

**St Ive Parish Council**

**Minutes of the Millennium House Management Committee Meeting held on Monday, 6<sup>th</sup> February 2023 in the Millennium House, Pensilva at 7.30pm**

Item No.		Action by
1	<p><b>Those present.</b> Cllrs. A Moss (Committee Chairman), I Vaughan, P Mann, J Bruce, C Vaughnley, R Farley, S Doe. M Carr.</p> <p><b>Also attending.</b> J Hoskin (Parish Clerk) V Stevenson –Webber (Millennium House Centre Manager)</p>	
2	<b>Public Session.</b> Here were no members of the public present.	
3	<b>Apologies</b> for absence were received from Cllr N Gisby.	
4	<b>Declarations of interest on items on the agenda.</b> Cllrs. Bruce, Carr and Farley declared an interest in any matters relating to the Pensilva Community Association (PCA).	
5	<b>Minutes -to approve the Minutes of the Meeting held on the 9<sup>th</sup> January 2023.</b> The minutes of the meeting held on the 9 <sup>th</sup> January 2023 were approved and signed by the Chairman; proposed by Cllr Vaughnley, seconded by Cllr Farley and unanimously agreed by those who attended.	
6	<b>Matters Arising from the Minutes not included on the agenda.</b> <b>Item 13 Phone system</b> – The new handsets had arrived and the Chairman was expecting a “welcome” call.	
7	<p><b>Millennium House Managers Monthly Report.</b> Vanessa presented her monthly report. The pool table had arrived and this will be made available during the day if the function room is not booked. A wooden top will be obtained to cover the table.</p> <p>The table to be used by over 18’s only.</p> <p>Slimming World were coming back to the building from March 2023 for one evening a week.</p> <p>The six month trial for the youth club ended in March 2023. The youth club to be advertised to try and increase numbers. Cllr Farley suggested the youth club remain using the craft room and the slimming world use the Committee Room.</p>	VSW
8	<b>Mel Bar – update on the licence application.</b> The managers application for the licence was ongoing. A member of the bar staff had handed in their notice, finishing on the 14 <sup>th</sup> February 2023. The Manager and Cllr Doe will recruit new staff. Interviews were being held on the 9 <sup>th</sup> / 10 <sup>th</sup> February.	VSW/ SD

9	<b>Transfer of the electric car charging points from Age UK.</b> The committee approved the transfer of the charging points from Age UK to the parish council. Proposed by Cllr Moss, seconded by Cllr Carr and unanimously agreed. An funding application for the purchasing of a new community vehicle had gone to stage 2 of the application process. There were currently 9 volunteer drivers using their own vehicles. If a car was obtained trips to local towns and possibly Trago could be organised.	
10	<b>Solar panels – to consider the quote from Mole Energy.</b> Nothing to report.	
11	<b>Booking system – update on the provision of a Wordpress booking system.</b> The online booking system had been set up and will be placed on the Millennium House website. Cllr Bruce agreed to liaise with Vanessa on this.	JB/VSW
12	<b>Upgrading of the broadband system.</b> The upgrade of the wi-fi was ongoing.	
13	<b>Future usage of the building by the NHS and removal of their equipment stored at Millennium House.</b> Cllr Carr was dealing with this matter and will report back to the parish council.	MC
14	<b>Feedback on risk assessments for the building and identify any work required.</b> No matters to be reported.	
15	<b>To look at the work needed to resurface / repair the approach road into the car park and costs.</b> It was noted the road from the speed hump into the car park needed some repairs. Quotes were being obtained.	IV
16	<b>To establish a policy for the gritting of the car park and outside areas in bad weather conditions.</b> Having discussed the work needed, it was proposed by Cllr Vaughan, seconded by Cllr Carr and unanimously agreed to ask contractor Jeremy Harris to carry out this work, when required.	IV
17	<b>To agree to renew the lease to PCA for the coffee shop for 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024.</b> It was agreed to reissue the lease with no changes. Proposed by Cllr Vaughnley, seconded by Cllr Mann and unanimously agreed. Cllrs Farley, Bruce and Carr declared an interest and abstained.	Clerk
18	<b>Report on the application submitted to Cornwall Council from the Levelling UP Funding programme.</b> Three applications had been submitted by the Clerk and Chairman for new entrance doors, an upgrade of the kitchen and to replace the boilers in Millennium House. It was agreed that Vanessa completes a bid writing course to enable her to submit any future funding applications. Cllr Doe offered to help with this process.	VSW

19	<p><b>Any other business for this part of the meeting.</b></p> <ul style="list-style-type: none"> <li>○ <b>Decking outside Coffee Shop.</b> It was noted the walkway and felted areas were worn and the surface would need replacing in the future. The wood had rails could also be cleaned. Cllr Doe will ask a contractor to look at the work required.</li> <li>○ <b>Biffa collections.</b> Vanessa reported the changes to the bin collections, now being fortnightly instead of weekly.</li> <li>○ <b>Volunteers.</b> The Chairman reported that Cllr Carr was reducing her volunteer hours at Millennium House and therefore Vanessa needed to ensure the building was open at 8.30am and everything locked up at the end of the day.</li> </ul>	SD
20	<p><b>Closed Session if required. Members of the personnel committee will remain to discuss items that may contain some confidential information relating to staff, staff appraisals and contracts.</b> No closed session required.</p>	
21	<p><b>To close the meeting.</b> There being no further business the meeting closed at 8.12pm</p>	

Dated

Signed