

**Airmyn Community Association minutes of the meeting held at
Airmyn Memorial Hall, on Wednesday 12 January 2022 at 7pm**

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, M Nundy & Administrator (A Hirst)
Apologies: None
Previous minutes: 10 November 2021 minutes approved as a true record by S Scott / 2 nd M Nundy

Ongoing Issues:	
038/2021	Grant application for windows and door – Funding (@ £4050) received. C Fox to contact Fire officer at Goole Fire Station to check fire regulations. Action: C Fox
28/2122	Kitchen Facilities – Administrator provided quote for consideration. Requirements to be confirmed. Administrator to be advised on next steps. Action: Administrator
31/2122	Damage to Entrance Barrier – Administrator to obtain quote from Goole Welding to reposition barrier. Proposed C Fox / 2 nd M Nundy. Action: Administrator
35/2122	Emergency Testing – Lighting and emergency testing required to be undertaken on a monthly basis. S Hayward has sourced contractor. Cost, requirements and frequency to be confirmation/agreed. Action: S Hayward
39/2122	RES Hall Lift Rollers Repair - Works completed (including LOLER) 10/1/22. Closed
45/2122	Keybox – Administrator presented quotes for a key safe box (to store necessary keys securely for use by emergency services). It was agreed to purchase the 'Masterlock' key box @ £23.82. Proposed by S Hayward / 2 nd C Hewitt. Action: Administrator

New Issues:	
49/2122	Refuse Bins – C Fox requested to move the refuse bins from the front of the building. It was discussed and resolved for them to remain where they are. Proposed S Hayward / 2 nd M Nundy Closed
50/2122	New Lift – C Hewitt proposed to install a new lift in the building. The current lift has been in situ for 20+ years and repair works are not resolving ongoing issues. Administrator to obtain quotes. Proposed C Hewitt / 2 nd C Fox Action: Administrator

Financial Matters	
51/2122	Bank Reconciliation and pending payments approved Proposed: C Fox / 2nd M Nundy a. Staff wages = £510.83 b. Utilities (gas/electric) = £297.77 / £135.29 c. ERYC (car park lighting) = £113.42 Balance on HSBC current account as at 06/12/21 = £8,887.05

Safety/Security Issues	
52/2122	Wall Heater Replacement – Administrator advised that following service it was found that one (of the two) heaters has a crack in it and is therefore a healthy and safety risk. The heater was isolated and switched off. Hall users were informed. It was discussed and resolved to purchase a new wall heater (@ £6974). Administrator to arrange installation asap. Action: Administrator

**Airmyn Community Association minutes of the meeting held at
Airmyn Memorial Hall, on **Wednesday 12 January 2022 at 7pm****

Staff Matters	
53/2122	Caretaker – Personnel Committee discussed the role requirements and will write to Caretaker. Action: Personnel Committee

Next meeting agenda items:	
Ongoing Matters: Fire Alarm & Associated Emergency Testing (S Hayward) Grant Application for Hall Windows and Door (C Fox) Damage to Entrance Barrier (Administrator) Wall Heater Replacement (Administrator)	Kitchen Facilities (Administrator) New Lift (Administrator) Key Safe Box (Administrator) Caretaker (Personnel)

The Chair thanked everyone for their attendance and closed the meeting at 8pm.

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