that needs to be put out for collection is ever increasing. This comes mainly from both the Revive Café and events which are held in the Selina Cooper Hall. There was only one 1,100 litre bin on site, and most weeks this was not big enough to accommodate all the waste. This meant charges being incurred for the collection of the extra refuse sacks which were put out next to the main bin. Not only are binbags being left out unsightly for those passing by and for residents living in the vicinity, they are also a health and safety risk – as some of the waste will be food which would attract vermin. On more than one occasion, Pendle Borough Council failed to collect the main bin or would not take away the additional refuse. This prompted the Clerk to look at costings for an additional bin and to look at potentially changing service providers.

### Costings

The Council were paying £91.31 per month to Pendle Borough Council for the emptying of one 1,280 litre bin once per week. Costs were also being incurred at a cost of £38.42 for extra sacks that were presented per week. Collections were also being missed due to PBC not being able to access the bins due to parked cars. This created additional workload to the Town Clerks office to chase up collections and investigate the issues. During financial year 2018/19 a total of £1,364.88 was incurred on trade waste. This included monthly collections and additional collections of trade waste.

Enquires were made for an another waste bin to prevent the additional charges being incurred. Following discussions between the Assistant Town Clerk and Pendle Borough Council Waste Services team, the Borough Council could not go any lower than the £91.31 per month per bin, meaning the two bins in total would cost £182.62 per month, an annual cost equating to £2,191.44.

A second quote was obtained from a commercial company named Business Waste Ltd. They were able to offer a 1,100 litre to be collected once per week for £75.84 per bin, meaning the two bins in total would cost £151.68 per month. This equated to an annual cost of £1,820.16. The company offered one months free collection – resulting in another additional saving.

Pendle Borough Council were unable to negotiate or match the price provided by a commercial company. It has transpired that no contracts were signed with Pendle Borough Council and a decision was then made by the Town Clerk to enter into an agreement with Business Waste Ltd due to the seriousness of the waste incidents by Pendle Borough Council which left the Unity Centre at a high risk of infestation.

### Summary of Costs

- Total annual cost - Pendle Borough Council - £2,191.44    x2 1280 litre bin
- Total annual cost - Business Waste Ltd - £1,668.48    x2 1100 litre bin

Difference - £522.96 per year

### **Conclusion**

Business Waste Ltd will be collecting the waste from the Unity Wellbeing Centre as of w/c 17<sup>th</sup> June 2019.

Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Ctte
DD	Borough of Pendle	Monthly removal of refuse at Unity	£92.31	£0.00	£92.31 (Contract)	FR 6.12	Trade Waste/Nappy/Sanitary Disposal	UWB
Card	Amazon	Entrance mats - Unity Centre (x2)	£103.70	£0.00	£103.70	FR 5.11	Repairs and Renewals	UWB
1721	Maxigene Environmental Services	Monthly legionella testing, Jan to March	£75.00	£15.00	£90.00	FR 4.7	Building Compliance Costs	UWB
1723	Jetcam Cleansing (Colne) Ltd	Unblocking drainage and cleaning gutters	£125.00	£0.00	£125.00	FR 4.7	Building Compliance Costs	UWB
1724	Citrus Business Solutions	Cash register rolls	£8.99	£1.80	£10.79	FR 4.7	Café & Catering Supplies	UWB
1726	Martin Collins Joinery & Glazing Ltd	x1 fitted fire door and x1 fitted shelf in reception area	£597.00	£119.40	£716.40	FR 4.7	Renovations	UWB
1727	Option Hygiene Ltd	Cleaning supplies to January 2019	£233.58	£46.70	£280.28	FR 4.7	Cleaning Supplies & Equipment	UWB
1728	Cash	Petty cash reimbursement - Revive Cafe - see schedule breakdown	£199.24	£0.00	£199.24	FR 6.13	Catering Supplies	UWB
1729	Catering Appliance Superstore Ltd	x1 polar CD084 upright fridge	£602.93	£120.59	£723.52	2018/061.1 (UWB)	Catering Equipment Repairs & Renewals	UWB
1731	Barrowford Safe and Lock Ltd	Repairs and replacement to x1 lock	£104.17	£20.83	£125.00	FR 4.7	Repairs and Renewals	UWB
1732	Borough of Pendle	Extra refuse sacks presented for collection between 1st October to 31 December	£35.20	£0.00	£35.20	FR 6.12	Trade Waste/Nappy/Sanitary Disposal	UWB
1736	Daisy Communications Ltd	Unity Centre -telephone and broadband charges	£39.85	£8.01	£47.86	FR 6.12	Utilities	UWB
1738	GFC Ltd T/A Ewood Foods	Café supplies 07/01 to 16/01	£88.52	£55.82	£144.34	FR 4.7	Café & Catering Supplies	UWB
		<b>TOTALS</b>	<b>£2,305.49</b>	<b>£388.15</b>	<b>£2,693.64</b>			

Signed: ..... Chair / Vice Chair



Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Ctce
<b>INCOME</b>								
<b>Ref</b>	<b>Customer</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>		<b>Budget</b>	<b>Ctce</b>
500043	Nelson Town Council	Revive café sales w/c 10 December 2018	£389.74	£0.00	£389.74		Café & Catering Income	UWB
500043	Nelson Town Council	Revive café sales w/c 17 December 2018	£514.80	£0.00	£514.80		Café & Catering Income	UWB
500043	Nelson Town Council	Revive café sales w/c 07 January 2019	£416.80	£0.00	£416.80		Café & Catering Income	UWB
500043	Nelson Town Council	Revive café sales w/c 14 January 2019	£436.85	£0.00	£436.85		Café & Catering Income	UWB
500045	ithaad Advisory Service	Inv UWB17 - Office rental charges - August to January 2019	£1,000.00	£0.00	£1,000.00		Office Tenancy Income	UWB
500045	Migrants Wellbeing Association	UWB15 - part invoice payment- Office rental charges - April to January 2019	£1,367.00	£0.00	£1,367.00		Office Tenancy Income	UWB
500045	Migrants Wellbeing Association	Room hire fees November 2018	£220.00	£0.00	£220.00		Unity Hall, Room/Café Hire	UWB
500046	Nelson Town Council	Room and hall hire bookings December 2018 to 23 February 2019	£1,360.00	£0.00	£1,360.00		Unity Hall room/café hire	UWB
500046	Nelson Town Council	Uncollected deposit from room hire	£120.00	£0.00	£120.00		Unity Hall room/café hire	UWB
500046	Nelson Town Council	Music hire system	£80.00	£0.00	£80.00		Music System Hire	UWB
500047	Nelson Town Council	Revive café sales w/c 21 January 2019	£426.35	£0.00	£426.35		Café & Catering Income	UWB
500047	Nelson Town Council	Revive café sales w/c 28 January 2019	£319.22	£0.00	£319.22		Café & Catering Income	UWB
500047	Nelson Town Council	Revive café sales w/c 11 February 2019	£470.64	£0.00	£470.64		Café & Catering Income	UWB
500047	Nelson Town Council	Revive café sales w/c 04 January 2022	£526.70	£0.00	£526.70		Café & Catering Income	UWB
<b>TOTALS</b>			<b>£7,648.10</b>	<b>£0.00</b>	<b>£7,648.10</b>			

Signed: ..... Chair / Vice Chair

## Schedule of Authorised Payments - March 2019

Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Ctce
DD	Borough of Pendle	Monthly removal of refuse at Unity	£92.31	£0.00	£92.31 (Contract)	FR 6.12	Trade	UWB
DD	Vodafone	Caretaker mobile - monthly charges	£14.99	£3.00	£17.99	FR 6.12	Utilities	UWB
DD	British Gas	Electricity charges - Unity Centre	£1,503.05	£300.61	£1,803.66	FR 6.12	Utilities - Unity Centre	UWB
Bus Card	Shop Stuff UK Ltd	12 months telephone support - café till	£49.95	£9.99	£59.94	FR 5.11	Catering Equipment Repairs/Renewals	UWB
1742	Option Hygiene Ltd	Cleaning supplies order 11/02	£11.19	£2.23	£13.42	FR 4.7	Cleaning Supplies & Equipment	UWB
1743	PPL PRS Ltd	Annual music license fee	£321.24	£62.24	£383.48	FR 4.7	Building Compliance Costs	UWB
1744	Limini Coffee Services Limited	Coffee supply	£78.00	£0.00	£78.00	FR 4.7	Café & Catering Supplies	UWB
1745	Class One Fresh Produce Limited	Café supplies 14/12 to 31/01/19	£422.33	£0.00	£422.33	FR 4.7	Café & Catering Supplies	UWB
1747	S Raja	Reimbursement of materials	£34.39	£0.00	£34.39	FR 4.7	Miscellaneous - UWB	UWB
1748	Pendle Village Carpets	Carpets to hallway and x2 meeting rooms	£1,620.00	£0.00	£1,620.00 (TC)	2018/140	Insurance Repairs	UWB
1749	Shaun Jeffers	Carpet fitter	£800.00	£0.00	£800.00 (TC)	2018/140	Insurance Repairs	UWB
1751	Max Brotherton	Photos and plaques - Unity Centre	£660.00	£0.00	£660.00	FR 4.7	Selina Cooper Project	UWB
1752	Class One Fresh Produce Limited	Café supplies - February 2019	£968.30	£0.00	£968.30	FR 4.7	Café & Catering Supplies	UWB
1753	Class One Fresh Produce Limited	Café supplies - 4th to 13th March	£487.31	£0.00	£487.31	FR 4.7	Café & Catering Supplies	UWB
1754	Ewood Foods	Order 06/03 - café supplies	£96.60	£16.34	£112.94	FR 4.7	Café & Catering Supplies	UWB
1755	Townson and Son Ltd	Meat orders 28/02 and 14/03	£84.03	£0.00	£84.03	FR 4.7	Café & Catering Supplies	UWB
1762	Borough of Pendle	Extra refuse sacks (13 weeks)	£35.20	£0.00	£35.20	FR 4.7	Trade Waste/Nappy/Sanitary Disposal	UWB

