

MINUTES OF THE MEETING OF THE  
MEMORIAL CENTRE COMMITTEE HELD, VIA ZOOM,  
ON THURSDAY 24 SEPTEMBER 2020 AT 7 PM

PRESENT

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

Manager – Mountsorrel Memorial Centre  
MMC staff x 3  
Administrative Assistant  
Members of the Public x 3

NOT PRESENT

Councillor P.Harris

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18. APOLOGIES FOR ABSENCE

Councillors K. Walker and A. Lackey

19. MINUTES – 24 AUGUST AND 3 SEPTEMBER 2020

RESOLVED The Minutes of the meetings held on 24 August and 3 September 2020 were confirmed as being a true record and authorised to be signed by the Chairman.

20. DECLARATION OF INTERESTS

Councillor C. O'Neill – item 11

21. PUBLIC PARTICIPATION

Jill O'Neill thanked the committee for agreeing that the community quilt may be accommodated within the MMC, confirmed the dimensions of the quilt are 7 feet by 8 feet, confirmed that the community craft project will pay for any fixtures and fittings.

22. REVIEW OF FEES AND CHARGES 2021/22

RESOLVED to suspend Standing Orders to allow Memorial Centre staff to contribute in relation to this item.

Standing Orders were reinstated.

RESOLVED by a majority to defer reviewing fees and charges 2021/22 until a business plan has been completed

RESOLVED to alert all hirers, when making a booking, that prices may be increased w.e.f. April 2021.

ACTION – full draft report by Lynn Tredell regarding pricing at the MMC to be circulated to all committee members for information and consideration  
(Post meeting note: report has been circulated to all committee members)

23. COVID-19 USER POLICY

RESOLVED that the Covid-19 User Policy be approved

24. LATEST GOVERNMENT GUIDANCE AND LEGISLATION

RESOLVED that the report be noted.

25. PROTECTIVE SCREENS

RESOLVED to accept the quote from GIVE-US-A-BREAK:

|                      |        |
|----------------------|--------|
| Reception            | 782.00 |
| Bar                  | 834.00 |
| Fins x 4 @ £100 each | 400.00 |
| + VAT                |        |

26. CLEANING REGIME

RESOLVED to suspend Standing Orders to allow Memorial Centre staff to contribute in relation to this item.

Standing Orders were reinstated.

RESOLVED

- i) to accept option 4.2 of the Clerk's report to purchase fogging cans
- ii) to accept recommendation 5 (b) that the MMC's current cleaning contractor be engaged to provide suitable training re the use of fogging equipment and that appropriate staff undertake COSHH training as soon as possible at a cost of £14.00 + VAT per delegate.
- iii) to accept recommendation 5 (c) to enter into a contract with a supplier to obtain an automatic sanitizer for each of the x 11 blocks of toilets
- iv) to give the Clerk delegated powers to ascertain the minimum length of contract, to obtain x 2 further quotes (3 quotes in total) and to appoint a contractor.

27. COVID EQUIPMENT AND PPE SUPPLIES

RESOLVED to approve the list of equipment and PPE supplies together with costings. The Clerk is to determine the amount of equipment and supplies to be ordered, an order is to be placed as a matter of urgency and supplies are to be stock-piled to ensure that the MMC has sufficient to enable it to function.

Councillor C. O'Neill here left the meeting

28. COMMUNITY CRAFT PROJECT

RESOLVED to suspend Standing Orders to allow Memorial Centre staff and Jill O'Neill to contribute in relation to this item. Jill O'Neill confirmed that the quilt would be sprayed with fire retardant material prior to being taken to the MMC (Jill O'Neill to advise with which fire retardant the fabric is to be/has been sprayed before installation and how often this may need repeating).

Standing Orders were reinstated.

RESOLVED to allow the Community Craft Project to hang their community quilt in an appropriate place in the MMC (to be determined following discussion with Jill O'Neill regarding an appropriate place)

The meeting closed at 8.18 pm

Chairman