

Airmyn Community Association

Minutes of the meeting of the Airmyn Community Association meeting held on Wednesday 5 August 2015 in the George Dalesroom, Airmyn Memorial Hall at 7pm.

Present were Mrs H Cowling, Mrs R Lowe, Cllr, J Peake and the Administrator.

Apologies Ms R Shelton.

Public present: None

46/1516 Declarations of Office from R Lowe and RSheltonrequired, carried forward to the next meeting. Register of interests also to be completed for the next meeting.

47/1516 Apologies for absence were received from EJohnson, LCrossland Clarke.

48/1516 The minutes of the meeting held on Wednesday 8 July and 3 June were approved and signed as a true record by the chair.

49/1516 To receive declarations of Interest on agenda items (existence and nature of interest must be declared and recorded). None recorded.

50/1516Membership of the committee.

Cllr J Peake. Cllr Crossland Clarkehas not signed the forms required by a parish councillor.

51/1516 Ongoing Issues

51.1Price increases, work carried out by R Shelton and presented by chair for discussion. Findings and recommendations sheets were presented. Booking form needs amendment and clarity. The following were resolved

Door to be locked to GD Room to produce additional income when events take place. Caretaker and Cleaner to be advised.

Resolved new prices will be:-

Hall £25 per hour

Changing rooms £20 per hour

G D Room £14 per hour

R L Walker room £10

Football pitch £20 per hour, minimum 2 hours

Kitchen hire £20

Tablecloth hire £8

Stage Hire £35 total charge.

Bar hire £50

Drapes £80

Chair _____

Date _____

Lights £40
Carpet. Not available for events too costly.

Resolved deposits payable at the time of booking in advance of the event with full payment to be paid 14 days before, when possible.

Resolved deposits to be 10% of the estimated total charge, £10 or 20% whichever is the highest amount.

Resolved new price increases from 1 October 2015. Regular users to be advised that they will only have a 25% rise this year but a further review of prices will be made next September.

51.2 Kitchen update R Lowe. Howdens offer of a free kitchen to be kept at this stage but no one available to fit the free kitchen offered. Stanley Falkingham quoted for new carcasses with additional storage cupboards. Resolved to accept his quote and apply for a grant. R Lowe to source prices also for a microwave, cooker, refrigerator and industrial dish washer. Lowe had obtained two quotes for painting the kitchen walls. To be submitted within the grant application.

51.3 Jobs list for hall maintenance. Book purchased for records to be kept. The administrator is to continue work with the caretaker. Basic Health and Safety Course. ROSPA course for playground £250 plus vat at York. Volunteer's course full.

51.4 National Westminster account closed. Resolved to leave the money within the current account.

51.5 Administrator had organised inspection by Simply Playgrounds and nothing too dangerous at present. Annual inspection soon. The chime bar equipment has to be placed in the store. Further quote from Playdales needed.

52/1516 Financial matters and payments:

52.1 Bank reconciliation up to 31 July 2015 presented to the committee.

52.2 New cheque signatories to be appointed H Cowling, R Lowe and R Shelton. Form into HSBC with all necessary checks being carried out.

52.3 Townends accounts to 31 March 2015 to be signed but the Administrator to check re the signature needed.

Chair _____

Date _____

53/1516 Payments for Approval

The following payments were approved and cheques signed at the end of the meeting:

53.1 Cleaner Payment

53.2 Caretaker Payment

53.3 July Recharge clerks wages from Airmyn Parish Council.

53.4 Elcocks £14.04 toilet rolls.

53.5 N Ingleton cleaning materials. £31.50

53.6 Ex Cleaner payment to leaving

53.7. Drapes refund for hirer. £30.00.

53.8. Pand J Jackson £130 windows plus adjustment of ceiling tiles.

53.9 Elcocks Paper towels £19.14

53.10 refund hirer of deposit paid. £12.00

53.11 A Cowling picnic bench £26.60

54/1516. New Issues Raised

54.1. Temporary contract for the cleaner prepared and issued for signature. End date 31 October 2015 and post to be advertised before then. Job description, Health and Safety policy, Grievance documents to be issued.

54.2. Appraisals to be handed over to the Administrator. Caretaker to be advised that all checks to be recorded.

54.3 Limestone to be priced up for sale by the administrator.

54.4 Sick leave records. Completion needed.

54.5 Defibrillator for the hall. Resolved not needed.

54.6 Quotes for hand dryers etc. to be filed.

54.7 Scoping project Resolved not required by the committee.

54.8 Contact details. Only Clerks advertised with mobile and email addresses.

54.9 ROSPA course. New dates to be sourced for next year.

Chair _____

Date _____

54.10 Waste costs to be included in pricing costs for large events.

55/1516Matters for inclusion on the agenda for the next meeting.

Vice Chair election

56/1516 10 minutes for members of the public to speak.
None present

57/1516Date for the next meeting

2 September 2015.

Signed

Mrs H Cowling
Chair

Chair _____

Date _____