

St Ive Parish Council

Minutes of the Millennium House Management Committee Meeting held on Monday, 3rd April 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, M Carr.</p> <p>Also attending. J Hoskin (Parish Clerk) Two representatives from Wildanet</p>	
2	<p>Public Session. The representatives from Wildanet outlined the work of their company, the internet network around Cornwall and their current upgrading work in Pensilva. Greg then discussed their visit to Millennium House and the prospect of providing a fibre broadband connection into the building. They were looking to support an installation into a community hub like Millennium House that could be fully or partially subsidised. A spade dug trench would be made across the front grass to install 7mm ducting. This would be a case study for the company.</p>	
3	<p>Apologies for absence were received from Cllrs. C Vaughnley and V Stevenson-Webber (Millennium House Manager).</p>	
4	<p>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).</p>	
5	<p>Minutes -to approve the Minutes of the Meeting held on the 7th March 2023. The minutes of the meeting held on the 7th March 2023 were approved and signed by the Chairman; proposed by Cllr Gisby, seconded by Cllr Mann and agreed by those who attended.</p>	
6	<p>Matters Arising from the Minutes not included on the agenda. None.</p>	
7	<p>Millennium House Managers Monthly Report. No report, Vanessa was away for this meeting.</p>	
8	<p>Mel Bar – update on the licence application. To discuss reinstating the EPOS system. Vanessa will be asked to complete this as soon as possible.</p>	Clerk
9	<p>To discuss the Food Hygiene reports and inspections. The reports were discussed and matters requiring raised were noted.</p> <ul style="list-style-type: none"> ○ Replacing the kitchen cupboard doors. ○ To register the kitchen ○ Repair the bottom of the rear door ○ Upgrading of the venting system. 	

	It was also noted that staff food hygiene certificates needed to be up to date and the manager will attend a food allergen course. Food labelling and listing needed to be kept up to date.	VSW
10	Update on the application for a community car, if available. Nothing further to report. It was noted the completion date for the application and submission of additional information was the 21 st April 2023.	
11	Upgrading of the broadband system. To discuss the options provided by Wildanet. It was agreed that Wildanet be invited to carry out a survey of the building and look at replacing the broadband and telephone lines; and provide costs if charges were to be made. Proposed by Cllr Bruce, seconded by Cllr Vaughan and unanimously agreed. The conditions of the current BT contract to be confirmed.	VSW Clerk
12	Update on repairs to the decking and ramp. It was agreed to carry out repairs to the ramp and replace the anti-slip material on the decking. One price had been received but owing to the costs further quotations needed to be obtained.	
13	Feedback on risk assessments for the building and identify any work required. Nothing to report.	
14	To look at the work needed to resurface / repair the approach road into the car park and costs. An estimate had been received in the region of £4,900. Further quotations were required before a decision could be made.	Clerk/ IV
15	Review of the times for opening the warm spaces room. It was agreed to leave the decision on the opening days and times to the manager and maybe review this before the winter of 2023.	
16	To review the rent for the post office. Having considered the current rent, not reviewed for many years, it was proposed by Cllr Farley to increase the monthly rent to £360. This proposal was not seconded and was withdrawn. It was proposed by Cllr Gisby, seconded by Cllr Doe and unanimously agreed the rent be increased to £250 per month from the 1 st June 2023.	Clerk/ RFO
17	Any other business for this part of the meeting. None.	
18	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.	
19	To close the meeting. There being no further business the meeting closed at 8.15pm.	

Dated

Signed