

St Ive Parish Council

Minutes of the Millennium House Management Committee Meeting held on Tuesday, 7th March 2023 in the Millennium House, Pensilva at 7.00pm.

Item No.		Action by
1	<p>Those present. Cllrs. A Moss (Committee Chairman), I Vaughan, P Mann, J Bruce, R Farley, S Doe, N Gisby.</p> <p>Also attending. J Hoskin (Parish Clerk) V Stevenson –Webber (Millennium House Centre Manager) One member of the public.</p>	
2	<p>Public Session. The member of the public interested in promoting Millennium House had attended to observe the meeting.</p> <p>A representative from Wildanet will attend to discuss providing a fibre broadband connection into the building. No report received.</p>	
3	<p>Apologies for absence were received from Cllrs. M Carr, C Vaughnley and the representative from Wildanet.</p>	
4	<p>Declarations of interest on items on the agenda. Cllrs. Bruce and Farley 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 6th February 2023. The minutes of the meeting held on the 6th February 2023 were approved and signed by the Chairman, noting the youth club trial ended on the 31st March. Proposed by Cllr Farley, seconded by Cllr Mann and unanimously agreed by those who attended.</p>	
6	<p>Matters Arising from the Minutes not included on the agenda. Item 16 - To establish a policy for the gritting of the car park and outside areas in bad weather conditions. Cllr Vaughan had been unable to contact the contractor to discuss the gritting work required. It was agreed the Manager makes these arrangements with Mr Hicks.</p>	VSW
7	<p>Millennium House Managers Monthly Report. The committee approved the cost of £180.00 to fit a solid top to the pool table; this being in two sections. Bookings were going well with new groups interested in using the facilities including roller skating sessions, and a dance tour event organised by Plymouths Theatre Royal. Tables were being booked for the craft fayre being held on the weekend of the Kings coronation in May 2023. Cllr Bruce will provide some posters.</p> <p>Vanessa informed the meeting that the 25th Anniversary of Millennium House was the 1st May 2023 and did the committee want to do something to celebrate this? It was suggested that an event be held in the summer that included a recruitment drive for volunteers and inviting local organisations to come along and advertise their groups and activities.</p>	JB

	<p>The committee were happy for a local film crew to carry out some filming in the car park.</p> <p>An enquiry had been received involving a project with young people to decorate with mosaic tiles a Kernow theme across the lower front section of the building. This was agreed in principle but required further details before permission could be granted.</p> <p>The committee approved the request for a pizza van to park in the car park on a Friday evening and serve anyone in the building. This will be monitored and reviewed.</p> <p>A new bar manager had been appointed, with a view to covering for the manager if needed.</p>	<p>VSW</p> <p>VSW</p>
8	<p>Mel Bar – update on the licence application. To discuss reinstating the EPOS system. It was proposed by V Stevenson-Webber, seconded by Cllr Farley and unanimously agreed to reinstate the EPOS system. The existing tills to be used. The cost being £75 for a set-up fee, plus £50 a month for the usage and technical support. Vanessa was still in the process of all applying of the bar licence.</p>	<p>VSM</p> <p>VSM</p>
9	<p>Youth Club – to discuss the future of the youth club and charges following their 6 months trial. The trial period for the youth club was discussed. Cllr Doe notified the meeting that the youth workers were happy to continue. It was proposed by Cllr Farley, seconded by Cllr Bruce and unanimously agreed an application be made to the solar fund to pay for the room hire etc.</p>	<p>AM</p>
10	<p>Update on the application for a community car, if available. Nothing further to report.</p>	
11	<p>Upgrading of the broadband system. To discuss the options provided by Wildanet. Item deferred.</p>	
12	<p>To receive the cost to repair the decking, steps and ramp. The condition of the ramp and decking were discussed, and the repair work required. It was agreed the handrail be replaced with a smaller rail. Costs to be obtained and will be circulated by the Clerk.</p>	<p>SD/ Clerk</p>
13	<p>Feedback on risk assessments for the building and identify any work required. No matters to be reported.</p>	
14	<p>To look at the work required to resurface / repair the approach road into the car park and costs. The work to be identified and further costs obtained.</p>	<p>Clerk</p>
15	<p>Any other business for this part of the meeting.</p> <ul style="list-style-type: none"> ○ Installing a internal gate. It was agreed that a gate to restrict access to the upstairs of the building would assist staff when the building was open to the public for the ground floor use only. It was suggested that an “A” board be provided to direct people around the building, and could the rooms be 	

	named or numbered?	
16	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. No closed session required.	
17	To close the meeting. There being no further business the meeting closed at 8.06pm. The manager left the meeting.	
18	Closed Session. The Chairman confirmed that following the EGM on the 1 st March 2023 the letter had been handed to the person concerned and he awaited a response. A copy will be circulated to Councillors. A discussion was held about the recent PCA meeting and the coffee shop.	

Dated

Signed