

St Ive Parish Council

Minutes of the St Ive Parish Council Millennium House Management Committee Meeting held on Monday, 1st April 2019 in the Millennium House, Pensilva at 7.35pm.

Item No.		Action by
1	<p>Those present. Cllrs. A Moss (Committee Chairman), M Carr, I Vaughan, J Bruce, C Vaughnley, R Farley, P Haines, A Haines, Mrs R Hicks.</p> <p>Also attending. Mrs J Hoskin (Parish Clerk) Cllr S Reilly.</p>	
2	Apologies. None.	
3	<p>Councillors Declarations of Interest. To receive and grant any requests for dispensations. Cllrs. P Haines and A Haines declared an interest on any matters relating to the Parish Council Admin Assistant.</p> <p>Cllrs. R Farley, J Bruce and Mrs R Hicks declared an interest on any matters relating to the PCA (Pensilva Community Association).</p>	
4	Comments or questions from members of the public. There were no members of the public present.	
5	<p>Minutes – to approve the Minutes of the Meeting held on the 7th January 2019. The Minutes of the Meeting held on the 7th January 2019 were approved and signed by the Chairman, proposed Cllr P Haines, seconded by Cllr A Haines and unanimously agreed.</p>	
6	<p>Matters arising from the Minutes.</p> <p>Item 6 – Security System. The Chairman will remind Martin (caretaker) to produce a basic guide to the operation of the security system.</p> <p>Item 6 – Defibrillator. A second training session will be organised and names were being taken. Cllrs I Vaughan, M Carr and S Reilly added to the list.</p> <p>Item 6 Hand dryers. The Chairman will remind Martin (caretaker) to install the trunking as agreed.</p> <p>Item 7 Bar prices. The bar prices had been increased. Cllr I Vaughan reported that prices were inaccurate and the EPOS system needed to be updated / corrected. Cllr Vaughan will address this with the Admin Assistant.</p> <p>The new polo shirts had arrived and were being worn by the bar staff.</p>	<p>AM</p> <p>Admin Assist.</p> <p>AM</p> <p>IV/ Admin Assist.</p>
7	<p>To consider requests from groups to run Mother & Toddler sessions and Dance sessions. It was proposed by Cllr R Farley, seconded by Cllr P Haines and unanimously agreed that the Mother & Toddler group be offered a reduced hire rate of £10.00 (ten pounds) per session for the first six months to enable them to establish their organisation. The day / time to be confirmed.</p>	

	<p>It was noted that the Dance group would be organised by Ollie Proctor (relief bar assistant) in conjunction with the youth group. Further details to be obtained. Proposed Cllr A Haimes, seconded Cllr R Farley and unanimously agreed.</p> <p>Bouncy Castle Company - Mrs R Hicks notified the meeting of a bouncy castle company who were investigating the possibilities of bringing their children activities to the Millennium House during the school summer holidays (Inflatable parties). This was company funded at no cost the Millennium House although money could be made by selling drinks and snacks to parents and children. www.lighthousecommunitycentre.co.uk. Further information will be obtained.</p>	RH
8	<p>Review of the bar loyalty cards – to reconsider the decision made to cancel the cards from the 31st March 2019. To resolve to reinstate the cards and decide how much to charge for this. Having decided to cancel the loyalty cards at the MHMC Meeting on the 7th January 2019, feedback from customers had identified the requirement for these annual cards and that people were willing to pay £10.00 (ten pounds). Cllr A Moss felt the previous decision was made without proper consultation and therefore suggested they be reinstated but managed and monitored correctly.</p> <p>It was proposed by Cllr P Haimes, seconded by Cllr R Farley and agreed by the majority to revoke the previous decision and reintroduce the cards immediately. Mrs R Hicks abstained, and Cllrs. J Bruce and C Vaughnley were against this decision.</p>	
9	<p>To receive a report from the independent bar audit carried out on the 28th March 2019, if available. The Clerk notified the meeting that the Finance Officer was awaiting the report.</p>	
10	<p>Feedback from the Mel Bar public meeting held on the 22nd March 2019 and actions to be taken.</p> <ul style="list-style-type: none"> o The loyalty cards to be reinstated (as per Item 8 above) o Fridays to revert to an opening time of 3.00pm o A volunteer had offered to come in and cook food (basket meals) provided by Millennium House. A hygiene certificate would need to be obtained. o BT Sport to be reinstated – this was unviable owing to costs but many sports games were available on the terrestrial TV. 	
11	<p>21st Anniversary event including a Beer Festival on the 4th-6th May 2019 and work required. The Chairman required help over the beer festival weekend. It was suggested that hot drinks, snacks and possibly pasties and scones could be provided at a minimal cost.</p> <p>The hog roast was being held on Sunday with pork rolls available on the Monday should many meat be left over.</p> <p>A live band and children’s activities for the Monday would attract people to the event.</p> <p>Ollie will be asked to provide the street dancing for one hour on the Sunday.</p> <p>Cllr A Haimes offered to organise the food.</p> <p>Cllr A Moss would enquire about funding from the solar farm.</p>	AH AM RF

	Cllr R Farley offered to ask Liskerrett Choir if they were available, or possibly another choir.	
12	To consider the current bar staffing structure and look at the possibility of employing a bar manager (in discussion with the personnel and finance committees). Having discussed the structuring of the bar the lack of leadership was noted. It was agreed that the personnel committee look at the income and expenditure costs to see if a senior bar person could be employed to manage and develop the facility.	Clerk
13	Replacement gas boilers – update on repairs to boilers. The first boiler had been fixed and arrangements were being made for the second boiler to be repaired.	
14	Report from the fund raising sub-committee. The committee consisted of Cllrs. A Haines, I Vaughan, A Moss and T Hodson. Cllr A Moss had contacted the Lottery and would provide the proposal information required to enable them to support the funding for a project manager. Cllr J Bruce offered to attend the meetings.	AM
15	Hire charges for 2019/2020 – to review the current hire charges and resolve whether or not to increase these costs. To review the instructions for making discretionary charges. It was proposed by Cllr C Vaughnley, seconded by Cllr P Haines and unanimously agreed the rates remain the same. The Clerk asked that she be informed of any discretionary payments made.	
16	Use of gym for personal training sessions – update from Clerk. It was noted that the Council had requested a donation for these session. A payment had been made from October to date. It was proposed by Cllr A Moss, seconded by Cllr A Haines and unanimously agreed that a donation of 50p per session be requested from the 1 st April 2019.	Clerk
17	Any other Business. <ul style="list-style-type: none"> o Banner – It was agreed that a permanent banner be purchased for Millennium House, prices to be obtained. o Disabled Access – The disabled access to the rear door needed to be improved. It was agreed that a small ramp be installed to overcome to problems with the door threshold. 	AM/ JB
18	Date of the next Meeting. Monday, 29 th April (change of date owing to the bank holiday Monday on the 6 th May 2019).	
19	To close the Meeting. There being no further business the meeting closed at 9.00pm.	

Dated: 29th April 2019

Signed: