

JF has spoken to Suzanne regarding the cleaner's insurance. Suzanne is still considering the issue. It was suggested that the cleaners could be asked to clean down the paintwork, or to do a bigger clean upstairs.	
Regarding health and safety, it was queried whether a separate risk assessment is needed for every function, or whether a generic risk assessment is sufficient for all of them. KD has sent a draft risk assessment to several other committee members for consideration. The committee does not need to see the risk assessment of individual users, as the users have signed the terms and conditions and it is therefore the users' responsibility.	
Christine brought an issue regarding the bases at walking netball before the committee. The bases are too heavy to carry easily, but need to be carried when the weather is suitable for outdoor play. It was queried whether the basketball posts are in the way of the netball bases. It was also noted that the existing basketball posts may be adjustable. The committee agreed that it was up to the organisers of walking netball to come up with a reasonable proposal, as users of the hall are responsible for providing their own equipment.	
JF took the meeting through the December accounts. There was a net surplus of £2050. It was suggested that the grant money should be indicated as ringfenced on the next accounts sheet. The solar reading needs taking. The balance is looking good for the start of the building work.	JF
JH will chase up the photo of committee members collecting the cheque from the Co-op. The Co-op suggested that they would be happy to organise a food tasting when we re-open the hall after the building work. It was suggested that some photos should be sent to the Co-op when the work starts.	JH
The next open day will coincide with the March pop-up cafe. Leaflets will be produced, to be delivered in the first week of February.	
JF contacted Neil McMillan regarding whether it would be advantageous for MCA to register for VAT. They have not yet had a chance to speak properly about the issue.	JF
Phase One of the building work begins on 5 th February. There will be a pre-contract meeting within the next fortnight. KD is waiting on a brick sample from the builders for approval. The electricians have the order to do work, and will also be at the meeting. Public liability insurance will be acquired. Health and safety has been covered through CITS and issued to the contractors. The estimated timescale will be 8 weeks. There will be no times when the entrance is insecure. Users will need to be informed that the door will be out of use. No decorations will be performed at this stage.	KD
Regarding Phase Two, KD has put in the application to the LEF for advance payment. Nothing is in the bank yet. KD has given them the schedule of payments. There will be an application to BAE for grant assistance regarding Phase One at the end of February. There will also be one to the Bowland Trust, who will finance retrospectively. Sport UK has all the information it needs for the grant application regarding Phase Two. KD is waiting on a formal offer, as there is only six months from receiving the offer to committing and spending the money. KD has expressed interest to LEF regarding funding for	

Phase Two. The application will not be until the next financial year. The decision will not be known until 16 th July. They will fund Phase Two B, to prevent retrospective funding. A second application to the Bowland Trust for Phase Two will also be made. The result of the application to the Ribble Valley for £3000 will be known by next month. Another application will be made to BAE for match funding. The only drawings still required for Phase Two are two thirds done and can go to tender in February.	
JF will be away in March and therefore unable to sign cheques during that time frame.	
If MCA were to receive no new grants, the commitment for Phase One would be roughly £17000. The main large contingencies requiring money were the floor and the heating anyway.	
The long term aim for the hall is to become carbon neutral. After the completion of Phases One and Two, the upstairs heating will still run on gas, but it can be changed to also run off air source heating in Phase Three.	
There is still no replacement for the third holding trustee. There is an option which may allow the Charities Commission to act as a holding trustee, though this would require a change in the MCA constitution. JH will investigate the possibility. Meanwhile, other committee members will continue to look out for somebody who may be suitable.	
GH enquired about the possibility of putting up a poster for the Crown Green bowling at Salesbury. It was suggested that it was possible if they put up a poster regarding the indoor boules that takes place at the Hall, and that their poster should go in the community section of the noticeboard.	
The meeting closed at 8:27 pm.	

The next meeting will take place on Wednesday 14th February at 7:30 pm.