

MINUTES OF THE MEETING OF THE
MEMORIAL CENTRE COMMITTEE HELD, VIA ZOOM,
ON THURSDAY 3 SEPTEMBER 2020 AT 7 PM

PRESENT

Councillors: K. Phillips (Chairman)
E. Benner, S. Haywood, A. Lackey,
C. O'Neill, M. Pirt, K. Walker

Parish Clerk/Responsible Financial Officer,
Manager – Mountsorrel Memorial Centre,
Administrative Assistant
Sales and Marketing Assistant – Mountsorrel Memorial Centre.

10. APOLOGIES FOR ABSENCE

None.

11. MINUTES – 24 AUGUST 2020

RESOLVED that confirmation of the Minutes be deferred to enable to the Parish Clerk to clarify the resolution regarding Minute 5 – Sub-Committees and Working Parties.

12. DECLARATION OF INTERESTS

None.

13. PUBLIC PARTICIPATION

No matters were raised.

14. MEMORIAL CENTRE – KEY HOLDERS

RECOMMENDED that Keyholder responsibilities be added to the job description of the Operational staff

RESOLVED that the Chairman, Vice Chairman of the Memorial Centre Committee and Councillor E. Benner be appointed as keyholders for the Memorial Centre and appropriate training be provided.

RECOMMENDED that the Finance and General Purposes Committee be requested to amend the Council's CCTV policy accordingly and that the keyholders be authorised to have remote access to the CCTV system at the Memorial Centre.

(The Chairman proposed that Standing Orders be suspended to allow Memorial Centre staff to listen to the discussion in relation to agenda items 6 and 7 but that the staff would be required to leave the meeting during consideration of the resolutions. The proposition was seconded by Councillor E. Benner). On being put to the vote, it was carried unanimously.

RESOLVED that the public be excluded from the meeting during the consideration of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Section (1) and (2) of the Public Bodies (Admission to Meetings) Act 1960.

15. MEMORIAL CENTRE RE-OPENING

Further to Minute 8,

- (a) the Centre Manager submitted his report including the budget information on the proposed re-opening of the Memorial Centre (copies of which had previously been circulated to Members) and answered Members questions thereon
- (b) the Vice Chairman reminded the Committee that the Centre was required to be opened on 8 November in accordance with the terms of the lease with the War Memorials Trust.
- (c) The Committee considered the viability of opening the café in view of the social distancing requirements

RESOLVED that,

- (1) with the exception of the café, the Memorial Centre would re-open on Monday 2 November 2020
- (2) the café unit would be offered for rental and that the Clerk contact the Council's letting agents regarding the proposed rent charge for the unit.

16. FINANCIAL RISK ASSESSMENT – CO-VID 19

Further to Minute 9, the Centre Manager submitted his report (copies of which had previously been circulated to Members) on the current financial position of the Centre including areas of identified savings.

RESOLVED that the report be noted.

17. STAFFING STRUCTURE

- (1) The Clerk

- (a) submitted the current staffing structure for the Memorial Centre (copies of which had previously been circulated to Members);
 - (b) advised that one of the part-time receptionists (15 hours per week) had recently handed in her notice.
 - (c) Advised that any matters relating to the staffing of the Centre would need to be a recommendation to the Finance and General Purposes committee who had responsibility for staffing.
- (2) The Committee considered the overall structure and the minimum hours that would need to be provided to operate the centre particularly in relation to reception and operations.

RECOMMENDED that

- (1) The posts of café assistants be deleted from the establishment and that the two current postholders be made redundant following appropriate notice and consultation.
- (2) The post of General Manager be deleted from the establishment and that the current postholder be made redundant following appropriate notice and consultation.
- (3) The overall management responsibility for the Centre be undertaken by the Parish Clerk
- (4) The overall reception hours be reduced to 1.5 FTE (1 Full Time & 1 Part Time)
- (5) The overall operational hours be reduced to 1.5 FTE (1 Full Time & 1 Part Time)

The meeting closed at 9.00 pm

Chairman