

**Airmyn Community Association minutes of the meeting held at
Airmyn Memorial Hall, on **Wednesday 13 January 2021 at 8pm****

001/2021	Public present: None due to Covid restrictions
002/2021	Opening the meeting: The Vice Chair reminded all attendees that all mobile phones should be on silent for the duration of the meeting. Present: Christine Hewitt, Sylvia Scott, Sue Hayward & Acting Administrator Alison Hirst Apologies: Caroline Fox
003/2021	Previous minutes approval: November minutes approved as a true record. Proposed Christine Hewitt / 2 nd Sue Hayward
004/2021	Declarations of interest on agenda items: None received

	Issues Raised by Residents	Action	Ownership / Timeframe
005/2021	None		

	Ongoing Issues	Action	Ownership / Timeframe
006/2021	Grant application for replacement chairs, windows & front door. Policies completed and approved	Ongoing	Acting Administrator
007/2021	External Signage removal	Seek alternative quotes – update at next meeting	Acting Administrator
008/2021	Sensors and lighting for hall	Electrical contractor to quote for works	Acting Administrator to chase
009/2021	Defib pads for hall	Awaiting delivery	Acting Administrator
010/2021	New committee member interest	Send committee pack	Acting Administrator / Sue Hayward

	Administrator Report	Action	Ownership / Timeframe
011/2021	Hall Flooring finishing off	Completed by E Tice	Closed
012/2021	Website – Agenda / Minutes	Upload monthly agenda & minutes once approved	Acting Administrator

	Financial Matters	Action	Ownership / Timeframe
012/2021	VAT Return	To complete and submit	Acting Administrator
013/2021	Charities Commission Annual Return & Accounts	To complete and submit	Acting Administrator
014/2021	Bank Rec	To approve	Approved and closed

	Staff Matters	Action	Ownership / Timeframe
	None		

	Safety/ Security Issues	Action	Ownership / Timeframe
015/2021	External Signage	See 007/2021 above	

	Any Other Business	Action	Ownership / Timeframe
	None		

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	Next meeting agenda items:	
	Ongoing Matters: Grant Application External Signage Sensors and electrics New Committee Member Pack	Charities Commission Annual Return & Accounts VAT Return Defib Pads Website Updates

The Vice Chair thanked everyone for their attendance and closed the meeting at 9.00pm.

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Signed by Vice Chair, C Hewitt Date:

Next meeting: Wednesday 10th February 2021 at Airmyn Memorial Hall