

**Millennium Rooms Management Committee**  
**Constitution – 2021 – reviewed 21<sup>st</sup> September 2021**

The Millennium Rooms Building (MR) was built by the St. Just in Roseland Parish Council in the year 2000 and is administered by the Millennium Rooms Management Committee (MRMC).

**Committee Remit**

The MRMC is charged with the day to day running of the Roseland Visitor Centre (RVC) and the Millennium Rooms (MR). This is a committee of the Parish Council as such are governed by the Parish Council's Code of Conduct and Standing Orders. Decisions are made as recommendations to the Parish Council for ratification at the PC's next meeting.

**The Committee**

**The Millennium Rooms Management Committee shall consist of**

- a) A maximum of 12 members
- b) The Chairman of the Parish Council and up to 4 other Parish Councillors
- c) The Parish Clerk, who shall act as treasurer for the Millennium Rooms
- d) The Roseland Visitor Centre Coordinator
- e) One representative of the Art Group if required
- f) One representative of the Harbour Lights Committee if required
- g) One volunteer from the Roseland Visitor Centre
- h) One representative from the business community
- i) The committee may co-opt further members

**Meetings**

**Annual General Meeting**

An AGM for the committee shall be held where the Chairman will be elected.

**General meeting**

The MRMC shall meet up to 4 times a year.

**Extraordinary meetings**

The committee has the option of calling extra or extraordinary meetings as deemed necessary by their Chairman.

**Quorum**

A quorum for each committee for conducting business shall be 4 committee members.

**Minutes**

Minutes of all meetings must be taken and circulated to members of the relevant committees and to all other Parish Councillors.

**Finance**

The Roseland Visitor Coordinator may order replacement stock and equipment for the Millennium Rooms and Roseland Visitor Centre up to the value of £400 per month for payment by the Parish Council. The Parish Clerk will present accounts quarterly. The Millennium Rooms Management Committee will make recommendations to the Parish Council regarding expenditure over £400.

**Staffing Matters**

Staffing Matters will be dealt with at the end of the meeting by the Chairman and the Parish Councillors.

**Employees**

Any matters concerning employees, their pay or contracts should be referred, with recommendations, to the Parish Council Personnel Committee.

**Changes to the constitution**

Changes to this constitution can only be made at the AGM and must be made as recommendations for approval by the Parish Council.

**This constitution was approved by St Just in Roseland Parish Council on**

**Millennium Rooms Management Committee at the AGM held on 21<sup>st</sup> September 2021**

Next Review October 2022