

St Ive Parish Council

Minutes of the St Ive Parish Council Millennium House Management Committee Meeting held on Wednesday, 5th July 2021 at 7.00pm in the Millennium House, Pensilva.

Prior to the start of the meeting, Cllr N Gisby signed his “Declaration of Acceptance” of Office and received the Register of Member Interest form.

Item No.		Action by
1	<p>Those present. Cllrs. A Moss, M Carr, R Farley, C Vaughnley, N Gisby, J Bruce and Mrs R Hicks.</p> <p>Also attending: Mrs J Hoskin (Parish Clerk) Two members of the public.</p>	
2	<p>Public Session – members of the public may address the committee, if they so wish. The lady, an adjacent neighbour to Millennium House, asked for clarification on Item 16 on the agenda and offered to provide evidence of land ownership. She also mentioned that volunteers managing the public on covid vaccination days had often stood on her property. The Chairman confirmed that item 16 did not suggest the entrance to Millennium House was being changed.</p>	
3	<p>Apologies for absence were received from Cllrs. I Vaughan, P Mann and S Doe.</p> <p>In her absence, Cllr S Doe had sent an email to the meeting that was read by the Clerk.</p>	
4	<p>Declarations of Interest on items on the agenda. Cllrs R Farley and J Bruce declared an interest in any matters relating to the Pensilva Community Association (PCA).</p>	
5	<p>Minutes – to approve the Minutes of the Meeting held on the 23rd June 2021. The minutes of the meeting held on the 23rd June 2021 were approved and signed by the Committee Chairman; proposed by Cllr M Carr, seconded by Cllr J Bruce and agreed by those who attended.</p>	
6	<p>Matters Arising from the Minutes not included on the agenda.</p> <p>Item 11 Rodents – Cllr M Carr reported that four rodent deterrent devices had been ordered owing to costs and the cheapest option (two in a pack).</p>	

7	<p>To discuss the opening of the Mel Bar and staffing arrangements. The Chairman invited Ross to update the meeting on his application for a licence. Checks were being completed and the application was progressing. Cllr R Farley offered to assist with the ID check. Ross was invited to put forward ideas for the bar should it re-open. Having discussed the situation the committee agreed to put forward a recommendation to the Full Council that the Mel Bar opens on Friday evenings, Saturdays (time depending on need) and Sundays from 12noon – 5pm starting on the weekend of the 13th July 2021. This was to give the public one more opportunity to support the Bar and without that support, it would once again be closed. Further requests for bar facilities may arise when clubs returned to the building. Offers of voluntary help had been received from previous members of the bar staff.</p> <p>It was noted that Preschool Fun Day being held on Sunday 15th August 2021 had requested the bar be open. This was agreed and stock will be checked. The committee also agreed that bottles of beer / lager be provided and not kegs.</p>	
8	<p>To discuss the manning of the Reception. Volunteer reception cover had kindly been offered by previous members of staff and Mrs Hicks. The employed receptionist was available to cover blood donor sessions from 4.00pm onwards.</p>	
9	<p>To look at options and costs to replace the flooring in the Function and Committee Rooms. Costs to replace the flooring in both rooms were individually reported. Cllr R Farley suggested a funding application be submitted for the function room floor. The Chairman notified the committee that an application was currently in the process of being completed and this could be included on the submission form.</p>	AM
10	<p>To report on the replacement card machines. The new card payment machine had arrived and was ready to be installed.</p>	
11	<p>To look at costs of the telephone and internet services and whether or not other options can be considered. The committee resolved not to investigate the costs of a mobile phone contract for the building, feeling this would be unsuitable. It was also noted that mobile handsets could not transfer calls. Cllr C Vaughnley offered to look at options available.</p>	CV
12	<p>External repainting of the building and how this is to be managed. Some work had started on the repainting of the outside of the building, and the Chairman asked for volunteers to join a work party to get the painting completed.</p>	
13	<p>Further update on the roof repairs – removal and re-fixing of the solar panels. Item deferred. Cllr I Vaughan was not present to give a report.</p>	
14	<p>Millennium House Facebook Page – to agree that outdated information is removed. Cllr J Bruce suggested this matter referred to the website and not the Facebook page and he would liaise with Cllr I Vaughan.</p>	JB/IV

15	To update the list of catering companies recommended for functions. Mrs Hicks reported there were no catering companies currently offering services for functions. It was suggested that anyone hiring the room seeks their own catering provider or provide food themselves.	
16	To report any feedback from the last meeting on the entrance road and boundary fencing. A letter had been sent to the neighbouring property regarding the fence. The work needed to the entrance road will be confirmed.	
17	To consider the setting up of a sub-group for charitable purposes. The Chairman notified the committee of the lady helping with grant applications. It was again suggested that a Charity Incorporated Organisation (CIO) or Community Interest Company (CIC) be established to be able to apply for funding, aspects of which the parish council would be eligible. There was an option that the existing Pensilva Community Association could be changed to a new Millennium House Charity with all councillors being trustees. The governance around this would need to be clarified and PCA would need to agree. Cllrs R Farley and J Bruce declared an interest.	
18	Any other business for this meeting. <ul style="list-style-type: none"> ○ Booking Form. Cllr N Gisby presented an example of a booking form that contained a series of questions that could be completed by the hirer at the point of booking. Mrs R Hicks offered to look at the form and amalgamate this with the form currently in use. 	RH
19	To close the Meeting. There being no further business the meeting closed at 8.25pm	

Dated.

Signed