Signed: ..... Chair / Vice Chair

Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Ctte
1764	Option Hygiene Ltd	Cleaning supplies order - February inc repairs to floor machine	£339.42	£67.87	£407.29	FR 4.7	Cleaning Supplies & Equipment	UWB
1767	Limini Coffee Services Limited	Espresso ground coffee	£93.00	£0.00	£93.00	FR 4.7	Café & Catering Supplies	UWB
1768	Text Styles UK Limited	Internal welcome and door signage	£672.60	£134.52	£807.12	2018/053 (UWB)	Repairs & Renewals	UWB
1770	Borough of Pendle	Extra refuse sacks	£38.42	£0.00	£38.42	FR 6.12	Trade Waste/Nappy/Sanitary Disposal	UWB
1771	Townson and Son Ltd	Meat orders 21-23/03	£54.00	£0.00	£54.00	FR 4.7	Café & Catering Supplies	UWB
1774	Pennine Fire & Safety Limited	Emergency call out for lighting	£136.95	£27.39	£164.34	FR 6.12	Hard Wire Test & Elect call outs	UWB
1776	Ewood Foods	Café supplies - order 12/02	£54.95	£8.32	£63.27	FR 4.7	Café & Catering Supplies	UWB
1778	Class One Fresh Produce Limited	Café supplies - 14th - 29th March	£541.02	£0.00	£541.02	FR 4.7	Café & Catering Supplies	UWB
1780	Borough of Pendle	Extra refuse sacks for collection	£38.42	£0.00	£38.42	FR 6.12	Trade Waste/Nappy/Sanitary Disposal	UWB
1781	Townson and Son Ltd	Meat order 29/03	£10.00	£0.00	£10.00	FR 4.7	Café & Catering Supplies	UWB
1782	Ewood Foods	Café supplies order 28/03	£45.77	£9.15	£54.92	FR 4.7	Café & Catering Supplies	UWB
		<b>TOTALS</b>	<b>£9,303.44</b>	<b>£641.66</b>	<b>£9,945.10</b>			

Signed: ..... Chair / Vice Chair

Ref	Customer	Description	Net	VAT	Total	Budget	Ctce
TRANS	The Calico Group	Inv UWB20 - room hire	£520.00	£0.00	£520.00	Unity Hall room/café hire	UWB
BACS	Booths	Easter event - stall hire fee	£20.00	£0.00	£20.00	Events Income	EP&M
500049	Nelson Town Council	Revive café sales w/c 17 February 2019	£484.90	£0.00	£484.90	Café & Catering Income	UWB
500049	Nelson Town Council	Revive café sales w/c 25 February 2019	£432.00	£0.00	£432.00	Café & Catering Income	UWB
500049	Nelson Town Council	Revive café sales w/c 04 March 2019	£487.65	£0.00	£487.65	Café & Catering Income	UWB
500049	Nelson Town Council	Revive café sales w/c 11 March 2019	£397.02	£0.00	£397.02	Café & Catering Income	UWB
500049	Nelson Town Council	Revive café sales w/c 18 March 2019	£282.11	£0.00	£282.11	Café & Catering Income	UWB
500050	Nelson Town Council	Room and hall hire bookings March 2019	£715.00	£0.00	£715.00	Unity Hall room/café hire	UWB
500050	Nelson Town Council	Music hire system	£40.00	£0.00	£40.00	Music System Hire	UWB
500001	G Webb	Donation for Selina Cooper Project	£20.00	£0.00	£20.00	Donations (History of Building)	UWB
500001	North East TUC	Donation for Selina Cooper Project	£25.00	£0.00	£25.00	Donations (History of Building)	UWB
500001	CWU North Cumbria Branch	Donation for Selina Cooper Project	£200.00	£0.00	£200.00	Donations (History of Building)	UWB
500002	Migrants Wellbeing Association	Balance paid on invoice UWB 13 - office hire charges	£300.00	£0.00	£300.00	Tenancy Income	UWB
500002	Ithaad Advisory Service	Inv UWB22 - office rental charges Feb + March 2019	£333.33	£0.00	£333.33	Tenancy Income	UWB
500003	Nelson Town Council	Revive Café sales w/c 25 March 2019	£409.62	£0.00	£409.62	Café & Catering Income	UWB
		<b>TOTALS</b>	<b>£4,666.63</b>	<b>£0.00</b>	<b>£4,666.63</b>		



Month No : 1

## Committee Report

**UNITY WELL BEING MANAGEMENT****160 Unity Hall**

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4100	Utilities - Unity Centre	5,207	0	10,000	10,000	10,000	0.0 %
4101	Trade Waste&Sanitary/Nappy dis	1,555	0	1,400	1,400	1,400	0.0 %
4105	Hard Wire Test + Elec Call Out	273	0	500	500	500	0.0 %
4106	Building Compliance Costs	2,918	0	1,000	1,000	1,000	0.0 %
4107	Lift Maintenance + Costs	22,212	0	500	500	500	0.0 %
4108	Boiler maintenance + Gas Safet	0	0	1,000	1,000	1,000	0.0 %
4109	Music License	321	0	2,000	2,000	2,000	0.0 %
4430	Renovation/Proj/Match Funding	471	0	15,000	15,000	15,000	0.0 %
4431	Repairs & Renewals	3,142	0	1,500	1,500	1,500	0.0 %
4439	Caretakers Salary Tax + NI	7,209	0	12,500	12,500	12,500	0.0 %
4440	Caretaking/Managmnt-Contractor	4,708	0	1,500	1,500	1,500	0.0 %
4441	Cleaning Supplies & Equipment	1,427	0	1,500	1,500	1,500	0.0 %
4445	Equipment/Furniture Costs-UWB	2,240	0	1,000	1,000	1,000	0.0 %
4450	CCTV & Burgler Alarm System	1,290	0	500	500	500	0.0 %
4453	Professional Fees - UWB Centre	400	0	1,000	1,000	1,000	0.0 %
4455	Miscellaneous - UWB Centre	113	0	1,500	1,500	1,500	0.0 %
4456	Insurance repairs	2,524	0	0	0	0	0.0 %
	Unity Hall :- Expenditure	<b>56,011</b>	<b>0</b>	<b>52,400</b>	<b>52,400</b>	<b>0</b>	<b>0.0 %</b>
1211	Unity Hall Room/Cafe Hire	14,762	-200	7,500	-7,700		-2.7 %
1213	Music System Hire	240	0	300	-300		0.0 %
1214	Office Tenancy Income	5,283	0	0	0		0.0 %
	Unity Hall :- Income	<b>20,285</b>	<b>-200</b>	<b>7,800</b>	<b>-8,000</b>		<b>-2.6 %</b>
	<b>Net Expenditure over Income</b>	<b>35,725</b>	<b>200</b>	<b>44,600</b>	<b>44,400</b>		

**250 Revive Cafe - UWB Centre**

4030	Cater Co-ordtr Salary Tax + NI	18,872	0	20,000	20,000	20,000	0.0 %
4031	Catering Assit-Salary Tax + NI	2,971	0	7,740	7,740	7,740	0.0 %
4032	Casual work (catering)	2,626	0	500	500	500	0.0 %
4035	Volunteer Expenses	182	0	200	200	200	0.0 %
4460	Cafe & Catering Supplies	12,523	539	11,300	10,761	10,761	4.8 %
4470	Catering Equipment Repairs&Ren	952	0	1,000	1,000	1,000	0.0 %
	Revive Cafe - UWB Centre :- Expenditure	<b>38,127</b>	<b>539</b>	<b>40,740</b>	<b>40,201</b>	<b>0</b>	<b>1.3 %</b>
1200	Cafe & Catering Income	15,573	0	13,500	-13,500		0.0 %
	Revive Cafe - UWB Centre :- Income	<b>15,573</b>	<b>0</b>	<b>13,500</b>	<b>-13,500</b>		<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>22,554</b>	<b>539</b>	<b>27,240</b>	<b>26,701</b>		

UNITY WELL BEING MANAGEMENT :- Expenditure		<b>94,137</b>	<b>539</b>	<b>93,140</b>	<b>92,601</b>	<b>0</b>	<b>92,601</b>	<b>0.6 %</b>
Income		<b>35,858</b>	<b>-200</b>	<b>21,300</b>	<b>-21,500</b>			<b>-0.9 %</b>
<b>Net Expenditure over Income</b>		<b>58,279</b>	<b>739</b>	<b>71,840</b>	<b>71,101</b>			

