

St Ive Parish Council

Minutes of the St Ive Parish Council Millennium House Management Committee Meeting held on Monday, 7th January 2019 in the Millennium House, Pensilva at 7.15pm.

Item No.		Action by
1	<p>Present. Cllrs. A Moss (Committee Chairman), P Haines, A Haines, J Bruce, R Farley, I Vaughan, C Vaughnley and Mrs R Hicks.</p> <p>Also attending: Mrs J Hoskin (Parish Clerk)</p>	
2	<p>Apologies for absence were received from Cllrs. M Carr and K Parkes.</p>	
3	<p>Councillors Declarations of Interest. Cllrs. P Haines and A Haines declared an interest on any matters relating to the Parish Council Admin Assistant. Cllrs. R Farley, J Bruce and Mrs R Hicks declared an interest on any matters relating to PCA (Pensilva Community Association).</p>	
4	<p>Comments and 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 5th November 2018. The Minutes of the Meeting held on the 5th November 2018 were confirmed and signed by the Committee Chairman following amendments to Item 6 -14 and item 14 (the tree had been donated and not ordered) , proposed Cllr Haines, seconded by Cllr R Farley and unanimously agreed.</p>	
6	<p>Matters Arising from the Minutes.</p> <p>Item 6 – 6 Security System. Cllr A Moss offered to remind Martin (caretaker) to produce the basic guide to the operations of the security system.</p> <p>Item 6 -11 Library / Learning Hub. Cllr J Bruce confirmed costs to provide a working wi-fi system would be in the region of £800. This would link all offices and systems together. The current booking and invoicing system was explained; and it was suggested that electronic invoicing be investigated; however it was explained that receipts were currently issues by the bookings officer who then passed the information to the Finance Officer to action. This system worked well so it was agreed this process continues for the immediate future.</p> <p>Item 9 Bar work – It was noted the bar work had been completed.</p> <p>Item 10 – Installation of defibrillator and report on training session held on 29th October 2018. Two names had come forward should another training session be held in the future.</p> <p>Item 11 – Hand dryers. The trunking work for the electric cables needed to be completed.</p> <p>Item 12 – Update on the provision of the Age UK electric car. The fuse box for the electrical installation had been checked.</p>	AM

	<p>Item 13 – Refuse & Recycling collections. The Clerk had obtained the schedule for collections and informed the Millennium House Caretaker.</p> <p>Item 14 Christmas parties - Cllr P Haines offered to send a letter of apology to volunteer Mr Collins who had not been invited to attend the event.</p>	
7	<p>Review of bar prices. The bar prices needed to be increased and the Committee agreed to accept the recommendation from the Sales Manager at Coors that all drinks are increased by 10 pence. This will take effect from the 14th January 2019. Coors were happy to assist with a Beer Festival (date to be arranged) and a future Gin Festival if required. It was suggested the Events Group be asked to help with these events.</p> <p>Coors were providing embroidered polo shirts for all bar staff.</p> <p>Cllr P Haines suggested that an event is held each month to attract customers.</p>	
8	<p>Review of bar loyalty cards. It was noted that some loyalty cards were being misused and that a card belonging to someone not using it was regularly being put through the till. The loyalty card held behind the bar had now been removed. It was agreed that all cards be withdrawn from the 31st March 2019 and an alternative offer of 10% discount on all drinks be introduced Monday to Friday between 5.00pm and 7.00pm, or a “happy hour” introduced.</p>	
9	<p>Replacement gas boilers – quotes and grant funding. Enquiries were being held to try and repair the existing boilers and attempts were being made to obtain three quotes.</p> <p>Cllr R Farley stated that the whole building needed to be revamped including the heating system, roof, windows, kitchen and wi-fi system. It was suggested that a sub-committee be formed to investigate grant funding options for this work.</p>	Sub-committee
10	<p>Repairs to leak in roof, roof coating and funding. Included in Item 9 above.</p>	
11	<p>Feedback from Christmas and New Year parties. Also reported under Item 6 of this meeting. Feedback identified that the parties were well received. Cllr I Vaughan suggested that in future the parties be subsidised by donation boxes or the unknown donor charity.</p>	
12	<p>Use of gym for personal training sessions. The Clerk was liaising with Joe and would establish an amount to be paid.</p>	Clerk
13	<p>Any other urgent business for this meeting,</p> <ul style="list-style-type: none"> a) Risk Assessment – Cllr A Moss was arranging for the risk assessment to be completed. It was identified that there were often inaccuracies between the bar takings and receipts printed. Floats bags would now be available for each day with an amount of £72.00. b) Bar float – It was agreed that the float held in the safe be reduced to £200. c) Staff – It was noted that not all staff were carrying out tasks during their shifts so maybe induction training should be introduced for new employees and existing staff be monitored. Staff should be aware of jobs 	

	to be completed. Staff should refrain from using mobile phones when working, unless consent had been obtained for exceptional circumstances.	
14	Date of next Meeting. Monday, 4 th February 2019 if required.	
15	To close the Meeting. There being no further business the meeting closed at 8.45pm	

Dated: 1st April 2019

Signed: