

**St Ive Parish Council**

**Minutes of the St Ive Parish Council Millennium House Management Committee Meeting held in the Millennium House, Pensilva on Monday, 7<sup>th</sup> October 2019 at 7.15pm**

Item No.		Action by
1	<p><b>Those present.</b> Cllrs. A Moss (Committee Chairman), P Haines, J Bruce, K Parkes, C Vaughnley, S Reilly.</p> <p>Also attending: Mrs J Hoskin (Parish Clerk)</p>	
2	<p><b>Apologies</b> for absence were received from Cllrs. I Vaughan, M Carr, R Farley, A Haines and Mrs R Hicks.</p>	
3	<p><b>Councillors Declarations of Interest. To receive and grant any requests for dispensations.</b> None declared at this stage of the meeting.</p>	
4	<p><b>To receive comments or questions from members of the public.</b> No public present.</p>	
5	<p><b>Minutes – to approve the Minutes of the Meeting held on the 2<sup>nd</sup> September 2019.</b> The Minutes of the Meeting held on the 2<sup>nd</sup> September 2019 were approved and signed by the Committee Chairman following an amendment to item 17 – “Cllr J Bruce will pass on information regarding costings”.</p> <p>Proposed Cllr P Haines, seconded Cllr J Bruce and unanimously agreed.</p>	
6	<p><b>Matters Arising from the Minutes.</b></p> <p><b>Item 12 – Cleaning system for bar pipes</b> – The Chairman reported that the pipes would be manually cleaned approximately every 12 weeks.</p> <p><b>Item 13 – Pensilva Football Club</b> – The Clerk reported on the email received on the 29<sup>th</sup> September 2019. The football club committee had met and made an offer to the Parish Council for the use of the pitch and changing rooms (to be passed to the Full Council). They also expressed concerns about the length of the grass and dog fouling on the pitch area. It was agreed that a fixture list be requested so the grass can be cut in conjunction with matches ( weather permitting and availability of staff) and a suggestion be made to the club that they inspect the area prior to a game to ensure the pitch is clear of dog faeces. The Parish Council are unable to police the area for offending dog owners that do not pick up after their pets. The Committee were disappointed that the club showed no interest in returning to the Mel Bar. The BT Sport can be shown on the mega screen if the function room is available.</p> <p><b>Item 14 – Hire of kitchen on Friday and Saturday evenings</b> – It was agreed that the kitchen should be clear by 7.00pm on film nights to allow PCA to organise their refreshments. Last orders for the hot food to be no later than 6.30pm. Cllr P Haines stated that he would ask Cllr A Haines to address this matter with JP Hot Foods.</p> <p><b>Item 19 Events</b> – It was noted that the film nights were organised by the Pensilva Community Association (PCA) and not the Events Group.</p>	<p style="text-align: center;">PH</p> <p style="text-align: center;">PH/ AH</p>

7	<p><b>Performing Rights Licence.</b> The Chairman reported on the renewal cost for the performing rights licence which had increased from £300 to £1,200. Enquiries were being made to reduce this fee although it appeared that any music in the coffee shop or the radio in the Parish Council office may add to this increase. Information will be submitted to committee members.</p>	AM
8	<p><b>External signage / advertising banner – update.</b> Cllr C Vaughnley had obtained a quote for a 3.6m x 2.4m banner for £594.00 from a local firm. The Chairman offered to visit the company. Further enquiries will be made and the Clerk will investigate the possibility of advertising sails for BT Sport.</p>	AM Clerk
9	<p><b>To establish a list of key holders and the issuing of passwords.</b> Cllr P Haines had compiled a list of keys and key holders. The amount of keys available to staff was discussed. It was agreed the key board in the cleaning cupboard be moved into the Parish Council office.</p> <p>Cllr P Haines also suggested that all security passwords including door combinations and computers be placed by individuals in a sealed envelope and kept in the Parish Council office safe. The individual to sign across the seal of the envelope. The over-ride keys to be placed in the locked cabinet in the Parish Council office.</p> <p>It was agreed that two new key safes be purchased for the reception office and Parish Council office.</p> <p>The Committee agreed that the number of sets of keys for bar staff and individuals be reduced so this can be better managed.</p> <p>A key pad will be installed on the door of the reception office.</p> <p>A new roll security safe had been received for the reception office and another will be order for the bar.</p>	PH
10	<p><b>Update on the installation of the electric car and charging points.</b> The electric cabling had been installed on the 4<sup>th</sup> October 2019. The charging points were yet to be connected. The insurance for this facility will be confirmed.</p>	Clerk/ RFO
11	<p><b>BT Sport now back in the bar – advertising and screening of sport in the function room.</b> BT Sport was now operating in the Mel Bar and could be shown on the mega screen in the function room, if required. It was felt that breakfast could be offered along with early morning showings of the world cup rugby matches.</p>	
12	<p><b>Upgrading the telephone and Wi-Fi system in the building.</b> Item deferred, ongoing. Quotes to be obtained. The caretaker will be asked to unplug the public phone in the reception area.</p>	
13	<p><b>To confirm the work required and consider the quotations for the roof repairs.</b> One quotation had been received and others were awaited before a decision could be made to repair or replace the roof.</p>	IV
14	<p><b>To look at the contents of the Blue Flame service and maintenance agreement for the gas boilers.</b> The engineer had visited the building and the Clerk had contacted Blue Flame for the written agreement.</p>	Clerk

15	<p><b>Any other urgent business / forthcoming events.</b></p> <p>a) <b>Mobile Bar</b> - The bar was now being refurbished and almost ready for use in sports hall for large functions. The pipes needed to be replaced.</p> <p>b) <b>Coffee Shop</b> - The insurance cover for the coffee shop (accidental, public liability and fixtures and fittings) will be confirmed. This may be covered by the Parish Council policy.</p> <p>c) <b>Daffodil bulbs</b> – Cllr P Haimes had obtained a bag of daffodil and narcissi bulbs. It was agreed these be planted in the garden.</p> <p>d) <b>Bouncy Castle party</b> – The Committee supported the proposal by the Chairman to invite the bouncy castle company back to the sports hall one day during the school October half-term holiday; possibly the Tuesday from 10.00am – 3.00pm.</p> <p>e) <b>Film Nights</b> – forthcoming films – 11<sup>th</sup> October Hidden Figures and 23rd October Toy Story 4 (afternoon screening).</p> <p>f) <b>New Parish Council Notice Board</b> – The Clerk reported that a new lockable external notice board had been ordered and will replace the existing board at the front of the building. To be funded by the solar farm.</p> <p>g) <b>Play Area inspections</b> – The Clerk reported that the play area in St Ive was regularly inspected by the contractor and reports handed in. This was not the case for the play area and skate park at Millennium House and the matter needed to be addressed. The Clerk will obtain / compile a check list for the caretaker to complete.</p> <p>h) <b>Assault in Mel Bar</b> – It was reported that a sexual assaulted had happened in the bar on the 28<sup>th</sup> September 2019 to a member of the public hiring the kitchen. Cllr P Haimes had drafted a letter to be sent to the offended notifying that this behaviour will not be tolerated. The victim did not wish to press charges.</p>	<p>AM/PH</p> <p>Clerk</p> <p>AM</p> <p>Clerk</p>
16	<b>Date of the next Meeting</b> – Monday, 4 <sup>th</sup> November 2019, if required.	
17	<b>To close the Meeting.</b> There being no further business the meeting closed at 8.20pm.	

Dated.

Signed.