

St Ive Parish Council

Minutes of the St Ive Parish Council Millennium House Management Committee held on Monday, 5th November 2018 in the Gallery Room, Millennium House, Pensilva at 7.15pm.

Item No.		Action by
1	<p>Present. Cllrs. A Moss (Committee Chairman), A Haimes, P Haimes, J Bruce, K Parkes, M Carr, R Farley, I Vaughan and Mrs R Hicks.</p> <p>Also attending. Mrs J Hoskin (Parish Clerk)</p>	
2	<p>Apologies for absence were received from Cllr. C Vaughnley.</p>	
3	<p>Councillors Declarations on Interest. Cllrs. J Bruce, R Farley and Mrs R Hicks declared an interest on any matters relating to PCA.</p> <p>Cllrs. A Haimes and P Haimes declared an interest on any matters relating to the Parish Council Admin Assistant.</p>	
4	<p>Comments or questions from members of the public. There were no members of the public present.</p>	
5	<p>Minutes – to approve the Minutes of the Meeting held on the 1st October 2018. The Minutes of the Meeting held on the 1st October 2018 were read by the clerk, approved and signed by the Committee Chairman, proposed Cllr M Carr, seconded Cllr A Haimes and unanimously agreed following an amendment to Item 8 Bar work (update from the event group and not PCA).</p>	
6	<p>Matters arising.</p> <p>Item 6) Security System – Cllr A Haimes suggested that a basic guide to the security system be compiled and left at the reception desk for staff. A recent incident had resulted in the provider ASG being contacted and this could possibly be prevented if everyone was aware of the operating instructions. Martin Green (caretaker) will be asked to produce this document.</p> <p>Item 8 EPOS System – Duchy Systems had now updated the EPOS system and presented a training session for staff. They will return again is necessary.</p> <p>Item 11 Library / Learning Hub – Cllr J Bruce reported that a computer was available if wanted for a learning hub. This would require protection for its usage and limited access. Two new chairs had been donated for the library.</p> <p>Item 13 Spreading of salt in car park – It was agreed that in severe weather conditions Nathaniel will be asked to spread the salt over the car parking areas, and Martin be asked to carry out this task on the days Nathaniel did not work.</p> <p>Item 14 Lighting - Cllr P Haimes reported that the lighting in the reception area had been upgraded.</p>	<p>AH</p> <p>JB</p>
7	<p>Function room hire. The committee agreed to recommend that hire charges for the function room for private Christmas and New Year parties be let free of charge. Also the hire rate for private events on a Friday and Saturday night</p>	

	during January and February 2019 be reduced to ten pounds. Proposed Cllr J Bruce, seconded Cllr P Haines and agreed by the majority. Mrs Hicks was against this decision.	
8	To consider installing a juke box in the bar. Cllr A Moss had obtained prices for a juke box in the bar and these were beyond the costs expected. It was agreed not to pursue this matter.	
9	Bar work to be completed – curtains (update from PCA), pictures and repainting of areas damaged by drink splashes. The curtains were now in place and Cllr A Haines offered to send a thank you card to the lady who carried out the alterations. The volunteer group had painted over the splash marks.	AH
10	Installation of defibrillator and report on training session held on the 29th October 2018. The defibrillator had now been installed and training was carried out on the 29 th October 2018. The trainer had offered to repeat the session in early 2019 if this was required. A notice will be published in the Parish Pump magazine inviting public interest in this.	AM
11	Installation of extra hand dryers throughout the building. The hand dryers had been installed and the caretaker was to fix trunking over the cables.	
12	Update on the provision of the Age UK electric car. A representative from Age UK was visiting tomorrow, 6 th November 2018 to look at the availability of the electric supply. Tenders may be obtained for the installation of a charging point. Cllr A Moss will continue to liaise with Age UK.	AM
13	Refuse and Recycling collections. It was noted that H & A had now sold the refuse and recycling part of their business to BIFFA. Cllr I Vaughan stated that collections need to be monitored to ensure the schedule is being maintained.	
14	<p>Any other urgent business.</p> <ul style="list-style-type: none"> o Halloween Party – Thanks were expressed to Cllrs. J Bruce and A Moss for the success of the Halloween party. Mrs Hicks felt more help was needed for next year if a party was held. o Bar Licence – Cllr A Moss was completing the forms to amend the names on the bar licence, the cost being approx. 112.00 <p>Cllr A Haines presented an analysis of takings from the main bar and function bar and these were discussed. Mrs Hicks confirmed that the skittles group did not pay room hire as skittles was a bar game whereas short mat bowls were not.</p> <p>The committee discussed the bar opening hours with a view to closing one hour earlier if no functions were in the building. The loyalty card will also be reviewed.</p> <p>It was suggested that a beer or gin festival be held in 2019.</p> <ul style="list-style-type: none"> o Christmas Tree – Cllr A Haines reported that a Christmas tree had been ordered for the outside of the building and a carol singing evening was being organised with mince pies and hot chocolate drinks. Date to be confirmed. 	AM

	<ul style="list-style-type: none"> o Christmas Parties – An entertainer had been booked for the childrens party. Nominations were being invited for the pensioners lunch; and Mrs Hicks will provide a list of volunteers including those who deliver the Parish Pump magazine. 	RH
15	Date of the next Meeting. Monday, 3 rd December 2018, if needed.	
16	To close the Meeting. There being no further business the meeting closed at 8.35pm.	

Dated:

Signed: