

**Airmyn Community Association minutes of the meeting held at  
Airmyn Memorial Hall, on Wednesday 14 April 2021 at 9.45pm**

<b>Public present:</b> None due to Covid restrictions
<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> Caroline Fox, Christine Hewitt, Sylvia Scott, Sue Hayward, Matt Nundy & Acting Administrator Alison Hirst <b>Apologies:</b> None
<b>Declarations of interest on agenda items:</b> None received
<b>Previous minutes:</b> March minutes approved as a true record <span style="float: right;"><b>Proposed M Nundy / 2<sup>nd</sup> C Fox</b></span>

<b>Ongoing Issues:</b>	
037/2021	Grant application for replacement chairs – Successful <b>Acting Administrator to update on receipt of funds into our account</b>
038/2021	Grant application for windows and door - Quotes sent in – awaiting decision <b>Acting Administrator to update at next meeting</b>
040/2021	Sensors and lighting for entrance and toilets - Awaiting contractor quote now to include outside sensor light <b>Acting Administrator to update at next meeting</b>
054/2021	Hall Lift – serviced <span style="float: right;"><b>Closed</b></span>
046/2021	Re-opening of Hall – S Hayward gave an update <span style="float: right;"><b>Closed</b></span>

<b>New Issues</b>	
001/2122	Hall side gate latch broken – Administrator agreed to purchase and repair – update at next meeting
002/2122	Sports Hall door – S Hayward advised that she has a joiner contact and would request a quote for replacing cracked glass in sports hall door. This action was approved by the committee <b>Action: S Hayward</b>

<b>Financial Matters</b>	
003/2122	Bank Reconciliation and pending payments approved <span style="float: right;"><b>Proposed C Hewitt/2<sup>nd</sup> M Nundy</b></span>

<b>Staff Matters</b>	
049/2021	Furlough - Cleaner to return from 4/5/21. Caretaker to remain on furlough - revisit at next meeting <b>Proposed S Scott / 2<sup>nd</sup> S Hayward</b>
050/2021	Administrator role – Offer Acting Administrator permanent position from 01/04/2021 <b>Chair</b>
051/2021	Administrator Contract - to be drafted and forwarded to the Committee and then to the Acting Administrator. <b>Chair</b>

<b>Safety/Security Issues</b>	
004/2122	None

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	<b>Any Other Business</b>
005/2122	It was agreed that the padlocks can be removed from goalposts on the playing field <b>Proposed C Hewitt / 2<sup>nd</sup> S Hayward</b>
006/2122	Administrator agreed to research accounting software packages and report back at next meeting <b>Acting Administrator</b>

	<b>Next meeting agenda items:</b>	
	<b>Ongoing Matters:</b> Grant Application – windows & door (Acting Administrator)	Hall Bookings (S Hayward) Administrator Contract / Job Description (Chair) Accounting software (Acting Administrator)

The Chair thanked everyone for their attendance and closed the meeting at 10.30pm.

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

**Next meeting:     Wednesday 12<sup>th</sup> May 2021 at Airmyn Memorial Hall**