

Millennium House, Century Square

# **St. Ive Parish Council**

Princess Road, Pensilva,  
Liskeard, Cornwall, PL14 5NF.  
Telephone 01579 363096  
Fax 01579 36210

**The Minutes of a meeting of the St Ive Parish Millennium House Management Committee on Monday 6<sup>th</sup> November 2017 at Millennium House at 7.00pm**

**31. PRESENT Were, Cllr, Mr. A. Moss, (chairman)**

**Cllrs, Mrs. M. Carr, R. Farley, A. Haines  
Cllrs, Mr. J. Bruce, P. Haines I. Vaughan  
Mrs. R. Hicks, Coopted Member**

**32. APOLOGIES, Were received from Mrs. K. Parkes**

**33. COUNCILLOR'S DECLARATIONS OF INTEREST, None**

**34. MINUTES, the Minutes of the previous meeting had been circulated  
Were accepted as a true record, proposed by Cllr Mr. A Moss Seconded by  
Cllr Mrs. R Farley and unanimously carried.**

**35. MATTERS ARISING FROM THE MINUTES**

**A, Mini Library, Cllr, P. Haines, reported that it was not possible to proceed  
With the project as funding is only available to areas not served by the  
Mobile**

**Library. Members discussed the extension of the existing book scheme,  
possibly adding other loan items.**

**It was agreed to place an advertisement in the Parish Pump to seek used  
book shelves.**

**Cllr, A. Moss agreed to investigate the possibility of the Mobile Library  
visiting**

**St Ive on a regular basis.**

**36. NEW BUSINESS**

**36.1 Millennium House Budget**

**The 2018/9 Budget Proposals were circulated among members.**

Cllr, Mr I Vaughan, questioned the total shown for bar costs which was equal, to the current half year spend, Cllr, Mr A, Moss agreed to revisit this figure.

Cllr, Mr I Vaughan, commented that the expectation of the trading profit for the Catering function, as represented by sales over purchases was not quite right, however the major concern was that staff costs made a Net profit unattainable. Members discussed varying ideas to increase the profitability of the catering function.

### **36.2 Fire Alarm Contract**

Cllr, Mr A, Moss introduced detail of a new provider of the service. His concern was the replacement of the alarm panel being carried out prior to the end of the existing contract in May. Not replacing the panel could mean the building was uninsured. Cllr, Mr I Vaughan asked if an early termination may be sought, Cllr, Mr A Moss agreed to enquire.

#### **Fire Alarm Contract**

##### **ASG Security (Trago, National Trust)**

Intruder alarm                    £175 + vat per Year, call out £75 + vat  
Fire alarm                    £140 + vat per year,  
Key holder                    £168 + vat per year, call out £37.50 + vat for the first hour

If we want to link the Fire Alarm to the key holder too, one off fee £45 + vat and annual fee of £50

To replace the existing faulty fire alarm panel £593.86 + vat

To take over the CCTV £80 + vat

Emergency lighting certification £80 + vat

To transfer from Chubb to ASG, a one off fee of £52.19 to the police admin fee.

#### **Chubb – Current Contract**

Intruder alarm    £325.49 + vat per year  
Fire Alarm            £332.23 + vat per year  
Maintenance            £159.42 + vat per year  
G4S keyholding    £428.93 + vat per year, call out £42.19 + vat per year  
Repair of existing Fire panel            £1128.98 +vat

### **36.3 Cleaning of the MH External Cladding**

Cllr, Mr A Moss introduced a quotation to hire a cherry picker in order To facilitate the exterior cleaning in the sum of £195 plus delivery and VAT total £245. Cllr, Mrs. A Haines enquired who might be expected to carry out the cleaning. Cllr, Mr A. Moss replied he was hopeful of enough volunteers.

#### **36.4 Remembrance Day Tidy Up**

**Members were asked to assist if possible with a tidy of the Memorial Garden on Saturday.**

#### **36.5 Aprons for Catering Staff.**

**Quote has been obtained by Cllr Mr A Moss to supply aprons for use by catering staff. Cllr Mrs. Haines spoke of the need for uniform appearance when catering at functions. The price £75 plus vat was proposed accepted by Cllr Mrs. A Haines, seconded by Cllr Mr I. Vaughan and carried unanimously**

#### **36.5 Rear Decking and Steps**

**Cllr Mr. A Moss, introduced the subject of the rear steps and balcony being slippery and worn. Various treatments were outlined and it was agreed to seek quotations to replace the steps with a non-slip coating.**

#### **36.6 Mel Bar and Function Room Plans**

**Plans to detail the proposed refurbishment were exhibited, broadly to Remove bench seating; install a surround shelf with high stools. Replace curtains and flooring. Quotations are being sought; plans for the function room repaint in January.**

#### **36.7 MH toilet taps**

**Cllr Mr A. moss had been provided with detail of the parts required to Restore the taps to working order, it was agreed to seek quotations to Carry out the work after a single unit trial.**

#### **37 Coffee Shop Water Heaters**

**Cllr Mrs. M Carr, asked for an extra item to be included to record that The water heater had been repaired, and was now working properly. She asked for reimbursement of the material costs Cllr Mr A. Moss advised producing receipts to finance clerk**

**38 Cllr Mr J. Bruce asked to report on the Halloween Party which was only able to be set up, with the help of the Parish clerk being the only person available. He stated that she had in fact been told not to work on**

**The day. Cllr Mrs., a Haines said this was quite wrong and no such instruction had been issued.**

**39 Cllr Mr J. Bruce advised that the Millennium House website was now up and running.**

#### **40. DATE OF NEXT MEETING**

**The date of the next meeting was arranged as December 4<sup>th</sup> at 7.00**

**p.m.**

**Alan Moss  
Chair  
(8<sup>th</sup> January 2018)**