



Melbourn Parish Council Meeting 15th June 2020

PC018/20: Consideration of Quotes for Hub Counter Protective Screening

Background

The Melbourn Community Hub has been closed for trading since the commencement of government lockdown in March 2020. Although not open to the general public the building has become home to the Melbourn Coronavirus Community Response (MCCR) team. Outcomes from this project are reported regularly and have been justifiably praised.

It is anticipated that the MCCR activity will continue for several months more. Service demand is presently undiminished. It is therefore likely that the MCCR will require the continued use of the Austen room. The Hub management are happy to support the MCCR by offering this space, although certain healthcare-related clients have indicated early interest and a conflict can be anticipated at some future point during 2020.

The Melbourn Hub, while financially an independent entity, is a key element in providing public services to the community as a partner to the Parish Council. The two bodies are closely linked and have broadly common objectives. The Parish Council owns the Hub asset. The Hub Management Company has responsibility for using the asset to deliver benefits to the village under its charitable charter. The MCCR project is very much under this common umbrella and is mentioned here to illustrate the shared goals.

As we emerge from Covid-19 lockdown the Melbourn Hub may require both financial and policy support from the Parish Council. The Hub management believe the Hub organisation should re-commence operations as soon as deemed safe for both public and staff. Reopening the Hub is consistent with our mission to support residents with benefits and services. It will signal a return to normal life. As a popular and central destination we believe this move will send a strong message to the village and help underpin public confidence. Underpinning public confidence should be a shared goal for both Hub and Parish Council.

The Need

We await specific government advice on the timing and exact nature of Covid-19 safety measures for hospitality venues. It is safe to assume the requirements already in place for shops and other institutions will be followed. Most remaining discussion involves the minimum social distancing, as reducing the 2 metres rule will improve the table density and viability of many venues. However, other measures such as one-way systems and processes that reduce possible virus transfer are clearly going to follow other industries.

It is therefore concluded that one of the mandated key safety measures will be physical counter screening to separate staff from volunteers and customers at the counter and till.

Justification

It is regarded as self-evident that both staff and customers will seek the security and reassurance of counter screening. It is present in all other retail settings and it will be expected in the Hub.

Moreover, there is a duty of care towards the catering staff members who will be interacting with a large cross section of the community. Proper protection, signage and café process will also be essential in the (predictably difficult) task of persuading members of the public to venture out again after lockdown. The Hub destination must look and feel Covid-19 secure.

Screening is likely to be in place for months and should be regarded as part of the Hub infrastructure. We will not be able to trade without it. It is proposed that the Parish Council carry this as an exceptional cost resulting from the pandemic. The demountable design of the screening will make it potentially useful in the future as information or merchandising boards, so it will have long-term utility.

Due to the competition for Perspex and similar materials it is important to resolve this matter or risk very long lead times.

Quotes Summary

Two quotes have been obtained. These offer broadly similar solutions although the materials of construction are not exactly the same. Either option would be functionally acceptable. The detailed quotes are included below.

SS Graphics Limited	£2,380.00 + VAT	Lead Time: 1- 2 weeks
DG Exhibitions Worldwide	£3,327.94 + VAT	Lead Time: 4 - 6 weeks

John Travis
Chair, Melbourn Community Hub Management Group



Jose Hales
Melbourne Community Hub,
High Street,
Melbourne,
SG8 6DZ
United Kingdom

SS Graphics Limited
Unit 35 - 37
Culley Court
Peterborough
Cambridgeshire
PE2 6XD
United Kingdom
Tel : 01778 393440
Fax : 01778 424536

QUOTATION

Ref No. PT29459/2
Dated 12/06/2020
Contact Jose Hales
Tel
Fax

Further to our conversation, please find our quotation detailed below...

Re : Covid-19 Screens

Item	Qty	Pack	Description	Unit Price	Total
A	1	Unit(s)	Supply & fit social Distance Screens. All fabricated in 5mm Hips clear plastic with aluminium frame as agreed	£2,380.00	£2,380.00
				Sub Total	£2,380.00
				VAT	£476.00
				TOTAL	£2,856.00

Payment Terms: Payment Terms: Payment on Delivery / Collection of goods
Delivery: within 30 days of receipt of your signed confirmation of order.
This quotation is valid for 30 days from the date of this document

I look forward to hearing from you in due course...

Yours sincerely ,

Paul Trayhurn

QUOTATION

EVENT	Bespoke Barriers for COVID19
EVENT DATE	TBC
COMPANY	The HUB Melbourne
QUOTATION REFERENCE	E-1120 v1
DATE	4th June 2020

DESCRIPTION	COST
Production om bespoke metal system frames	£568.90
Production of infill panels as per drawings	£1,754.54
Graphic vnyil frosting to windows	£180.00
Transportation and installation by 2 men	£824.50
TOTAL £ (excluding VAT)	£3,327.94

EXCLUSIONS
Any alterations to design, lead time will be a minimum of 4 weeks from order received.

ALTERATIONS AND ADDITIONS WILL BE QUOTED AND CHARGED ACCORDINGLY.
 ALL BUSINESS CARRIED OUT WILL BE IN ACCORDANCE WITH THE COMPANIES CONDITIONS OF TRADING,
 WHICH CAN BE MADE AVAILABLE ON REQUEST.

BANK DETAILS

Bank: Barclays Account Name: Display Graphics Ltd. Account Number: 93275329 Sort Code: 20-41-15
 IBAN: GB28 BARC 2041 1593 2753 29 SWIFT/BIC: BARCGB22

Display Graphics Ltd.
 Ashley Industrial Estate, Mereside,
 Soham, Ely, Cambridgeshire CB7 5EE