

## St Ive Parish Council

**Minutes of the Millennium House Management Committee Meeting held on Monday, 4<sup>th</sup> October 2021 at 7.00pm in the Millenium House, Pensilva.**

Item No.		Action by
1	<p><b>Those present.</b> Cllrs. A Moss (Committee Chairman), R Farley, S Doe, J Bruce, M Carr, P Mann and Mrs R Hicks.</p> <p><b>Also attending.</b> Mrs J Hoskin (Parish Clerk) Cllr R Greenhough – non committee member.</p>	
2	<b>Public Session.</b> No members of the public present.	
3	<b>Apologies</b> for absence were received from Cllrs I Vaughan, N Gisby and C Vaughnley.	
4	<b>Declarations of interest on items on the agenda.</b> Cllrs. R Farley, J Bruce and Mrs R Hicks declared an interest on any matters relating to the Pensilva Community Association (PCA).	
5	<b>Minutes -to approve the Minutes of the Meeting held on the 6<sup>th</sup> September 2021.</b> The minutes of the meeting held on the 6 <sup>th</sup> September 2021 were approved and signed by the Chairman, proposed by Cllr J Bruce, seconded by Cllr S Doe and unanimously agreed.	
6	<p><b>Matters Arising from the Minutes not included on the agenda.</b></p> <p><b>Item 15 – Update on the purchasing of a new computer for the reception office.</b> Cllr J Bruce notified the meeting he had discussed the IT requirements with those using the reception office and these were ready to be ordered. Cllr A Moss would arrange the purchasing of the equipment.</p>	AM
7	<p><b>To review the Mel Bar opening times and business since reopening on the 17<sup>th</sup> September 2021.</b> The Chairman detailed the income since the bar had re-opened. It was agreed the figures be monitored against expenditure. A ladies darts team had expressed an interest in bringing matches to the bar on a Wednesday evening. This was approved.</p> <p>The Clerk agreed to speak to bar staff to ensure Mel Bar shirts were worn, the rubbish and recycling was taken out and the bar area left tidy after each shift.</p> <p>Having listened to a member of the bar staff it was agreed to amend the Saturday opening times. The bar to be open 3.00pm until 11.00pm. Proposed by Cllr M Carr, seconded by Cllr J Bruce and unanimously agreed.</p> <p>The bar to remain closed on Sundays, with the option to review this in the future.</p>	

8	<p><b>To discuss the manning of the reception.</b> Cllr R Farley felt the council had a duty of care to employees and proposed that consideration be given to employing a receptionist/ second member of staff if volunteers were unable to be at Millennium House during bar opening times; especially in the evenings. This was seconded by Cllr P Mann and approved by the majority. Cllrs. M Carr, J Bruce and Mrs R Hicks abstained.</p>	
9	<p><b>To note the funding application for the replacement flooring in the function room has been approved and to make plans for the work to be completed.</b> It was noted the new floor was being installed week commencing the 29<sup>th</sup> November 2021. Grant funding of £10,000 had been obtained to cover the cost of the work.</p> <p>Cllr M Carr asked to committee to look at cushioning for the glass doors as an alternative to the existing mattresses. These would be easier to handle and store and would provide the protection needed when skittles and other activities were being held.</p>	
10	<p><b>NHS reopening of the vaccination centre and help required for setting up the room. To consider a charge for the storage space provided for the NHS.</b> Covid vaccinations would start again on the 7<sup>th</sup> October 2021 with a schedule of two to three days every three weeks up until the end of the year, with one exception. The NHS would also be using the rooms for flu vaccinations. Costs were being discussed for the storage space provided.</p>	
11	<p><b>To discuss the future of the All Being Well Gym and it's management.</b> There had been no further updates on the future of the gym although it was hoped someone would be found to take on the business.</p>	
12	<p><b>First Aid Training for staff and volunteers.</b> It was noted that not all staff and volunteers had completed the first aid and defibrillator training. Cllr S Doe offered to provide details of a training organisation to the Clerk.</p>	SD
13	<p><b>Update on the roof repairs (work started on the 6<sup>th</sup> September 2021) and replacing the solar panels. Panels to be cleaned once fitted.</b> The roof repairs had been completed and the solar panels refitted. A financial saving had been made by the company not having to replace the cowlings. The solar panels will be cleaned before the scaffolding was removed.</p>	
14	<p><b>To receive feedback from the Pensilva Community Association and whether or not they wish to become a Charity Incorporated Organisation (CIO).</b> Cllrs. R Farley, J Bruce and Mrs R Hicks declared an interest on this item. It was noted that PCA had agreed to the change. A new constitution was being written for PCA to approve.</p> <p>It was suggested that PCA who currently run the coffee shop be appointed to carry out any catering within the building for the antiques fayre, stamp fayre and similar events. They would cover any costs and retain any profits.</p>	
15	<p><b>Update on the purchasing of a new computer for the reception office.</b> Discussed under item 6 of this meeting.</p>	

16	<p><b>To look at the budget for the current financial year and the proposed budget for 2022/2023.</b> The parish council needed to approve the precept for the next financial year and the Chairman asked the committee to consider costs needed for the building. Members discussed the figures provided. Cllr R Farley suggested the precept remains the same. It was agreed to pass comments back to a meeting of the Finance Committee who along with the Finance Officer would make a recommendation.</p>	Finance Comm
17	<p><b>Any other business for this meeting.</b> No matters raised. Items for the Full Council agenda were passed to the Clerk.</p>	
18	<p><b>To close the Meeting to the press and public.</b> There being no further business the meeting closed at 8.50pm.</p>	

Dated

Signed