

MINUTES OF MELLOR COMMUNITY ASSOCIATION

MEETING HELD

WEDNESDAY 10th October at 7:30 pm

Committee Present: J Hymas [JH] J Foster [JF]
 K Dean [KD] L Foster [LF]
 G Hargreaves [GH]

Also Present: A Sharpe [AS]
 S Brown [SB]
 P Wallace [PW]

Apologies: S Hughes [SH]
 A Bibby [AB]
 T Entwistle [TE]

	Lead on actions
The September minutes were agreed to be a full and accurate record of the meeting.	
The LEF grant has been registered with Entrust, LEF's external auditors. The LEF grant offer is now confirmed. The offer is on the condition that the money is spent by the end of March.	
The Sport England grant has been confirmed, with provisos. Most of the provisos have been met, though it is still necessary to create a sinking fund and to send several letters.	KD
Sport England requires a ringfenced sinking fund for the future replacement of the floor and heat pumps. The committee agreed to set aside the RHI money and FIT money to put in the fund.	KD
The day-to-day maintenance of the new floor will be discussed at a future meeting.	
KD met with the builder he would like to appoint for the Phase 2 work. The builder will fix the leak in the roof, and will start work on Phase 2 on 7 th January. This means that Phase 2 will be completed on 22 nd March. The hall will be closed during this time period.	
The builder will move the contents of the storage cupboard out, then do the floor in the storage cupboard, then move the contents back in. The parquet blocks will be stored in bags which are suitable for 2 people to lift together. When they are ready, the bags will be moved outside of the hall. KD has 2 potential buyers lined up for them already.	
Panasonic will help with Phase 2 by giving the MCA's nominated contractor a better deal on the heat pumps. KD needs to send them an email.	KD
Two more grant applications are in, and are waiting for the results.	
It has been publicised that the MCA is one of Tesco Blackburn's charities for September and October.	
The GDPR document is now in the document folder.	

The issue of the governance papers has been carried forward.	
The Charities Commission website is now up-to-date with the MCA's latest information.	
JF took the meeting through the September accounts. There was a net surplus of £2242.00.	JF
Provisionally, there will be another proms concert on the same weekend next year.	
It was suggested that the hall ought to be made to appear more festive for the Christmas Concert. However, it was noted that any decorations used must either be safe for use in a sports hall or must be taken down almost immediately after the concert finishes. It was suggested that there could be some lights placed outdoors, perhaps on a tree. There was an idea to put lights on the end wall of the hall in the shape of a tree, but these would need to be installed by somebody insured to work at height. It was agreed to give GH a budget of up to £100 to acquire decorations, which must be storable and be able to be re-used on future years. KD said he would look into an idea he had as an alternative to putting lights on the wall in the shape of a tree. It is necessary to begin advertising for the Christmas concert soon.	GH, KD
KD requested that JF produce figures for what is needed to keep the hall running in January, February, and March, when the MCA's income will be lower than usual due to the closure.	JF
It was suggested that a table of things to sell could be set up at the next pop-up cafe to raise additional funds for the MCA.	
The Christmas concert will be on 10 th December. This information needs to be sent to the Parish magazine soon in order to appear in the November edition. The concert will start at 7pm. There will be mince pies and soft drinks available in the cafe, but people will need to bring their own alcohol if they want it.	
JH has not managed to speak to the ceilidh people. It will probably not be able to be fit in this year at this point, so is now something to potentially look at next year instead.	
It was suggested to look into something to protect the new floor when events, such as ceilidhs, that are likely to potentially damage it occur.	
The pull handles will be fitted to the doors in the Phase One extension next week. The disabled toilet door has been sticking.	
The issue of a plaque with grant-givers' names on was carried forward.	
JF will write a letter to the users to inform them about the closure for Phase 2.	JF
Easter will take place on April 19 th , so a good day for the re-opening event would be the pop-up cafe on 6 th April. TE, GH, and SB will come up with ideas for the event.	TE, GH, SB
JH asked the Parish Council if it is possible to book out the playing field. The Parish Council are considering their answer.	
Regarding crowdfunding for the MCA, PW has some experience with crowdfunding. Advertising is an important element of success. Large sums of	PW

money can be raised if campaigns are successful, especially if the campaign reaches a news source of some kind. It helps to have a story or hook to get people to care about the campaign above other campaigns. PW agreed to think about potential ideas for crowdfunding before the next meeting.	
Regarding the issue of the sun shining through the hall windows, it was suggested it would be a good idea to determine which windows were the issue. It was suggested that the most likely answer would be all of the windows, depending on the time of day and the season. There is no particular hurry to fix this issue, as the hall will be out of use during the Phase Two construction work in any case.	
JH has gotten the Parish Council to commit to providing up to £2500 plus VAT to spend on CCTV, with the proviso that the CCTV also covers the field. Blackburn Alarms are coming on Friday to talk through what is needed. Ideally, the car park lights will be replaced with LEDs on movement detectors using the same budget.	JH
The MCA has not paid for buildings insurance, as this is the Parish Council's responsibility. JF will email a Parish Council representative to ask them to please do this.	JF
The health and safety documents require updating. GH will do this, but she no longer has access to the appropriate software at work, so will have to do it at home instead.	GH
A sign to put up indicating that the hall is operating CCTV has been acquired.	
The meeting closed at 8:50 pm.	

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