

# Airmyn Community Association minutes of the meeting held at Airmyn Memorial Hall, on **Wednesday 13 October 2021 at 9pm**

<b>Public present:</b>	Two residents
<b>Opening the meeting:</b>	The Chair reminded all attendees that all mobile phones should be on silent for the duration of the meeting.
<b>Present:</b>	C Fox (Chair), C Hewitt, S Scott, S Hayward, M Nundy & Administrator (A Hirst)
<b>Apologies:</b>	None
<b>Previous minutes:</b>	<b>15 September 2021</b> minutes approved as a true record by <b>M Nundy / 2<sup>nd</sup> C Fox</b>

	<b>Ongoing Issues:</b>
040/2021	<b>Sensors and lighting for entrance and toilets &amp; outside PIR</b> – Electrical contractor gifted thank you for all hard work. Cllr Hewitt to present invoice for payment. <b>Action: C Hewitt</b>
26/2122	<b>RES Hall Lift Repair Quote</b> - Lift panels to be stripped, greased and lubricated = £459.60. Cost agreed and contractor to commence works asap (Proposed C Fox' / 2 <sup>nd</sup> S Scott). <b>Action: Administrator</b>
038/2021	<b>Grant application for windows and door</b> – Funding due 15/10/21. Clerk to instruct contractor to commence works once received <b>Action: Administrator</b>
27/2122	<b>Hall Deep Clean</b> – Administrator provided quotes to committee. <b>Deferred to next meeting</b>
28/2122	<b>Kitchen Facilities</b> – Request from residents (in attendance) to upgrade catering facilities. Cllr Fox proposed (2 <sup>nd</sup> C Hewitt) purchase of new / upgraded electric cooker. Administrator has requested contractor visit / quote. Update at next meeting. <b>Action: Administrator</b>
022/2122	<b>Office Privacy</b> – Blind purchased. Awaiting installation <b>Action: Administrator</b>

M Nundy left meeting at 9.20pm due to family commitments

31/2122	<b>Damage to Entrance Barrier</b> – Temporary repair completed. Administrator to request contractor visit to reposition retaining post (S Hayward to attend site to liaise with metal contractor on position of retaining post). Administrator also to request cost from tree surgeon to cut hindering tree down to waist height. <b>Action: Administrator/S Hayward</b>
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	<b>New Issues:</b>
34/2122	<b>Hall bookings</b> – Administrator provided breakdown of income received from hall bookings for Sept 2021. Committee analysed and requested quarterly income summary by activity going forward. <b>Closed</b>
35/2122	<b>Emergency Testing</b> – Lighting and emergency testing required to be undertaken on a monthly basis. S Hayward to liaise with potential contractor. <b>Action: S Hayward</b>
36/2122	<b>Lateral Flow Testing Kits</b> – ACA offered testing kits from ERYC. Resolved not required (Proposed C Hewitt / 2 <sup>nd</sup> S Scott) <b>Closed</b>

	<b>Financial Matters</b>
37/2122	Bank Reconciliation and pending payments approved <b>Proposed: C Hewitt / 2<sup>nd</sup> C Fox</b> a. Staff wages = £499.16 b. Utilities (gas/electric) = £27.27 / £104.49 c. Lyreco (stationery) - £76.07 d. KSP Tooling (sanitary products) = £40.78

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	<b>Safety/Security Issues</b>
38/2122	<b>Sports Hall Floor Surface</b> – Some hall users have raised concerns about the slipperiness of the surface of the sports hall flooring. Administrator has requested call out from flooring contractor to investigate and will update at next meeting. <b>Action: Administrator</b>

	<b>Staff Matters</b>
33/2122	Staff review meetings have taken place and discussed. Personnel Committee to provide minutes of staff meetings at next meeting. <b>Action: Personnel Committee</b>

<b>Next meeting agenda items:</b>	
<b>Ongoing Matters:</b> Fire Alarm & Associated testing (S Hayward) Grant Application for Hall Windows and Door (Administrator) Damage to Entrance Barrier (Administrator/S Hayward)	Hall Deep Clean (Administrator) Kitchen Facilities (Administrator) Hall Lift Repair (Administrator) Office Privacy (Administrator)

The Chair thanked everyone for their attendance and closed the meeting at 10.15pm.

**Next meeting:     Wednesday 10<sup>th</sup> November 2021** at Airmyn Memorial Hall