

Airmyn Community Association minutes of the meeting held at Airmyn Memorial Hall, on **Wednesday 09 September 2020 at 8.30pm**

049/2021	Public present: none
050/2021	<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: Caroline Fox, Christine Healey, Sylvia Scott, Sue Hayward and Alison Hirst (Temporary Administrator)</p> <p>Apologies: Matt Lynch</p>
051/2021	<p>Previous minutes approval:</p> <p>August minutes approved subsequent to meeting and circulated, as a true record.</p>
052/2021	<p>Declarations of interest on agenda items:</p> <p>None received.</p>
053/2021	<p>Issues raised by residents:</p> <p>Adults on play area</p> <p>Cars parking at Village Hall late at night</p> <p>Action: Hall is monitored by CCTV - to review</p>
054/2021	<p>Ongoing and new Issues :</p> <p>A) Clerk/Hall representative to have authority to action low cost purchases (up to £500) – proposed by Christine Hewitt and seconded by Sylvia Scott</p> <p>B) COVID Risk Assessment has been completed and circulated for approval. Caroline Fox and Christine Hewitt thanked Sylvia Scott and Sue Hayward for their work on this</p> <p>C) Date to re-open Hall – staff to return Monday 28 Sept. Open for groups Tuesday 29 Sept (unless government guidelines change)</p> <p>D) Car park entrance barrier – To agree whether to modify or add signage.</p> <p>E) Lift repair – Wednesday 16 September</p> <p>F) Cleaning equipment – COVID labelling actioned and completed</p> <p>G) COVID signage on toilets – actioned and completed</p> <p>H) Grant application for replacement chairs, windows and front – quotes received. Action: Administrator to contact Julie Reed</p> <p>I) Consumables for use by caretaker. Action: Sue Hayward</p> <p>J) Jubbs : dishwasher repair on Tuesday 15 September / sensor lighting in entrance hall and toilets and updating fire detectors. Action: Administrator to contact Jubbs for update</p> <p>K) External signage – Sign and Display to repair. Action: Administrator to contact and arrange date for works</p> <p>L) I-2 Clear drainage. Action: Administrator to contact and arrange date for works</p> <p>M) Hall plumbing. Overflow pipes in toilets. Action: Sue Hayward to make arrangements</p>
055/2021	<p>Administrator report:</p> <p>PAT Testing – 21 October – Jubbs</p>
056/2021	<p>Financial matters.</p> <p>Bank reconciliation – approved. Proposed Caroline Fox, seconded Sue Hayward</p> <p>Action: Administrator to transfer portion of VAT return from APC to ACA</p>
057/2021	<p>Safety/security issues.</p> <p>People using car park late at night – see 053/2021</p>
058/2021	Any other business.
059/2021	<p>Next meeting agenda items:</p> <p>Date for re-opening</p>

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060/2021	Staff matters: Administrator SSP. Temporary administrator to liaise with Matt Lynch Caretaker and cleaner appraisals took place late August 2020. Next appraisal due August 2021 Caretaker and cleaner provided with new work schedules and contracts which have been signed Caretaker and cleaner must be contacted if opening date is delayed New rates of pay in line with NALC to be implemented for staff
061/2021	Next meeting: Wednesday 14th October 2020 at Airmyn Memorial Hall
The Chair thanked everyone for their attendance and closed the meeting at 9.30pm.	

Signed by The Chair, C Fox Date: