

# Airmyn Community Association minutes of the meeting held at Airmyn Memorial Hall, on **Wednesday 12 June 2019 at 8.10pm**

21/1920	<p><b>Opening the meeting:</b> The Chair reminded all attendees that all mobile phones should be on silent for the duration of the meeting.</p> <p><b>Present:</b> C Healey, S Hayward, S Scott, M Lynch, A Jackson, P Batten; Administrator, R Charlesworth (minutes). 2 members of the public.</p> <p><b>Apologies:</b> C Fox</p>
22/1920	<p><b>Previous minutes approval:</b> The minutes of the meeting held on <b>8 May 2019</b>, circulated prior to this meeting, were approved (Proposed: C Healey; Seconded: M Lynch).</p>
23/1920	<p><b>Declarations of interest on agenda items:</b> None received.</p>
24/1920	<p><b>Ongoing issues:</b></p> <ol style="list-style-type: none"> <li><b>CCTV:</b> requirement discussed (see minute 27 below). <b>Action:</b> Administrator to send full quotes to committee for review and decision on who to award contract to.</li> <li><b>Hall monitoring:</b> 1 years movement monitoring results received, resolved that no further monitoring to be conducted. Discussed need for quotes from builders to repair damage to store. <b>Actions:</b> Administrator to notify contractor; S Hayward to source contact details of builder.</li> <li><b>Hall floor:</b> a small area of hall floor requires repair work, C Healey suggested replacement of fire doors first (will improve security and reduce ingress of rain), then review floor (Proposed: A Jackson; Seconded: S Scott). <b>Action:</b> Administrator to obtain door quotes.</li> <li><b>Electrics:</b> Additional electric sockets are required in the office to reduce use of extension leads (fire risk assessment action). Quote received from Jubbs, resolved to approve (Proposed: C Healey; Seconded: M Lynch). S Hayward recommended adding an additional socket in the RL Walker room at the same time – all agreed.</li> </ol>
25/1920	<p><b>Hall use update.</b> An update on hall use was provided by the Administrator, including some new regular bookings received.</p>
26/1920	<p><b>Financial matters.</b> An update on bank balances and account transactions was provided, reviewed and approved.</p>
27/1920	<p><b>Safety/security issues.</b></p> <ol style="list-style-type: none"> <li><b>Police feedback:</b> The local police visited the hall to provide security advice and suggested the installation of CCTV and upgrade of the fire doors.</li> <li><b>Lift:</b> the lift fault has been repaired and operation is now tested weekly. Operating instructions are being reviewed and updated.</li> </ol>
28/1920	<p><b>Any other business.</b> P Batten asked for an update on the smoke alarm review – this is ongoing and will be discussed at a future meeting.</p>
29/1920	<p><b>Next meeting agenda items:</b> Fire risk assessment review.</p>
30/1920	<p><b>Next meeting:</b> <b>Wednesday 10<sup>th</sup> July 2019</b> at Airmyn Memorial Hall.</p>
	<p><b>Members of the public asked to leave for the remainder of the meeting.</b></p>
31/1920	<p><b>Staff matters:</b> Discussed the requirement for all staff to complete a monthly time sheet and promptly submit to the Administrator prior to wage approval. <b>Action:</b> M Lynch to email with guidance.</p>
<p>The Chair thanked everyone for their attendance and closed the meeting at 9pm.</p>	

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