

MINUTES OF MELLOR COMMUNITY ASSOCIATION

MEETING HELD

WEDNESDAY 8th November at 7:30 pm

Committee Present: J Hymas [JH] J Foster [JF]
 N Roberts [NR] T Entwistle [TE]
 G Hargreaves [GH] L Foster [LF]
 M Williams [MW]

Also Present: A Sharpe [AS]
 M Johnson [MJ]

Apologies: K Dean [KD]
 S Hughes [SH]

	Lead on actions
The October minutes were agreed to be a full and accurate record of the meeting.	
The spring on the tennis court gate still needs to be replaced. Currently, we possess the wrong sort of spring.	
JH contacted Blackburn Alarms and received an email in reply saying that they “will get in touch with you quickly”. It was suggested that we go somewhere else if they do not give us a concrete date. It was discussed where the alarm should contact when it goes off, and suggested that just the hall would be needed, as discussed with the alarm company when they fitted the alarm.	
LF updated the committee on the October website statistics. It was suggested that it is ensured that the site links to the Facebook page, and that more photos could be added to the site. Also, it was suggested that typefaces are standardised and that some outdated information could be removed, and that a notice about the Macmillan coffee morning, which raised £712, could be added.	NR, LF
More contact details for the users are still needed. The ones already possessed should be added to the website.	
JH followed up on the possibility of getting a new noticeboard. Mellor Parish Council [MPC] recommended a possible source.	
We are still waiting to hear anything further regarding the drain and the tree.	
There was a blocked drain a couple of weeks before the meeting. JH emailed MPC and the Lancashire County Council [LCC] regarding an invoice for cleaning it out. Neither council took responsibility for the cost.	
A speed bump in the entrance to the car park might help keep water out. It is suspected that there are issues in the drains on Mellor Lane, especially near the Traders'. Those drains are the responsibility of the LCC.	
The leaflets have gone out for the Christmas Concert. JF is to look into making posters to advertise in local shops. JF will also contact the Monday users regarding the Christmas Concert.	JF
The grant application to Sport UK for £125,000 has been submitted. It is expected that the response time will be 6 to 8 weeks.	

The safeguarding policy has been incorporated into the booking forms and the terms and conditions.	
NR needs to renew the extra domain names. Currently, the money will be transferred from NR's personal account, requiring him to claim it back, and NR expressed a wish to look into changing this so that it is transferred directly from an MCA account. NR and JF are to confer on this.	NR, JF
The house that had been displaying the sign referencing free parking is no longer displaying it.	
The flu jab session was well attended, with no particular issues. There was a suggestion of opening the cafe for next year's flu jab, but it was noted that there had been a cafe open at a previous year's flu jab session which was poorly utilised.	
GH has looked into the risk assessment. The general risk assessment is now complete, and the fire risk assessment is in progress. When users book, the person who signed the booking form is agreeing to be the responsible person for that activity and its H&S as agreed in our terms and conditions. The relevant people need to go through the general risk assessment and fill in the appropriate dates and signatures. It was suggested there should be a notice downstairs by the first aid box directing users to the accident report book, which is upstairs. The PAT test is done, and everything passed with no subsequent work needed. The heater will likely need servicing within 12 months. The fire alarm and exit signs have been serviced and we have a certificate of compliance. The fire alarm system is tested weekly, and this is recorded in the "fire file" in the office. The fire assembly point is clearly recorded in the terms and conditions.	GH
JF took the meeting through the October accounts. There was a net expenditure of £179.00. Expenditures include a recorded music licence for hall events, and the servicing of the fire extinguishers. A £2000 cheque is expected next month.	JF
It was suggested that we consider asking BAE for grant money again.	
At this point in the meeting, MJ left due to a conflict of interest on the final discussion point.	
Regarding the buildings and contents insurance, the committee agreed to support JH in discussions with the council to take reasonable steps to enforce the terms of the lease.	JH
The meeting closed at 9:00 pm.	

The next meeting will be held on Wednesday 13th December at 7:30 pm.

