

MINUTES OF MELLOR COMMUNITY ASSOCIATION

MEETING HELD

WEDNESDAY 9th August 2017 at 7:30pm

Committee

Present: J Hymas, Chairman [JH] K Dean [KD]
 N Roberts [NR] G Hargreaves [GH]
 J Foster [JF] L Foster [LF]

Also Present: A Bibby [AB]
 A Sharp [AS]
 M Johnson [MJ]

Apologies: None

	Lead on actions
The committee thanked LF for taking over the writing of the minutes, and approved the July minutes as a full and accurate record of the meeting.	
There has been no response from the company responsible for the recent damage to the boule court. The residents of the property the van was delivering to have also complained to the company, and have assisted in repairing the damage. There will be no lasting major damage, only a little minor damage to the woodwork. It was suggested that if the company continues to fail to respond, photos of the original damage could be shared on social media. JH will continue to chase up the company.	JH
Comments were received from a hall member regarding some items in the first aid box coming close to being out of date. GH will check the legal requirements for a first aid box and look into the cost of buying a new one versus buying replacement items. It was suggested that we keep a record of when the box has been checked, and that we could position the box in the hall rather than the kitchen, or have two boxes, one upstairs and one downstairs.	GH
KD received a letter regarding building regs, which was to check in with us as they had not received a card.	
It was agreed that the basketball hoops would be put up within a week of the meeting.	NR, JH
The drama group intends to set up an adult class, and would be interested in running an evening show, which they would like to use to support the charity they are currently fundraising for.	
Mellor Parish Council (MPC) now have the signed copy of the lease amendment, and have cashed the cheque that was sent to help cover legal fees. The hall may now apply for licences to run a bar under the conditions that have been previously set out.	
There has been no further progress towards finding a new holding trustee.	

There has been no further communication regarding the prospect of tennis coaching. However, both the tennis courts and the picnic benches have been spotted in frequent use. A spring or other device to automatically close the tennis court gate is still needed.	
The keypad code for the sports camp needs to be updated so that they have access Monday to Friday rather than Tuesday to Friday.	
It was agreed that JH will enquire into the implications of incorporating the alarm system into the keypad system. It was suggested that it would be useful to know if it was possible to install the system on an offsite computer, and incorporate the downstairs doors into the keypad system.	JH
It was suggested that the hall vacuum could be replaced.	
NR agreed to give LF admin privileges for the hall website, which had not yet been applied. JH enquired if it was possible to get statistics from the website.	NR, LF
JH agreed to change the booking forms and the terms and conditions of use to ensure they stated that smoking is banned in the hall, including the use of e-cigarettes.	JH
JH agreed to speak to St Mary's school.	JH
GH noted that the pickle ball sessions are a good thing and are very enjoyable. She expressed hope that more people would join the sessions. It was suggested another pickle ball booking be considered, perhaps on Saturdays. Thanks were given to KD for organising the sessions and to Sue for suggesting them.	
It was agreed that a new noticeboard is needed by the front door of the hall, as the old one is worn out and poorly sited. It was suggested that the boards by the entrance to the car park could be updated, as the chalk used to write on the current boards is not very visible, and other methods do not work on them at all. JH agreed to look into the cost of replacing them with magnetic boards, and the other options available.	JH
JF took the meeting through the July accounts. There was a surplus during the month of £1390.00. The bookings income was especially large due to the dance group booking the hall for several days for a festival. The miscellaneous category for expenditure was the money going to MPC regarding the lease amendment. The direct debit paying the water bill had somehow been deactivated, but JF is going through the process required to reactivate it.	JF
KD enquired whether it was possible to appraise the normal level of income and expenditure without the large one off items. JF suggested it would be possible and that LF could assist.	JF, LF
The dancers might have another show in January. It was noted that they left the hall in a very tidy state.	
The heating will need to be adjusted when it starts getting colder again.	
JF agreed to order more paper towels.	JF
JF said she would be meeting Frances from the brass band regarding posters and tickets for the Brass Night of the Proms event the day after the meeting. It was suggested that payment would be preferred up front, but that people would not be turned away on the day except for health and safety reasons. The café will be open and a bar will be organised under the new lease amendment. The committee was reminded that a bar should be cordoned off somehow to prevent under 14s from entering. It was suggested that the downstairs meeting	JF

room could be used for this purpose. It was suggested that leaflets be distributed around the village, though concern was expressed about the cost. It was suggested that if leaflets are made, they should also include other upcoming events.	
It was suggested that the Christmas concert date needs to be nailed down. It was agreed that last year it went on too long, so it would be better to have only the band and not also the choir, and also that there should be more audience participation.	
KD agreed to talk to Claire from the drama group about the possibility of a Christmas show, and identify a date to keep free. Ideally the date should not clash with the Christmas production at the school.	KD
Leafletting efforts should be split between people.	
Regarding signage, KD went through the proposed changes with the sign company, and they are to come back with the sample art. KD will prompt if not received by Friday after the date of the meeting. The quote is roughly £125 including VAT. The material is fine for external use.	KD
Regarding the building work, the planning has been resubmitted and the building regs have been started. The work will go out to tender again by the end of the month.	KD
Figures for the grant from the Bernard Sunley Charitable Foundation have been provided by JF. JH and KD are to discuss further progress.	JH, KD
If the building work starts in January, will it clash with the dance group using the hall? Not if the dance is early enough in the month.	
KD will get the price from the same contractors as before.	KD
It would be a good idea to have a quantified tree risk assessment performed. It would be better to use people from the Ribble Valley Borough Council, but otherwise KD might know somebody who can do it.	
Alan from the singing group lent KD a level for some maintenance and building planning work.	
Progress should be made on the kitchen as soon as possible. Of the existing user groups, only the Guides really use the full space.	
JH suggested we invite the current user groups to come in to understand the nature and timescale of the plans for the hall, perhaps in October.	
A discussion was held about the purpose of the kitchen alterations, but ultimately it was felt that the committee had already been over these points at previous meetings.	
The meeting was closed at 8:35pm.	

The next meeting will be held in October.