

St Ive Parish Council

Minutes of the Millennium House Management Committee Meeting held on Wednesday, 9th May 2018 in the Millennium House, Pensilva at 7.15pm.

1.. Present: Cllrs. P Haimes, A Haimes, K Parkes, R Farley, M Carr, J Bruce, A Moss, T Hodson, I Vaughan, N Libby, R Hicks.

Also attending: J Hoskin (Parish Clerk)

The Committee agreed to appoint Cllr A Moss as Chairman of this Committee for the forthcoming year.

2. Apologies for absence were received from Cllr. C Vaughnley.

3. Councillors Declarations of Interest: Cllrs. P Haimes and A Haimes declared an interest on any matters that may be raised in relation to the appointment and work of a new admin assistant for the Parish Council and Millennium House.

4. Comments or Questions from members of the public: No members of the public present.

5. Minutes – to approve the Minutes of the Meeting held on the 4th April 2018: The Minutes of the Meeting held on the 4th April 2018 were approved and signed.

6. Matters Arising from the Minutes:

- Item 59 - It was noted that dogs would be allowed in the Millennium House but not in catering areas of the building (a correction from the previous meeting not recorded) proposed Cllr R Farley, seconded Cllr A Haimes and unanimously agreed.
- Item 60 – An insurance company from Plymouth (WPS) had been asked to visit and submit a quote for the insurance renewal.

7. Bar and Function Room decoration work: The refurbishment work was completed on the 8th May 2018, with pictures and curtains yet to be rehung. It was noted that the Ministry of Defence Scroll would be framed and the notice board will be removed. It was felt that pictures etc. from local clubs such as the football and skittles clubs should continue to be displayed and it was suggested these be put up in the foyer / reception areas of the building, proposed Cllr A Moss, seconded Cllr M Carr and unanimously agreed.

8. 20th Anniversary Celebrations: The afternoon on the 7th May 2018 was a huge success and well attended. Cllr J Bruce will add some pictures to the councils Facebook page. Thanks were received from the W.I.

9. Drains: Item deferred, work pending.

10. Provision of an electric car and charging point: Cllr A Moss reported on the site at the Millennium House chosen by CRCC and Age UK who would provide an electric car, the charging point and nominated drivers for the facility. The Parish Council would be compensated for any electricity used. Cllr A Moss had received details of the contract agreement and it was proposed by Cllr A Moss, seconded by Cllr P Haimes and unanimously agreed this request be put to the Full Council seeking their support for this worthwhile facility that would also help the STIC (Sustainable Transport in Cornwall) vision.

11. Electric safety certificate for the building: A local company had now visited the building and given a verbal quote of £3,000 for the work required in providing the certificate. Further quotes will be obtained. It was noted that an Electrical Certificate was not compulsory but “good practice” in maintaining the safety of the building. It was recommended that this work be done, proposed Cllr I Vaughan, seconded Cllr M Carr and unanimously agreed.

Cllr I Vaughan proposed that lighting in the building be changed to a more energy efficient LED system, this was seconded by Cllr M Carr and unanimously agreed this be put to the full Council.

12. ASG Security – to look at the terms and conditions and agree that this company takes over the management of the fire alarms, intruder alarm and CCTV from July 2018: Agreed to recommend this company takes on the contract work from Chubb and G4S from 1st July 2018. The contract documents had been received and needed to be signed. Cllr A Moss offered to seek clarification on the work needed for the changeover and to establish if the key fobs needed replacing or could be re-programmed.

13. Staff Restructuring: Cllrs A Haines reported that Graham Rees the bar supervisor had tendered his resignation and having spoken to staff it was suggested that existing staff accommodate the surplus hours once Graham had left. Various staff members were happy to take on extra hours and Summer had completed her licensee application for the bar. Coleen and Summer would take on the ordering of bar supplies and the cleaning of the pipes etc. Some reservations were expressed and Councillors offered to assist if needed for the ordering. It was felt that bar needed to be driven to attract more custom encouraging other clubs such as darts and euchre teams.

Cllr A Haines highlighted the fact that two members of staff should be in the building when the bar was open and this could be overcome by increasing the reception duties to cover these hours. It was agreed that a zero hours contract be recommended.

It was proposed by Cllr A Haines, seconded by Cllr K Parkes and agreed by the majority that Summer and Coleen be granted extra hours to manage the bar and increase tasks on a three month trial basis. Cllr R Farley abstained.

It was suggested that general catering for larger functions be outsourced other than the refreshments for the monthly pensioners’ lunches, antiques fayres and meetings held in the conference rooms. Extra hours would be offered to Phyllis to cover this.

It was proposed by Cllr R Farley, seconded by Cllr K Parkes and agreed that all staff receive a letter outlining the proposals.

Cllrs A Haines and P Haines declared an interest on any matters relating to the outsourcing of the catering.

14. Change of Licensee: Also discussed under Item 13 of this meeting. Cllr A Haines reported that an alternative name was available for the licence until Summer had received confirmation for herself.

15. Any other Business:

- **Coffee Shop** – Cllr P Haines expressed the concerns of the volunteers running the coffee shop that the money raised was being spent to cover general costs and not used as they had intended which was to raise money for the building and used to donate items for specific purposes. It was proposed by Cllr P Haines, seconded by Cllr A Haines that the full council recommend the café be managed by the PCA and any money raised be banked with this organisation. The motion was carried by six votes. Cllrs. R Farley, J Bruce, I Vaughan, T Hodson and Mrs R Hicks declared an interest and abstained.

16. Date of the next meeting – Monday, 4th June 2018

17. To close the Meeting: There being no further business the meeting closed at 8.55pm.

Dated: 4th June 2018

Signed: