

St Ive Parish Council

Minutes of the Millennium House Management Committee Meeting held on Monday, 4th March 2024 in the Millennium House, Pensilva at 7.00pm.

	Action by
<p>1.. Those present. Cllrs. I Vaughan (Committee Chairman), J Bruce, P Mann, A Moss, M Carr.</p> <p style="padding-left: 40px;">Also attending: Mrs J Hoskin (Parish Clerk) Mrs V Thompson (Millennium 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. C Vaughnley, N Gisby, R Farley.</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 5th February 2024. The minutes of the Millennium House Management Committee meeting held on the 5th February 2024 were approved and signed by the Chairman; proposed by Cllr Moss seconded by Cllr Mann and unanimously agreed.</p>	
<p>6. Matters Arising from the Minutes not included on the agenda. Item 6 Wi-fi upgrade. The Chairman thanked Cllr Bruce for installing an upgraded wi-fi system throughout the building.</p>	
<p>7. Managers monthly report. Vanessa advised the meeting that some of the fire extinguishers and a fire blanket needed replacing. It was proposed by Cllr Moss, seconded by Cllr Carr and unanimously agreed the quote from UK Safety be accepted and the work completed as soon as possible.</p> <p>There was a small number who attended the St Pirans night, but the evening was a great success and it was suggested that more theme nights be held.</p> <p>The monthly Market was well attended.</p> <p>There were no more regular bookings.</p>	VT
<p>8. Mel Bar:-</p> <ul style="list-style-type: none"> ○ Staffing situation. An additional member of bar staff had now been appointed and could cover reception and the managers role, if needed. ○ Update on staff clothing / branded shirts etc. The committee approved the costs for branded shirts, fleeces and aprons and instructed Vanessa to go ahead and order them. Proposed by Cllr Moss, seconded by Cllr Carr. ○ To consider replacing the curtains. The committee accepted the suggestion from the manager that the curtains be left for the time being. ○ To discuss options to extend the size of the bar by an extension at the rear. Following a discussion about the future of the bar, it was proposed by Cllr Moss, seconded by Cllr Vaughan and unanimously agreed to seek architectural designs and costs for this work. 	VT

<ul style="list-style-type: none"> ○ Replacement tills. It was agreed to purchase two new bar tills that were card machine compatible with the built-in EPOS system. There would be no additional costs and the current rented EPOS system could be cancelled. Proposed by Cllr Moss, seconded by Cllr Bruce and unanimously agreed. 	JB/VT
9. Food preparation, regulations and staff clothing. Discussed under item 8 of this meeting. Hygiene hair nets and disposable gloves will continue to be used.	
10. To note the condition of the exterior cladding and cleaning required. Various options were discussed to have the exterior of the building cleaned. A local company will be asked to quote for the work. Vanessa was also looking to mosaic the lower half of the front wall.	VT
11. Solar Power output measurement. Cllr Vaughan was seeking the output figures from the solar panels.	IV
12. Car Park – to consider quotes for the repainting of the white lines, and speed restriction and directional signage. It was proposed by Cllr Moss, seconded by Cllr Bruce and unanimously agreed to accept the quote for repainting the white lines in the car park. Additional signage will also be obtained.	IV
13. To discuss the options of another fundraising event – Ukraine two years on. The committee agreed to hold another coffee morning on Saturday, 27 th April from 10.00am.	
14. Date for the next committee meeting – Tuesday, 2nd April 2024 (change of day owing to the bank holiday Monday).	
15. Closed session o to allow the personnel committee to discuss matters relating to staff or contracts, if needed. No closed session required.	
16. To close the meeting. There being no further business the meeting closed at 7.55pm	

Dated

Signed.