

# Airmyn Community Association minutes of the meeting held at Airmyn Memorial Hall, on **Wednesday 8 May 2019 at 8.10pm**

11/1920	<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 Fox, C Healey, S Hayward, S Scott, M Lynch; Administrator, R Charlesworth (minutes). 4 members of the public. <b>Apologies:</b> A Jackson, P Batten
12/1920	<b>Previous minutes approval:</b> The minutes of the meeting held on <b>10 April 2019</b> , circulated prior to this meeting, were approved (Proposed: C Healey; Seconded: S Hayward).
13/1920	<b>Declarations of interest on agenda items:</b> None received.
14/1920	<b>Ongoing issues:</b> <ol style="list-style-type: none"> <li><b>Fire Risk Assessment:</b> progressing slowly</li> <li><b>Hall decoration:</b> 1 quote received, 2<sup>nd</sup> due.</li> <li><b>Sports field:</b> Football team have possibly found alternative venue, therefore no further upgrades required.</li> </ol>
15/1920	<b>Financial matters.</b> An update on bank balances and account transactions was provided, reviewed and approved.
16/1920	<b>Safety/security issues.</b> <ol style="list-style-type: none"> <li><b>Fire extinguishers:</b> Service/inspection carried out, all OK. The 2 extinguishers in the sports hall can be moved out of the way during active sports to reduce risk of damage.</li> <li><b>Lift:</b> the lift has a fault and awaiting engineer repair, resolved to review operating instructions and user familiarisation once repaired.</li> </ol>
17/1920	<b>Any other business.</b> S Hayward reported that Impact Football were looking to increase their sessions and investigating a 1 day charity event, further details to be received from them.
18/1920	<b>Next meeting agenda items:</b> Lift use; Impact football; Hall/key user agreements; Monitoring results review.
19/1920	<b>Next meeting:</b> <b>Wednesday 12<sup>th</sup> June 2019</b> at Airmyn Memorial Hall.
	<b>Members of the public asked to leave for the remainder of the meeting.</b>
20/1920	<b>Staff matters:</b> <ol style="list-style-type: none"> <li>2019 pay increase applied.</li> <li>Wage payment issue for 1 staff member discussed. <b>Action:</b> M Lynch to email with guidance.</li> <li>Accounts: the accounts for are soon due for auditing and annual approval, but the 2018 April to December records need cross-checking and moving into the new format. Resolved to allow some additional hours to complete this work (Proposed: C Healey; Seconded: M Lynch).</li> </ol>
The Chair thanked everyone for their attendance and closed the meeting at 9pm.	

Signed by The Vice-Chair ..... Date: .....