

# Airmyn Community Association minutes of the meeting held at Airmyn Memorial Hall, on **Wednesday 10 April 2019 at 7.55 pm**

1/1920	<b>Opening the meeting:</b> The Chair reminded Committee Members and the Public that all mobile phones should be on silent for the duration of the meeting. <b>Present:</b> C Healey (chair), S Hayward, A Jackson, P Batten, S Scott, M Lynch; Administrator, R Charlesworth (minutes). Two members of the public.
2/1920	<b>Apologies:</b> C Fox
3/1920	<b>Previous minutes approval:</b> The minutes of the meeting held on <b>13 March 2019</b> , circulated prior to this meeting, were approved (Proposed: S Scott; Seconded: P Batten).
4/1920	<b>Declarations of interest on agenda items:</b> None received.
5/1920	<b>Ongoing issues:</b> <ol style="list-style-type: none"> <li><b>Fire Risk Assessment:</b> 2 quotes received for fire alarm upgrade, 3<sup>rd</sup> due, to review once all received.</li> <li><b>Hall floor:</b> divided opinion on cause of floor issue and if linked to building movement, resolved to wait for final subsidence monitoring (due 11/04) before deciding further action (Proposed: C Healey; Seconded: S Hayward). Previous quote for repair approx. £5k, damage thought to be from water seepage.</li> <li><b>Lift:</b> recent service recommended door closures added to lift doors to prevent interlock issues. <b>Action:</b> Administrator to obtain quote and arrange fitting (Proposed: S Scott; Seconded: A Jackson).</li> <li><b>Electrics:</b> quotes being obtained by Administrator, Sykes Electrical not interested.</li> <li><b>CCTV:</b> 2 quotes received, 3<sup>rd</sup> due, to review once all received.</li> <li><b>Sports field:</b> Football team still interested in using pitch and met A Jackson today. They are willing to improve pitch condition, mark out and add dugouts. They would require improvements to the changing &amp; shower facilities. Committee concerned over potential water logging of pitch and postponement of matches, unable to spend on improvements without quarantees and cost/benefit assessment. Resolved to offer 1 year trial, with no modifications in the hall in year 1, no dugouts, but pitch improvements allowed. Charge of £100 per use. <b>Action:</b> Administrator to feedback to football team.</li> </ol>
6/1920	<b>Financial matters.</b> An update on bank balances and account transactions was provided and reviewed. Hall user agreements and booking cancellations briefly discussed and to follow up in future meetings.
7/1920	<b>Safety/security issues.</b> None
8/1920	<b>Next meeting agenda items:</b> Sports field use (May); Hall/key user agreements (June)
9/1920	<b>Next meeting:</b> <b>Wednesday 8<sup>th</sup> May 2019</b> at Airmyn Memorial Hall.
	<b>Members of the public asked to leave for the remainder of the meeting.</b>
10/1920	<b>Staff matters:</b> <ol style="list-style-type: none"> <li>A Hayes appraisal complete, all OK, would like to attend CPAD training, happy to conduct more detailed hall checks once in place.</li> <li>A Collett appraised last year, all OK.</li> <li>K Eskriett to be included in next round of appraisals, due Sept.</li> <li>R Charlesworth probation review due.</li> <li>2019 pay increase approved from April payment, in line with NALC scales.</li> </ol>

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|  | <p>6. C Healey re-stated that all employees must complete timesheets, any pay adjustments will be made in arrears.</p> <p>7. One ACA employee listed on HMRC system has not been utilised recently and to be de-listed. <b>Action:</b> Administrator to amend HMRC system.</p> <p>8. Clerk/Administrator hours: there remains the need for additional hours to catch up for the periods when there was no Clerk/Administrator, resolved to continue with additional 5 hours per week when possible for another 3 months (Proposed: P Batten; Seconded: C Healey).</p> |
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The Chair thanked everyone for their attendance and closed the meeting at 9.50pm.

Signed by The Chair, C Healey ..... Date: .....