

**Airmyn Community Association minutes of the meeting held at
Airmyn Memorial Hall, on Wednesday 10 March 2021 at 9pm**

035/2021	Public present: None due to Covid restrictions
036/2021	Opening the meeting: The 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, Caroline Fox, Matt Nundy & Acting Administrator Alison Hirst Apologies: None
037/2021	Previous minutes approval: February minutes approved as a true record. Proposed Christine Hewitt / 2nd Sue Hayward
038/2021	Declarations of interest on agenda items: None received
039/2021	Chair welcomed new committee member Matt Nundy

	Ongoing Issues	Action	Ownership / Timeframe
040/2021	Grant application for replacement chairs	Awaiting decision on grant application – due end March	Acting Administrator to update at next meeting
041/2021	Grant application for windows and door	Awaiting contractor quotes	Acting Administrator to update at next meeting
042/2021	External Signage removal	Completed	Closed
043/2021	Sensors and lighting for hall	Awaiting contractor quote	Acting Administrator
044/2021	Defib pads for hall	Delivered and installed	Acting Administrator – Closed
045/2021	New committee member interest	Pack sent & invited to meeting	Acting Administrator / Sue Hayward - Closed
046/2021	Blood Donors	Very happy with venue. Next booking May 2021	Closed
047/2021	Secondary School Vaccinations	Very happy with venue	Closed

	New Issues	Action	Ownership / Timeframe
048/2021	Bookings Update	Sue Hayward advised	Closed
049/2021	Memorial Hall – 2021 Hire Charge Review for existing regular hall hirers	Maintain charges for existing regular hall hirers at the current 2020 rates. The rationale behind this is that due to COVID protocols the hire groups are currently responsible for setting up and clearing away any equipment used. Review again 09/21	Proposed Christine Hewitt / 2nd Sue Hayward - Closed
050/2021	Re-opening of the Hall	Remains only essential groups	Revisit at next meeting
051/2021	Trampoline cover	Trampoline pit water pumping to be added to monthly 'playground inspection checklist'	Andy Jackson - Closed

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	Financial Matters	Action	Ownership / Timeframe
052/2021	Bank Reconciliation	To approve	Approved Christine Hewitt/2nd Sue Hayward – Closed
053/2021	Charities Commission Annual Return & Accounts	Completed	Closed
054/2021	Invoice Payments	Acting Administrator to pay invoices as they become due	Acting Administrator – Closed

	Staff Matters	Action	Ownership / Timeframe
055/2021	Furlough	Return to work review meeting for staff	Sylvia Scott – to revisit month prior to furlough end
056/021	Administrator role	Offer Acting Administrator permanent position from 01/04/2021	Proposed Christine Hewitt / 2 nd Andy Jackson
057/2021	Administrator Contract	Contract to be drafted and forwarded to Acting Administrator	Christine Hewitt / Sue Hayward

	Safety/ Security Issues	Action	Ownership / Timeframe
058/2021	External Signage	See 042/2021 above	Closed

	Any Other Business	Action	Ownership / Timeframe
059/2021	Playing Field Goalposts	Padlocked together to discourage large groups socialising	Closed
060/2021	Hall Lift	Noisy mechanism still an issue. Contractor to investigate/rectify	Acting Administrator to update at next meeting

	Next meeting agenda items:	
	Ongoing Matters: Grant Application – chairs Grant Application – windows & door	Hall Re-opening Hall Lift Administrator Role

The Chair thanked everyone for their attendance and closed the meeting at 10pm.

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Signed by Chair, C Fox Date:

Next meeting: Wednesday 14th April 2021 at Airmyn Memorial Hall