

Airmyn Community Association minutes of the meeting held at Airmyn Memorial Hall, on **Wednesday 9 February 2022 at 8.35pm**

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:	Cllr Nundy
Previous minutes:	12 January 2022 minutes approved as a true record by C Fox / 2nd S Hayward

	Ongoing Issues:
038/2021	Grant application for windows and door – Administrator advised supplier suggestion for signage on glass was not adequate - Cllrs agreed. Administrator to forward quote and related documentation to Cllr Hewitt. Action: Administrator/C Hewitt
28/2122	Kitchen Facilities – Deferred to next meeting due to meeting time constraints. Action: C Fox
31/2122	Damage to Entrance Barrier – Administrator presented quote from Goole Welding to reposition barrier. Proposed by C Hewitt / 2 nd S Scott to instruct contract to undertake works. Action: Administrator
35/2122	Emergency Testing – Lighting and emergency testing took place 20/1/22. Required to be undertaken on a weekly basis. Administrator to advise contractor. Closed
51/2122	Wall Heater Replacement – Works completed 27/1. Closed
45/2122	Keybox – Administrator advised key safe box has been received. S Hayward to liaise with contractor to arrange installation. Proposed C Hewitt / 2 nd S Hayward. Action: S Hayward
50/2122	New Lift – Administrator presented one quote @ £24,050.24 and advised that two further quotes have been requested. Update at next meeting. Action: Administrator

	New Issues:
54/2122	Refuse Bins – Administrator researched advised that garden waste bin is not available for businesses and that the 'green' bin should be used for garden waste. Closed
55/2122	IAPT Service (Hall Hire Enquiry) – Administrator advised hall hire enquiry received from IAPT Service. It resolved that the Memorial Hall could not accommodate due to regular bookings. Proposed C Hewitt / 2 nd S Hayward. Administrator to advise enquirer. Closed
56/2122	Fire Extinguishers Service – Administrator advised that the fire extinguishers require servicing. All agreed to arrange this. Proposed C Hewitt / 2 nd C Fox Action: Administrator

	Financial Matters
57/2122	Bank Reconciliation and pending payments approved Proposed: C Fox / 2nd C Fox a. Staff wages = £446.66 b. Utilities (gas/electric/water) = £297.77 / £135.29 / £65.83 c. A&K Window Cleaning = £30.00 d. Clerk (reimburse for key safe box) = £22.66 e. RES Lifts: LOLER = £120.00 + Call out repair = £190.50 f. Airco (replacement wall heater) = £8,368.80 g. Mr R Bramham (hall & grounds maintenance works) = £261.30 Balance on HSBC current account as at 01/02/22 = £8,837.04
58/2122	S Hayward advised that a donation of £500 has been received from the Wednesday morning Activity Group towards the cost of replacing the wall heater in the sports hall. Closed
59/2122	Administrator requested to transfer £7K from savings to current account to cover large invoices due. Proposed C Hewitt / 2 nd C Fox Closed

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60/2122	<p>The Administrator had previously reported that there is now a charge for maintaining the bank accounts and for depositing cheques/cash into the HSBC Bank. The committee discussed this concern and S Hayward reported that she had investigated with the Goole branch of the National Westminster Bank to see if they operate the same charging structure. S Hayward reported that currently this was not the case. C Hewitt proposed that, to avoid the ongoing bank charges, the Community Association move its current and deposit accounts from the HSBC Goole/Selby branch to the Goole Branch of the National Westminster Bank. C Hewitt explained that this should ideally be completed for the beginning of the new financial year on 1 April 2022. All committee members agreed to this proposal and this motion was seconded by the Chairman, C Fox.</p> <p>Action: Administrator/S Hayward to progress transfer of bank accounts from HSBC to National Westminster Bank.</p>
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	Safety/Security Issues
	None

	Staff Matters
53/2122	<p>Caretaker – Personnel Committee advised that the Caretaker's contract has been terminated in writing, taking effect on 12/01/22.</p> <p style="text-align: right;">Closed</p>

Next meeting agenda items:	
<p>Ongoing Matters: Grant Application for Hall Windows and Door (C Hewitt) Kitchen Facilities (C Fox) deferred Key Safe Box Installation (S Hayward)</p>	<p>New Lift (Administrator) Damage to Entrance Barrier (Administrator) Fire Extinguishers Service (Administrator)</p>

The Chair thanked everyone for their attendance and closed the meeting at 9.30pm.

Next meeting: Wednesday 9th March 2022 at Airmyn Memorial Hall