

Airmyn Community Association minutes of the meeting held at Airmyn Memorial Hall, on Tuesday 20 July 2021 at 8.45pm

Public present: Martin England (Emergency Committee)
Opening the meeting: The Vice Chair reminded all attendees that all mobile phones should be on silent for the duration of the meeting.
Present: Christine Hewitt (Vice Chair), Sylvia Scott, Sue Hayward, Matt Nundy & Administrator Alison Hirst
Apologies: Caroline Fox (Chair)
Previous minutes: June 2021 minutes approved as a true record Proposed M Nundy / 2nd S Scott

	Ongoing Issues:
040/2021	Sensors and lighting for entrance and toilets & outside PIR – Works to be completed 28 July. Invoice to be paid upon completion. Action: Administrator
037/2021	Grant application for replacement chairs – Clerk advised delivery due 22 nd July. S Hayward to contact Iron Man to dispose of damaged chairs and advise cost. Action: S Hayward
038/2021	Grant application for windows and door – Grant successful at 90% of total cost. Administrator awaiting further documentation from ERYC for completion. Administrator to request proforma invoice from window supplier. Action: Administrator
054/2021	Hall Lift fault – Lift malfunction - works completed. Invoice received. Approved to pay – Proposed C Hewitt / 2 nd S Scott. Action: Administrator Quote for lift panels to be stripped, greased and lubricated = £459.60. Committee advised. Defer to next meeting Decision to be made at next meeting.
004/2122	Restart Grant – Administrator advised grant received (£8000). Closed
007/2122	EICR (fixed wiring) – Administrator advised works due 15/16 Sept. Invoice approved to pay once works completed. Proposed C Hewitt / 2 nd S Hayward Action: Administrator
008/2121	Defib Installation at Hall – Administrator advised works due 28 July. Noticeboard to be repositioned. Invoice approved to pay once works completed. Proposed C Hewitt / 2 nd S Hayward Action: Administrator
014/2122	Fire alarm & emergency testing – Administrator advised works due 15/16 Sept. Invoice approved to pay once works completed. Proposed C Hewitt / 2 nd S Hayward Action: Administrator

	New Issues:
018/2122	Greenworks (Sanitary Disposal) – Administrator to negotiate annual service cost and update at next meeting. Action: Administrator
019/2122	Hall Lift Service Contract – Administrator has negotiated maintenance contract with RES. LOLER and servicing due Sept/Oct 2021. Approved to pay – Proposed C Hewitt / 2 nd S Scott. Action: Administrator
020/2122	Utility Aid – Administrator provided committee with details of Utility Aid (utilities broker). Committee resolved to decline the offer of Utility Aid negotiating utilities contracts on ACA behalf in favour of Administrator negotiation. Action: Administrator
021/2122	Music Licence – Administrator advised committee annual renewal due. Committee requested Administrator to negotiate annual renewal cost due to limited use of the Hall during COVID pandemic and update at next meeting. Action: Administrator
022/2122	Office Privacy – Administrator to cost purchase/installation of a blind at the window between the office and RL Walker Room. Action: Administrator
023/2122	Clips for Goalposts – Group using full size goalposts will replace clips. Closed
024/2122	Stiles – M Nundy requested two more stiles be installed around junior football pitch. Works approved by committee. S Hayward to contact joiner to request price for works Action: S Hayward

Signed by Vice Chair, C Hewitt Date: ACA 2021 07 20 Minutes

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Financial Matters	
003/2122	Bank Reconciliation and pending payments approved Proposed: C Hewitt / 2nd S Hayward Jubbs – Sensors & lighting = £2,125.00 Jubbs – EICR (fixed wiring) = £2,340.00 RES Lifts – fault repair = £236.40 RES Lifts – Annual maintenance contract = £396.00 Sign & Display – Remove & dispose of external signage = £300.00 Jubbs – Fire & emergency testing = £252.00 Lyreco – Printer toner & stationery = £170.65 P&J Windows – window cleaning April & June 2020 = £60.00 Jubbs – Defib installation at Hall = £250.00 Staff Wages – cleaner, caretaker & administrator = £700 (approx.) British Gas – electricity = £99.82 BG Business Stream – water = £40.00 (approx.) Total pending payments = £6,229.87 (+ staff wages & water)
015/2122	HSBC Paying-In Card – Card received and passed to S Hayward. Closed
016/2122	HSBC Daily Transaction Limit Increase – Administrator advised daily transaction limit has been increased to £4000. Closed

Safety/Security Issues	
	None

Staff Matters	
011/2122	Caretaker and Cleaner have attended review meetings with Personnel Committee. Closed
025/2122	Caretaker agreed to reduction of weekly hours to 2 from return to work date of 2 Aug 2021. Annual leave (whilst on furlough) approved as 14 – 28 July 2021. Administrator instructed to adjust salary accordingly. Action: Administrator

Next meeting agenda items:	
Ongoing Matters: Grant Application – replacement chairs (S Hayward) Grant Application – windows & door (Administrator) Hall Sensors & Lighting (Administrator) Hall Lift Service Contract (Administrator) Hall Lift Fault (Administrator) Office Privacy (Administrator)	Greenworks (Administrator) Utility Aid (Administrator) EICR (Administrator) Defib (Administrator) Fire Alarm & Associated testing (Administrator) Music Licence (Administrator) Football Fence Stiles (S Hayward)

The Vice Chair thanked everyone for their attendance and closed the meeting at 9.15pm.

Next meeting: Wednesday 8th September 2021 at Airmyn Memorial Hall