

**Airmyn Community Association minutes of the meeting held at  
Airmyn Memorial Hall, on **Wednesday 10 February 2021 at 8.45pm****

016/2021	<b>Public present:</b> <b>None due to Covid restrictions</b>
017/2021	<b>Opening the meeting:</b> The Chair reminded all attendees that all mobile phones should be on silent for the duration of the meeting. <b>Present:</b> Christine Hewitt, Sylvia Scott, Sue Hayward, Caroline Fox & Acting Administrator Alison Hirst <b>Apologies:</b> None
018/2021	<b>Previous minutes approval:</b> January minutes approved as a true record. <b>Proposed Hewitt / 2<sup>nd</sup> Scott</b>
019/2021	<b>Declarations of interest on agenda items:</b> None received

	<b>Issues Raised by Residents</b>	<b>Action</b>	<b>Ownership / Timeframe</b>
020/2021	None		

	<b>Ongoing Issues</b>	<b>Action</b>	<b>Ownership / Timeframe</b>
021/2021	Grant application for replacement chairs. Policies completed and approved	Declaration signed by Chair and submitted	Acting Administrator
022/2021	Grant application for windows and door	Seek further contractor quotes	Acting Administrator
023/2021	External Signage removal	Request RAMS from contractor	Acting Administrator
024/2021	Sensors and lighting for hall	Request updated quote from contractor	Acting Administrator
025/2021	Defib pads for hall	Delivered and installed	<b>Acting Administrator – Closed</b>
026/2021	New committee member interest	Pack sent & invited to meeting	<b>Acting Administrator / Sue Hayward - Closed</b>
027/2021	Blood Donors	Next meeting 18 Feb. Request street signage	<b>Sue Hayward</b>
028/2021	Secondary School Vaccinations	Dates 17, 19 & 25 Feb	<b>Sue Hayward</b>

	<b>Administrator Report</b>	<b>Action</b>	<b>Ownership / Timeframe</b>
029/2021	Website – Agenda / Minutes	Agreed to upload monthly agenda & minutes once approved	<b>Acting Administrator – Closed</b>

	<b>Financial Matters</b>	<b>Action</b>	<b>Ownership / Timeframe</b>
030/2021	VAT Return	Agreed to submit annually.	<b>Proposed Hewitt/2<sup>nd</sup> Hayward – Closed</b>
031/2021	Charities Commission Annual Return & Accounts	Audit report discussed. Queries to be sent to auditors. Keep committee members updated	Acting Administrator
032/2021	Bank Reconciliation	To approve	<b>Approved Hewitt/2<sup>nd</sup> Fox – Closed</b>
033/2021	Fund transfer	Transfer funds internally	Acting Administrator

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	<b>Staff Matters</b>	<b>Action</b>	<b>Ownership / Timeframe</b>
	None		

	<b>Safety/ Security Issues</b>	<b>Action</b>	<b>Ownership / Timeframe</b>
034/2021	External Signage	See 023/2021 above	

	<b>Any Other Business</b>	<b>Action</b>	<b>Ownership / Timeframe</b>
	None		

	<b>Next meeting agenda items:</b>		
	<b>Ongoing Matters:</b> Grant Application – chairs Grant Application – windows & door External Signage Staff furlough	Secondary School Vaccinations Blood donors Sensors and electrics Charities Commission Annual Return & Accounts	

The Chair thanked everyone for their attendance and closed the meeting at 9.45pm.

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Signed by Chair, C Fox ..... Date: .....

**Next meeting:     Wednesday 10<sup>th</sup> March 2021** at Airmyn Memorial Hall