

**Airmyn Community Association minutes of the meeting held at
Airmyn Memorial Hall, on Wednesday 10 July 2019 at 7:55pm**

32/1920	<p>Opening the meeting: The Chair reminded all attendees that all mobile phones should be on silent for the duration of the meeting.</p> <p>Present: C Fox, C Healey, S Scott, P Batten; Administrator, R Charlesworth (minutes). 2 members of the public.</p> <p>Apologies: S Hayward, M Lynch</p>
33/1920	<p>Previous minutes approval: The minutes of the meeting held on 12 June 2019, circulated prior to this meeting, were approved (Proposed: C Healey; Seconded: S Scott).</p>
34/1920	<p>Declarations of interest on agenda items: None received.</p>
35/1920	<p>Ongoing issues:</p> <ol style="list-style-type: none"> 1. Action review: an update on actions from the last meeting – CCTV: Fishers chosen, order placed. Fire doors: 2 quotes received, 3rd due. 2. Hall floor: quotes from 2018 reviewed and resolved to get updates (Proposed: P Batten; Seconded: C Healey). Action: Administrator to obtain updated quotes. 3. Fire risk assessment: Work required to update emergency lighting, awaiting 2nd quote & then review.
36/1920	<p>Financial matters. An update on bank balances and account transactions was provided, reviewed and approved. Resolved to get Townends to produce annual accounts report.</p>
37/1920	<p>Safety/security issues. none</p>
38/1920	<p>Any other business. ERYC conducted food safety inspection on 9th July, only minor issues identified. Resolved to introduce documented 6 monthly deep cleaning schedule and to get minor decoration issues actioned, Action: Administrator to action.</p>
39/1920	<p>Next meeting agenda items: none identified</p>
40/1920	<p>Next meeting: Wednesday 11th September 2019 at Airmyn Memorial Hall.</p>
	<p>Members of the public asked to leave for the remainder of the meeting.</p>
41/1920	<p>Staff matters: Discussed resignation of A Jackson from the ACA committee, Action: Administrator to send thank you email for all work conducted for the ACA. C Healey suggested introducing a hall sign in sheet for safety & insurance purposes, Action: Administrator to design & introduce sheet.</p>
<p>The Chair thanked everyone for their attendance and closed the meeting at 9pm.</p>	

Signed by The Chair, C Fox Date: