

Airmyn Community Association minutes of the meeting held at Airmyn Memorial Hall, on **Wednesday 15 September 2021 at 8.55pm**

Public present:	One resident
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 (Chair), Christine Hewitt, Sylvia Scott, Sue Hayward, Matt Nundy & Administrator (Alison Hirst)
Apologies:	None
Previous minutes:	20 July 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 completed 28 July, invoiced and paid. Closed Gesture of goodwill to be gifted for Contractor as thank you for all hard work. Proposed C Hewitt / 2 nd M Nundy Action : C Hewitt
037/2021	Grant application for replacement chairs – Donation of £100 received for replaced chairs Closed
038/2021	Grant application for windows and door – Grant successful at 90% of total cost. Administrator awaiting receipt of funding. Administrator has received proforma invoice from window supplier. Action: Administrator
054/2021	Hall Lift fault – Works completed, invoiced and paid Closed
007/2122	EICR (fixed wiring) – Works due 15 Sept. Invoice approved to pay once works completed. Proposed C Hewitt / 2 nd S Hayward Action: Administrator
008/2121	Defib Installation at Hall – Works completed, invoiced and paid Closed
014/2122	Fire alarm & emergency testing – Works due 16/17 Sept. Invoice approved to pay once works completed. Proposed C Hewitt / 2 nd S Hayward Action: Administrator
022/2122	Office Privacy – Administrator advised approximate cost of blind for office window @ £22. Cost approved purchase/installation by C Fox / 2 nd C Hewitt Action: Administrator
020/2122	Utility Aid – Administrator declined the offer of Utility Aid negotiating utilities contracts on ACA behalf in favour of Administrator negotiation. Closed
021/2122	Music Licence – Administrator advised renewal cost £132. Approved for payment. Closed
024/2122	Junior Football Pitch Stiles – Item transferred to APC Closed
018/2122	Greenworks (Sanitary Disposal) – Administrator negotiated zero cost for renewal for 2021/2022 due to non-servicing during 2020/2021. Also requested bi-monthly servicing going forward Closed
019/2122	Hall Lift Service Contract – renewed Closed

	New Issues:
26/2122	RES Hall Lift Repair Quote - Lift panels to be stripped, greased and lubricated = £459.60. Committee advised. Decision to be made at next meeting. Defer to next meeting
27/2122	Hall Deep Clean – Administrator has requested quotes, awaiting responses and revert at next meeting Action: Administrator
28/2122	Kitchen Facilities – Cllr Fox proposed (2 nd C Hewitt) purchase of new electric cooker. Administrator to request quotes and revert at next meeting Action: Administrator
29/2122	AmazonSmile – Administrator to activate charity donation portal. Proposed C Fox/2 nd S Scott Closed
30/2122	Utility Contract Renewals – Administrator advised that she has negotiated discounted costs for both gas and electricity and renewed contracts. Closed
31/2122	Damage to Entrance Barrier – Administrator to request quote to reposition retaining post. S Hayward to attend site for contractor visit Action: Administrator/S Hayward

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	Financial Matters
32/2122	Bank Reconciliation and pending payments approved Proposed: C Hewitt / 2nd C Fox <ul style="list-style-type: none"> a. Staff wages = £601.66 b. Utilities (gas/electric) = £28.09 / £99.06 c. PRSPPL – Music Licence - £132.00 d. RES Lifts (service) = £78.00 e. Jubbs (EICR & emergency testing) = £2,592.00

	Safety/Security Issues
	None

	Staff Matters
33/2122	Caretaker and Cleaner required to attend meeting (separately) with Personnel Committee to discuss contracts going forward. Action: Personnel Committee

Next meeting agenda items:	
Ongoing Matters: Hall Lift Repair (Administrator) Office Privacy (Administrator)	Fire Alarm & Associated testing (Administrator) Hall Deep Clean (Administrator) Kitchen Facilities (Administrator)

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

Next meeting: Wednesday 13th October 2021 at Airmyn Memorial Hall