

St Ive Parish Council

Minutes of the St Ive Parish Council Millennium House Management Committee Meeting held in the Millennium House, Pensilva on Monday, 29th April 2019 at 7.15pm.

Item No.		Action by
1	<p>Those present. Cllrs. A Moss (Committee Chairman), I Vaughan, M Carr, R Farley, J Bruce, K Parkes, A Haines, P Haines.</p> <p>Also attending: Mrs J Hoskin (Parish Clerk) Cllr S Reilly (non-committee member)</p>	
2	<p>Apologies for absence were received from Cllr C Vaughnley and Mrs R Hicks.</p>	
3	<p>Councillors Declarations of Interest. To receive and grant any requests for dispensations. Cllrs. R Farley and J Bruce declared an interest on any matters relating to Pensilva Community Association (PCA).</p>	
4	<p>To receive 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 April 2019. The minutes of the meeting held on the 1st April 2019 were approved and signed by the Committee Chairman, proposed Cllr P Haines, seconded Cllr A Haines and unanimously agreed.</p>	
6	<p>Matters Arising from the Minutes.</p> <p>Item 6 – Security system. The instruction had been given to the caretaker to produce a basis guide for the operation of the security system.</p> <p>Item 6 Defibrillator. A second training session was being held on the 16th May 2019 at 6.30pm and names of those interested in attending were being collected.</p> <p>Item 6 Hand dryers. The trunking work was not yet completed.</p> <p>Item 7 Groups. Having not heard anything from Ollie and the dance group, the Clerk offered to contact him as to his plans for this new activity.</p> <p>ITEM 17 Banner. Having looked at various options and costs it was proposed by Cllr I Vaughan, seconded by Cllr M Carr and unanimously agreed that a white coated aluminium banner with a design be purchased for the front of the building. Cllr J Bruce suggested that individual organisations be encouraged to put up advertising for their own events. Cllr P Haines felt that a banner / notice board for this could be provided in the future. Cllr K Parkes asked if the building could be better sign posted.</p>	<p style="text-align: center;">AM Clerk</p>

7	To receive a report from the independent bar audit carried out on the 28th March 2019, if available. Cllrs. I Vaughan and A Moss had looked at the audit with no issues to report.	
8	21st Anniversary event including a Beer Festival on the 4th-6th May 2019. Update. Plans were in place for the anniversary events and last minutes details were being finalised. The Events Group had planned the entertainment for the Monday and Cllr A Haines, J Bruce and A Moss offered to help with the cream teas. Volunteers were needed and any donations of cakes would be gratefully received.	
9	To receive a request for a Cocktail Night. Councillors were happy for the bar staff to organise a cocktail event managed by Summer Wilkinson; proposed Cllr P Haines, seconded Cllr A Moss and unanimously agreed. The date to be decided.	
10	EPOS reports from Bar. Cllr I Vaughan along with the Clerk had agreed to take on the managing of the EPOS system. Bar prices needed to be updated.	Clerk/ IV
11	To consider the current bar staffing structure and look at the possibility of employing a bar manager (in discussions with the personnel committee). It was decided that this be deferred to a separate meeting of the Full Council.	
12	Cornwall Council – to approve the cost of £245 for the food hygiene inspections for the kitchen and coffee shop (last inspection on the 6th December 2017). Cllr A Haines instructed the Clerk not to respond to Cornwall Council stating that the inspection would be carried out with no costs. It was felt the £245 was for a pre-inspection that was not considered necessary. The cookers in the kitchen to be professionally cleaned.	
13	Report from the fund raising sub-committee, if available. No meeting held. Date of the next meeting, Thursday, 2 nd May 2019.	
14	Glass recycling collections by BIFFA and to consider changing the company for this work. Having not collected the glass recycling on a regular basis, Cllr I Vaughan suggested the Council changes from BIFFA to another company (Cornwall Collect) who were slightly cheaper. It was proposed by Cllr A Moss, seconded by Cllr R Farley and unanimously agreed that Cornwall Collect be given this contract.	Clerk
15	Update on the installation of the electric car. Cllr A Moss reported that Age UK would now like to install two cars and charging points instead of the original one. The parking area to be agreed. Electricity costs will be reimbursed. Further details to be clarified.	AM
16	Any other urgent business. <ul style="list-style-type: none"> ○ Climate Emergency – Cllr J Bruce felt that Millennium House should be addressing this issue and banning the general use of plastic cups and straws in the building (except for certain events). A note to be added on the booking form. This was supported, proposed by Cllr J Bruce, seconded by Cllr M Carr and unanimously agreed. ○ Reception office - It was noted that Ruth Hicks (Bookings Manager) was to be away for a period of time following an operation and the bookings 	

	<p>would be covered by Martin (caretaker). Martin was himself away on the 20th May for one week when Cllr A Haines offered to assist at the reception office. Cllr R Farley suggested Councillors each do a day, if needed.</p> <ul style="list-style-type: none"> o Financial Risk Assessment - Cllr A Moss updated the meeting on the financial risk assessment and asked that Councillors carry out the traceability checks. A copy to be circulated. 	<p>AH</p> <p>Cllrs.</p>
17	Date of the next Meeting – Monday, 3 rd June 2019.	
18	To close the meeting. There being no further business the meeting closed at 8.30pm.	

Dated:

Signed: