

Airmyn Community Association minutes of the meeting held at Airmyn Memorial Hall, on **Wednesday 10 November 2021 at 9.30pm**

Public present:	None
Opening the meeting:	The Chair reminded all attendees that all mobile phones should be on silent for the duration of the meeting.
Present:	C Fox (Chair), C Hewitt, S Scott, S Hayward & Administrator (A Hirst)
Apologies:	M Nundy
Previous minutes:	13 October 2021 minutes approved as a true record by S Scott / 2nd C Fox

	Ongoing Issues:
038/2021	Grant application for windows and door – Funding (@ £4050) received. C Hewitt / Administrator to check fire regulations in respect of installation of ‘top opener’ windows in the George Dales Room. Action: C Hewitt / Administrator
27/2122	Hall Deep Clean – Administrator again provided quotes to committee. Resolved not to go ahead with this but to keep costings on file for future reference. Closed
28/2122	Kitchen Facilities – Following on from request from residents (in attendance at meeting on 13/10/21) to upgrade catering facilities Administrator is researching local catering equipment suppliers. C Fox proposed (2 nd C Hewitt) purchase of new / upgraded electric cooker. Awaiting contractor visit / quote. Update at next meeting. Action: Administrator
31/2122	Damage to Entrance Barrier – Goole Welding visited site 02/11/21 and advised that the standing post & retaining post would require repositioning to enable safe exit for high sided vehicle around the roundabout. It was resolved not to go ahead with work and to explore other options. C Hewitt to advise next steps. Action: C Hewitt
35/2122	Emergency Testing – Lighting and emergency testing required to be undertaken on a monthly basis. S Hayward agreed to liaise with potential volunteer. Action: S Hayward

	New Issues:
39/2122	RES Hall Lift Rollers Repair - Works agreed (@ £459.60) - Proposed C Hewitt / 2 nd S Scott). Administrator to organise. Action: Administrator
40/2122	Hall Bookings – C Fox requested that details of hall bookings are advertised as appropriate and that NHS Blood Donors’ attendance is advertised in advance so as to raise awareness and to advise residents. Action: Administrator
41/2122	FREE PPE – Administrator received an offer of free PPE items. Resolved to request 250 aprons and 250 masks. Administrator to arrange delivery of items. Action: Administrator
42/2122	Wall Heater Servicing – Servicing due to take place 11/11/21. Agreed to go ahead. Proposed C Fox / 2 nd S Hayward. Action: Administrator
43/2122	PAT Testing – Electrical equipment testing due to take place 11/11/21. Agreed to go ahead. Proposed C Hewitt / 2 nd S Hayward. Action: Administrator
44/2122	Boilers Servicing – Due Nov 2021. Administrator advised 1x quote received. Resolved to obtain another quote prior to appointing contractor. Action: Administrator
45/2122	Keybox – It was resolved to purchase a keybox to store necessary keys securely for use by emergency services. Administrator to research and provide costings to Committee before next meeting. Action: Administrator

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	Financial Matters
46/2122	Bank Reconciliation and pending payments approved Proposed: C Hewitt / 2nd C Fox a. Staff wages = £533.26 b. Utilities (*gas/electric) = £131.42 / £118.31 c. ERYC (car park lighting) = £113.42 d. Jubbs (EICR and emergency testing) = £2592.00 Balance on HSBC current account as at 02/11/21 = £10,942.55
47/2122	Funds transfer request - Resolved not to transfer funds. Proposed C Fox / 2nd S Hayward
48/2122	*Administrator advised that she was advised 10/11/21 that the current gas supplier has gone into administration and is awaiting a new gas supplier to be appointed. Administrator to update once more information is received. Action: Administrator

	Safety/Security Issues
38/2122	Sports Hall Floor Surface – Some hall users had previously raised concerns about the slipperiness of the surface of the sports hall flooring. The floor surface has been monitored and no further issues have been reported. No action is required at this time. Closed

	Staff Matters
33/2122	Personnel committee gave a short report in regard to staffing. No action required at this time. Closed

Next meeting agenda items:	
Ongoing Matters: Fire Alarm & Associated testing (S Hayward) Grant Application for Hall Windows and Door (Administrator) Damage to Entrance Barrier (Administrator) Hall Bookings Advertising (Administrator) New Gas Supplier (Administrator)	Boilers Servicing (Administrator) Kitchen Facilities (Administrator) Hall Lift Rollers (Administrator) PAT Testing (Administrator) Wall Heater Servicing (Administrator) Free PPE (Administrator) Key Safe Box (Administrator)

The Chair thanked everyone for their attendance and closed the meeting at 10.20pm.

Next meeting: Wednesday 12th January 2022 at Airmyn Memorial Hall