

Airmyn Community Association minutes of the meeting held at Airmyn Memorial Hall, on **Wednesday 12 May 2021 at 8.35pm**

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 & Administrator Alison Hirst
Apologies:	None
Previous minutes:	April minutes approved as a true record Proposed C Hewitt / 2nd C Fox

	Ongoing Issues:
037/2021	Grant application for replacement chairs – Successful. Acting Administrator to request proforma invoice from supplier for chairs in advance of receiving funds. Action: Administrator
038/2021	Grant application for windows and door -awaiting application decision Action: Administrator
040/2021	Sensors and lighting for entrance and toilets – quote received. It was agreed and resolved to go ahead with works. Action: Administrator
054/2021	Hall Lift – communication from LMB that they are ceasing to provide servicing for lift from 31/05/21. Acting Administrator to seek alternative contract. Action: Administrator
046/2021	Hall Hire update – S Hayward gave an update and advised that ‘phased’ re-opening is taking place from 17/5/21. S Hayward to provide Administrator with weekly hall hire list Action: Closed
001/2122	Hall side gate latch broken – Latch purchased and fitted Closed
002/2122	Sports Hall door – Joiner awaiting glass for fitting. Ongoing Action: S Hayward to update
005/2122	Goalpost padlocks – removed Closed

	New Issues
004/2122	Restart Grant – Acting Administrator researched and confirmed that ACA are eligible to apply for restart grant. Application approved to progress. Action: Administrator
006/2122	Scribe accounting software – transferred to APC Closed
007/2122	EICR (fixed wiring) – quote received from Jubbs. Acting Administrator requested to seek alternative quote and update at next meeting Action: Administrator
008/2121	Defib testing – Acting Administrator advised that defib unit (previously located at Airmyn Garage) has now been repaired and will be received within 7 days. The loan unit will then be returned. Testing to be carried out on defib cabinet (to check working order) and update at next meeting with a view to agreeing next steps. Action: Administrator

	Financial Matters
003/2122	Bank Reconciliation and pending payments approved Proposed: S Scott / 2nd C Hewitt Henry Jubb – Seweage Pump Works - £299.70 Andrew Murphy – window cleaning – £30.00 Townends – Charity Accounts - £660.00 Lyreco – Stationary - £37.85
009/2122	Acting Administrator advised that VAT Reclaim has been submitted (11/5/21) for £805.20 – awaiting receipt of funds

Signed by Chair, C Fox Date:

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	Safety/Security Issues
010/2122	None

	Staff Matters
011/2122	Caretaker and Cleaner to be invited to review meeting with Personnel Committee. Action: S Scott / M Nundy
050/2021 and 051/2021	Administrator Job Description and Contract As the Charity Administrator is also the Parish Clerk, all information is recorded on Airmyn Parish Council minutes from 12 May 2021 (under item numbers 091/21 and 102/21) Closed

	Next meeting agenda items:	
	Ongoing Matters: Grant Application – windows & door (Acting Administrator) Administrator Contract / Job Description (Personnel Committee) Staff Review (Personnel Committee) Sports Hall Door Repair (S Hayward)	Restart Grant (Acting Administrator) CCTV (Acting Administrator) Hall Lift Servicing (Acting Administrator) Hall Sensors & Lighting (Acting Administrator) Defib (Acting Administrator) EICR (Acting Administrator)

The Chair thanked everyone for their attendance and closed the meeting at 9.30pm.

Next meeting: Wednesday 9th June 2021 at Airmyn Memorial Hall

Signed by Chair, C Fox Date: