**St Ive Parish Council**

**Minutes of the Millennium House Management Committee Meeting held on Monday,**

**3rd October 2022 at 7.00pm in the Millennium House, Pensilva.**

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| **Item**  **No.** |  | **Action**  **by** |
| **1** | **Those present.** Cllrs. A Moss (Committee Chairman), J Bruce, R Farley, M Carr,  S Doe, I Vaughan, P Mann.  **Also attending.** J Hoskin (Parish Clerk)  V Stevenson –Webber (Millennium House Centre Manager) |  |
|  | In the absence of the Committee Chairman at the start of the meeting, Cllr Carr conducted the business up to Agenda Item 6. Cllr Carr welcomed and introduced Vanessa the new Millennium House Manager. |  |
| **2** | **Public Session.** No members of the public present. |  |
| **3** | **Apologies** for absencewere received from Cllr C Vaughnley. |  |
| **4** | **Declarations of interest on items on the agenda.** Cllrs. Bruce, Carr and Farley declared an interest in any matters relating to the Pensilva Community Association (PCA). |  |
| **5** | **Minutes -to approve the Minutes of the Meeting held on the 4th July 2022 and**  **5th September 2022.**  The minutes of the meeting held on the 4th July 2022 were approved and signed following an amendment to Item 12; proposed by Cllr Bruce, seconded by Cllr Farley and unanimously agreed by those who had attended the meeting.  The minutes of the meeting held on the 5th September 2022 were approved and signed, proposed by Cllr Doe, seconded by Cllr Bruce and unanimously agreed. |  |
| **6** | **Matters Arising from the Minutes not included on the agenda.** None.  **4th July 2022** – There were no matter arising from these minutes.  **5th September 2002 –**  **Item 9 – Parish Lunch –** A discussion was held about the need to replace the cooker and cooking pans. Prices for a new cooker to be obtained and considered later in the year.  **Item 12 Defibrillator update –** Cllr Doe had spoken to the Howlett Training Partnership about the provision of first aid training that would include instructions for the use of a defibrillator. It was agreed that the one day emergency first aid course be booked for up to 12 people at the cost of £250 plus £20 per person for the test.  **Item 13 Solar panel performance**. Cllr Vaughan was asked to share the log in details for the information and data from the solar panels. Cllr Bruce will obtain a quote from Mole Energy.  **Item 14 Update CCTV –** Information not yet circulated.  **Item 14 Parish Office –** The new carpet tiles in the parish officer were being done on the 6th October 2022. | MC  SD  JB |
|  | Cllr A Moss arrived at 7.30pm and conducted the business for the rest of the meeting. |  |
| **7** | **Introduction to the newly appointed Manager of Millennium House.** The introduction had been carried out at the beginning of the meeting. |  |
| **8** | **Managers Monthly Report.** Vanessa reported the first week had been busy and she was reviewing the price structuring for room hire. Cllr Bruce would work with the manager to provide an online booking system. The committee authorised Cllr Bruce to spend up to £150 to purchase a word press booking system.  The manager was organising a Christmas fayre and inviting companies to donate raffle prizes for a raffle to offset the costs of a new cooker and upgrade to the kitchen. Cllr Mann offered to organise Father Christmas. | JB  VSW  PM |
| **9** | **Future of the Mel Bar following the resignation of the licence holder.**  The bar supervisor had tendered his resignation from 21st October 2022. The position had been advertised. A job description will be drafted and hours decided. The Millennium House manager had applied to complete the bar licensing course. | VSW |
| **10** | **Future measures to counteract rising energy costs.** Cllr Vaughan notified the committee that the existing energy contracts expired in July 2024. It was agreed that measures be taken to install activated light sensors and to use LED bulbs. The sports hall and function room lighting had already been changed.  The two gas boilers in the sports hall had been repaired. It was suggested that consideration be given to looking at options to upgrading the remaining boilers.  The caretaker will be asked to survey the lighting within the building.  Cornwall Energy Plus were to hold an event in Millennium House and Cllr Bruce offered to speak to them about options for the building. | JB |
| **11** | **The refurbishment of the Parish Council office.** Carpet tiles to be replaced on the 6th October 2022. |  |
| **12** | **Establishment of integrated computer system.** Cllr Bruce offered to look at the computer systems within the building and if they could be networked. | JB |
| **13** | **Telephone call charges via landlines versus mobile phones.** The Chairman had received a new contract offer from BT making a saving on the current price charges. It was agreed to obtain quote from Wildanet.  Cllr Vaughan proposed a basic mobile phone contract be obtained and used for outgoing calls, this was seconded by Cllr Mann and agreed by the majority.  Cllr Carr will speak to the NHS about their broadband line installed in the building. | MC |
| **14** | **Letter from a banned person to re-enter Millenium House.** It was proposed by Cllr Carr, seconded by Cllr Farley and unanimously agreed not to allow this person back into the building. |  |
| **15** | **Youth Club update.** The youth club was being promoted and it was suggested a banner be placed at the front of the building. Currently there was no option to hold a youth club for younger children. |  |
| **16** | **Any other business for this meeting.** None. |  |
| **15** | **To close the meeting.** There being no further business the meeting closed at 8.30pm. |  |

Dated Signed