

St Ive Parish Council

Minutes of the **Millennium House Management Committee Meeting** held on Monday, 8th January 2024 in the Millennium House, Pensilva at 7.00pm.

	Action by
<p>1.. Those present. Cllrs. I Vaughan (Committee Chairman), R Farley, N Gisby, M Carr, A Moss and J Bruce.</p> <p>Also attending. J Hoskin (Parish Clerk) V Thompson (Millenium House Manager)</p> <p>The Chairman wished everyone a Happy New year and opened the meeting passing on condolences to the Parish Clerk for a recent family bereavement.</p>	
<p>2. Public Session. There were no members of the public present.</p>	
<p>3. Apologies for absence were received from Cllr. 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 6th November 2023. The minutes of the Millennium House Management Committee meeting held on the 6th November 2023 were approved and signed by the Chairman; proposed by Cllr Moss seconded by Cllr Bruce and unanimously agreed.</p>	
<p>6. Matters Arising from the Minutes not included on the agenda.</p> <p>Item 8 Bar Licence – Vanessa had now completed the licence application and awaited the new certificate.</p> <p>Item 10 To consider quotations for the provision of a gate to prevent access to the upper floor. Matter ongoing to try and source a metal gate suitable to prevent access to the upper floor.</p> <p>Item 13 Wi-fi upgrade – reply from Wildanet. Neither the Clerk or Cllr Bruce had received a reply from Wildanet about their offer to bring wi-fi into Millennium House as a community project.</p>	
<p>7. Managers monthly report – to receive an update from the centre manager, detailing December and New Year business trends. Current staffing situation, onward booking progress. Lots of various activities had been held during December and well supported by the public. Donations had covered the expenses for the Christmas lunch. The childrens bingo was a huge success and will be repeated. PCA had funded this event.</p> <p>The January monthly market was down on numbers but would hopefully pick up again next month.</p> <p>PACT testing had been carried out.</p> <p>Two local ladies were offering to provide themed food nights possibly on a Friday evening and discussions were being held to restart the regular pensioners lunches. It was suggested this be done once a month on a trial basis.</p> <p>It was noted the Volunteers evening was being held on Friday, 19th January 2023 with the parish council providing the refreshments.</p>	

<p>8. To establish an outline of staffing requirements to enable the business to operate smoothly and profitably. Two new members of bar staff had been appointed and these could also cover the reception desk. Vanessa wanted to recruit one more part time member of staff for these jobs.</p> <p>Current staffing arrangements within Millennium house were discussed with views on additional staff for evenings. The committee agreed to the appointment of one more part time member of staff.</p>	VT
<p>9. Epos System upgrade. The EPOS system had been brought back to accommodate the bar manager that had now left. It was agreed the system remains in the bar and the provider is asked to come along an carry out training for staff.</p>	VT
<p>10. Date for the next committee meeting – Monday, 5th February 2024, if required.</p>	
<p>11. Closed session, for the personnel committee to discuss staff updates, appraisals, files. The personnel committee will arrange to carry out the Managers annual review.</p>	Comm
<p>12. To close the meeting. There being no further business the meeting closed at 7.32pm.</p>	

Dated

Signed.