

St Ive Parish Council

Minutes of the Millennium House Management Committee Meeting held on Monday, 3rd July 2023 in the Millennium House, Pensilva at 7.00pm.

Item No.		Action by
1	<p>Those present. Cllrs. I Vaughan (Committee Chairman), A Moss, M Carr, J Bruce,</p> <p>Also attending. J Hoskin (Parish Clerk) V Thompson (Millenium House Manager) Cllr M Corney (non-committee member)</p>	
2	Public Session. There were no members of the public present.	
3	Apologies for absence were received from Cllrs. C Vaughnely, N Gisby, P Mann and R Farley.	
4	Declarations of interest on items on the agenda. None declared at this stage of the meeting.	
5	Minutes -to approve the Minutes of the Meeting held on the 5th June 2023. The minutes of the Millennium House Management Committee and Personnel Committee meetings held on the 5 th June 2023 were approved and signed by the Chairman; proposed by Cllr Moss seconded by Cllr Bruce and unanimously agreed.	
6	Matters Arising from the Minutes not included on the agenda. MHMC – Item 8 It was noted the ride on mower had been repaired.	
7	Managers monthly report. Vanessa reported on new bookings received and the forthcoming Events Group sessions.	
8	<p>Mel Bar – to receive an update on the current situation with the bar licence. Vanessa had completed the online learning for the bar licence and would now register for the exam. The current licence holder wished to stand down before the end of July. A logo was being decided for the bar glasses.</p> <p>- . to receive a progress report on updating the EPOS system. The bar manager was updating the EPOS system. The compatibility of the tills with the EPOS system was discussed, and whether or not these needed to be upgraded.</p>	VT VT
9	Feedback on risk assessments for the building and identify any work required. No matters identified. Repairs to the ramp and upgrading the remainder of the lights in the function room was ongoing.	VT
10	To consider costs for the provision of a gate to prevent access to the upper floor. Various options were being considered to install a gate to prevent access to the upper floor of the building. Item deferred until the next meeting.	VT/IV
11	To consider the cost of renewing the main lights in the Function Room with LED equivalents. It was proposed by Cllr Moss, seconded by Cllr Carr and unanimously	

	agreed to accept the costs of £594 to upgrade the remainder of the lighting in the functions room. Work was necessary to replace old fittings and this included the main lights and emergency lighting.	
12	To receive an update on the planned maintenance for the access ramp. Having considered two quotations for the repairs to the access ramp, Cllr Moss asked the committee to defer appointing a contractor as work may be done by staff and volunteers. Material costs were in the region of £1,000. It was proposed by Cllr Bruce, seconded by Cllr Carr and agreed by the major to accept the last option.	AM
13	To evaluate the current card payment system. Problems were often experienced with the current card payment system. It was agreed to review the options available to replace this.	VT
14	Consideration of the usefulness of the Millennium House website. Cllr Bruce offered to look at the content on the Millennium House website and the possibilities of using an online booking system. It was suggested new photos be taken. Cllr Brice will meet with the Manager.	JB/VT
15	Any other business for this part of the meeting. <ul style="list-style-type: none"> ○ Phone system – The new phone system was working well. It was suggested a phone be put back into the coffee shop. ○ Kitchen equipment – The council had agreed to purchase kitchen equipment from a local public house that was now closed. The equipment was relatively new and the Manager, Bar Manager and Cllr Vaughnley had inspected the items. Money was being donated from the events group to help with the costs. The existing cooker door was to be repaired. 	
16	Date for the next committee meeting – to be decided. Monday. 4 th September 2023.	
17	Closed session, if required for the personnel committee to discuss staff updates, appraisals, files. There being no further business for this part of the meeting, the meeting closed at 7.50pm. The Clerk and Manager left to allow the committee to discuss personnel matters.	
18	To close the meeting. There being no further business the meeting closed at 8.05pm	

Dated

Signed..