

Minutes of the Millennium Rooms Management Committee of St Just in Roseland Parish Council held on Monday 24th November 2025 in the Millennium Rooms, St Mawes. The meeting commenced at 6.00pm.

Committee Councillors Present: E Andrew (Chair), K Ives, A Marchant, C Williams

Other Councillors Present: none

Also present: R Fordham (Parish Administrator), the Millennium Rooms caretaker, and one member of the St Mawes Art Group.

1. To accept apologies for absence – Cllr Giles

2. Declaration of Interest:

a) Disclosable Pecuniary Interest – none declared

b) Non-registerable Interest – none declared

c) Of gifts to the value of more than £25 – none declared

d) To consider requests for dispensation on items on the agenda – none declared

3. Public Participation – None

4. Confirmation of the minutes of the meetings held on 15th September 2025

The Council **RESOLVED**, by a show of hands by those who had attended the said meeting that the minutes of the meeting be approved. All in favour and they were duly signed by the Chairman.

Matters arising:

Area behind Millennium Room

The administrator confirmed that this is on the list for the parish handyman.

Update on new toilet taps

These have now been installed in the upstairs toilets in the Millennium Rooms.

5. To discuss and review the following policies:

Millennium Rooms Maintenance and Safety Policy/Fire Safety Procedure Policy/Fire Drill Procedure Policy

The policies were reviewed by the committee with no alterations requested. These will now be included in an information pack for hirers of the Millennium Room.

It was noted that all equipment in the Art Group storage room that will require PAT testing must be made available at the necessary time.

Fire drills will be scheduled for all regular Room users, but not for occasional hirers. They will have all the necessary information contained in the policies and nominate a responsible person, as per the terms of the booking form.

6. To discuss the Millennium Rooms including regular bookings and upkeep of building:

Winter Cleaning

The carpets and chairs will be having their usual winter clean on December 18th and 19th.

Update on Heritage Store Cupboard

The Administrator confirmed that the cupboard was now cleared, cleaned and ready for use from December 1st, and thanked the caretaker for facilitating this. The £100 storage costs will be paid annually from April 2026. It was confirmed that the Heritage Group are now no longer looking for an exhibition space within the Millennium Rooms building.

To consider the quote for update of exterior lighting

The quote was agreed, and will be actioned under the Clerk's discretion.

Booking and Charges Forms

These have been drawn up for bookings from 2026, and will be included in the Hirer's Information pack. They are editable online if necessary, so can be emailed. It was noted that regular hirers of the room need only fill in one form for the year or term, the form will be amended to include this option.

7. To discuss the Roseland Visitor Centre:

Visit Roseland App – launch and costs

An app aimed at both visitors and residents has been created by the Parish Office, promoting all aspects of the Roseland, which will be launched for February half term. Costs for advertising the app, both with flyers and through a Facebook campaign were discussed and provisionally agreed, but further investigation needs to go into the costs of the Facebook advertising. Administrator to action.

A suggestion was made that all businesses mentioned in the app should pay to advertise, with a free trial period. Further investigation will take place and this may be a future agenda item for full Parish Council.
A concern was noted about the accessibility of the app. Administrator to investigate.
A suggestion was made that an advert for the app and the QR code should be put on the back of the car park tickets.

Figures for 2025

It was confirmed that footfall to the Visitor Centre (both in person and telephone enquiries) was up 11% in 2025, from 2656 enquiries to 2951.

Winter closure dates

The Visitor Centre will be closed from December 18th and reopening on February 9th, the week before Spring half term, as usual. The volunteers were thanked for all their help and support throughout the year.

The meeting closed at 6.50pm.

Signed by Chairman..... (Cllr E Andrew)

Date: