

St Ive Parish Council

Minutes of the **Millennium House Management Committee Meeting** held on Monday, 6th November 2023 in the Millennium House, Pensilva at 7.00pm.

	Action by
<p>1.. Those present. Cllrs. I Vaughan (Committee Chairman), M Carr, P Mann, A Moss and J Bruce.</p> <p>Also attending. J Hoskin (Parish Clerk) V Thompson (Millenium House Manager)</p>	
<p>2. Public Session. There were no members of the public present.</p>	
<p>3. Apologies for absence were received from Cllrs. R Farley, N Gisby, C Vaughnley.</p>	
<p>4. Declarations of interest on items on the agenda. None declared at this stage of the meeting.</p>	
<p>5. Minutes -to approve the Minutes of the Meeting held on the 4th September 2023. The minutes of the Millennium House Management Committee and Personnel Committee meeting held on the 4th September 2023 were approved and signed by the Chairman; proposed by Cllr Carr seconded by Cllr Bruce and agreed by the majority.</p>	
<p>6. Matters Arising from the Minutes not included on the agenda. Item 15 - Fixed wire testing. Vanessa updated the meeting on the fixed wire testing.</p>	
<p>7. Managers monthly report. The manager reported on new booking including a Zumba group coming in for a trial period every two weeks starting in January 2024. The market days will continue on the first Sunday of the month. An additional Christmas market was being held on the 2nd / 3rd December and volunteers were needed to help with this event. A Christmas lunch was being held on the 21st December, limited to 30 people.</p>	
<p>8. Mel Bar - to confirm the certificate for the renewal of the bar licence. Vanessa will provide the Clerk with a copy of her certificate.</p> <p>- to receive a progress report on updating the EPOS system. It was noted the EPOS system was not being used by the bar manager. This system was brought back to the Mel Bar so stock levels and reports could be produced and monitored. This will be reviewed.</p> <p>- update on the recruitment of casual bar staff. A new member of casual bar staff had been appointed. It was suggested one more casual member of staff be appointed in additional to the current bar staff.</p>	<p>VT</p> <p>VT</p>
<p>9. Feedback on risk assessments for the building and identify any work required. No matters identified.</p>	
<p>10. To consider quotations for the provision of a gate to prevent access to the upper floor. Having received a guide price but no official quotation, the committee agreed to authorise Cllr Vaughan to oversee the installation of a gate up to the costs of £350 (three hundred and</p>	

fifty pounds).	
11. To receive an update on the repairs to the access ramp. Work to repair the ramp had been completed.	
12. To receive and update on the kitchen refit. The kitchen refit was almost complete, with some minor adjustments to be done. The recently purchased grill was not required and would be sold. Vanessa was happy with the progress of this work.	
13. Wi-fi upgrade - reply from Wildanet. The current BT contract was discussed along with the wi-fi needs for the building. The Clerk had contacted Wildanet following their original offer to bring wi-fi into Millennium House as a community project. Cllr Bruce had also contacted Wildanet and offered to continue a conversation with them.	JB
14. Certification for catering staff. Vanessa was asked to ensure all staff working in the kitchen held up to date health & hygiene and any other certificates necessary to carry out their tasks, including being food allergy trained.	VT
15. To look at the half yearly finances in comparison with the previous year. Figures for the Mel Bar were provided and discussed. It was noted that the Managers time in the bar needed to be allocated to the Mel Bar costings.	
16. Any other business for this part of the meeting. None.	
17. Date for the next committee meeting - Monday, 4 th December 2023.	
18. Closed session, for the personnel committee to discuss staff updates, appraisals, files. It was noted that the payment of staff wages did not go out on Friday, 3 rd November as there appeared to have been some issues with the bank authorisation for the payroll. The Finance Officer had paid staff today, Monday 6 th November. Vanessa reported one member of staff had experienced financial difficulties because of this. It was agreed the member of staff be compensated for any financial charges incurred because of this. This was an unforeseeable error that the Finance Office was not aware of when he left on Friday.	RFO
19. To close the meeting. There being no further business the meeting closed at 7.45pm	

Dated

Signed.