

**Airmyn Community Association minutes of the meeting held at
Airmyn Memorial Hall, on Wednesday 6 June 2021 at 9.15pm**

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: May minutes approved as a true record Proposed C Fox / 2nd M Nundy

	Ongoing Issues:
037/2021	Grant application for replacement chairs – Clerk advised price increase (from £3344 to £4072). Approved to purchase at increased price once grant received (ACA funds to cover any cost difference). Proposed C Fox / 2 nd S Scott Action: Administrator
038/2021	Grant application for windows and door – review once decision received. Action: Administrator
040/2021	Sensors and lighting for entrance and toilets & outside PIR – Cost advised. Approved for works to go ahead on 24 June. Proposed C Hewitt / 2 nd S Hayward Action: Administrator
054/2021	Hall Lift fault – pricing advised. Administrator to negotiate maintenance contract with RES and report back at next meeting Action: Administrator
002/2122	Sports Hall door – works completed, invoice paid Closed
004/2122	Restart Grant – Administrator applied for restart grant. Awaiting decision Action: Administrator
007/2122	EICR (fixed wiring) – Administrator provided 2x quote for works. It was agreed employ Jubbs to undertake works. Proposed C Hewitt / 2 nd S Hayward Action: Administrator
008/2121	Defib testing – Administrator advised cost to repair defib cabinet. Administrator to request quote from Jubbs to install on outside of Memorial Hall building and report back at next meeting. Proposed C Hewitt / 2 nd S Hayward Action: Administrator

	New Issues
012/2122	CCTV – Maintenance works completed Closed
013/2122	Walking Festival – Event information received. Administrator forwarded to Airmyn News for publication Closed
014/2122	Fire alarm & associated testing – Administrator advised quote cost. Approved to employ Jubbs to carry out works. Proposed C Hewitt / 2 nd S Hayward Action: Administrator

	Financial Matters
003/2122	Bank Reconciliation and pending payments approved Proposed: C Hewitt / 2nd S Hayward ERVHN - Annual Membership - £60.00 Lyreco – Printer ink and stationery - £160.58
009/2122	VAT Reclaim - Acting Administrator advised that VAT Reclaim has been received Closed
015/2122	HSBC Paying-In Card – S Hayward requested we get a paying-in card due to imminent closure of HSBC Goole branch in order to allow monies to be paid in at Post Office branches. Proposed S Hayward / 2nd C Fox
016/2122	HSBC Transaction limit – Administrator requested increasing transaction limit on current account. Approved. Proposed C Hewitt / 2nd S Hayward

Signed by Chair, C Fox Date:

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	Safety/Security Issues	
017/2122	Trip in Hall – Accident report completed / filed. No action required	Closed

	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 dated 12 May 2021 (under item numbers 091/21 and 102/21)	Closed

	Next meeting agenda items:	
	Ongoing Matters: Grant Application – windows & door (Administrator) Grant Application – replacement chairs (Administrator) Hall Sensors & Lighting (Administrator) Hall Lift Servicing (Administrator)	Restart Grant (Administrator) EICR (Administrator) Defib (Administrator) Fire Alarm & Associated testing (Administrator) HSBC Transaction Limit Increase (Administrator) HSBC Paying-In Card (S Hayward) Staff Review (Personnel Committee)

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

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

Signed by Chair, C Fox Date: