

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

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

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

	New Issues
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 Action: S Hayward

	Financial Matters
003/2122	Bank Reconciliation and pending payments approved Proposed C Hewitt/2nd M Nundy

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

	Safety/Security Issues
004/2122	None

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

	Next meeting agenda items:	
	Ongoing Matters: 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 12th May 2021 at Airmyn Memorial Hall