

**Minutes of the meeting of Airmyn Community Association held on Wednesday, 6 April 2016,
in the George Dales room, Airmyn Memorial Hall at 7.15 pm.**

**Present: H.Cowling (Chair), Cllr. A. Thompson, Cllr. R. Shelton, Administrator, Cllr. Fox,
Cllr. Hayward.**

Apologies: Cllr. Peake, R. Lowe

Public Present: None

1/1617 Mobile phones. All switched to silent mode.

2/1617 The minutes of the meeting held on Wednesday, 2 March 2016, were approved and signed as a true record.

3/1617 Declarations of interest.
None declared.

4/1617 Ongoing issues.

4.1 Terms and conditions. Amendments to the Hall Hire Agreement.

Mrs. Cowling read out the revised terms and conditions she had been working on for future hall bookings. Those present were satisfied with the revised hire agreements; one for 'one off' bookings and one for 'block' bookings. It was agreed that 'block' booking meant for a period of three months.

Resolved: To accept the revised hire agreements and to use immediately.

4.2 Rusholme Windfarm Grant

The Administrator informed the committee that a grant of £6,500 had been received from the Rusholme Windfarm Trust Fund. The project has to be completed to enable the grant to be paid and is subject to matched funding being obtained. The committee discussed applying to the Goole Fields Windfarm Trust to secure the shortfall but also agreed that this could be made up from the ACA's reserves. The grant would initially be spent on the new kitchen cupboards, oven and warming cupboard. Quotes obtained to date for these items would be £5,649.40. The dishwasher had been repaired by Cllr. Thompson.

The grant monies will bring the kitchen to a standard compliant with current food hygiene regulations: flooring, new fridge freezer and painting will complete the project.

Cllr. Hayward informed those present that Mrs. Galloway had contact details of a firm that supplies resin flooring. H. Cowling to obtain details from Mrs. Galloway. The existing extractor fan was highlighted at a recent Health and Safety inspection as needing to be cleaned and tested.

Resolved: To complete the acceptance form issued by Rusholme. The balance for the the project will be met from reserves. Chair and Cllr. Thompson signed the form. To order units from S.Falkingham at price quoted and colour and handles to decided.

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4.3 P. Varney, Groundwork

Mr. Varney had contacted the Administrator with details of documents and information required before he can work on behalf of the ACA. A business resilience plan is to be prepared by the committee and clarification sought as to the status of the Memorial Hall.

Resolved: The Administrator is to contact ERVAS to seek clarification as to the status of the Hall and to send the information required to Mr. Varney.

4.4 Update re hiring the R.L. Walker Room as office space.

No interest had been expressed.

Resolved: To abandon this idea and clear the room ready for future improvement projects i.e. meeting/conference room. Cllr. Thompson to expedite this project.

4.5 Electrician contracted to install a new electricity supply to the kitchen.

W. Sparks had been engaged to carry out the above work and had also been asked to realign two spotlights and quote for LED lights in the main hall. Another electrician has sent information re discounts regarding the installation of LED lights for village halls. This is to be kept on file for future use.

Resolved: W.Sparks is to be asked to hire a cherry picker in order to inspect and clean the lighting in the main hall and to replace the dislodged ceiling tiles.

4.6 Fund Raising update.

R. Lowe had organised two children's Easter events and a Race Night is planned for 15 April 2016. Future summer events are to be organised. Joe Scarr, a youngster living in Airmyn, had volunteered to help in any fund raising events. The Chair wrote to him to thank him for volunteering and accepting his help.

4.7 Fire latches/doors

At the recent Fire Inspection, undertaken by Prestige Services, it was noted that new fire doors are not needed but a joiner is required to fill in the gaps between the fire doors and the front door.

L.Crossland Clarke attended the hall on 5 April 2016 to advise on Health and Safety. She checked flooring, curtains, carpet and playground and suggested actions to be undertaken by the committee and hirers in the future.

Resolved: The Administrator to obtain quotes for the work on the fire doors.

4.8 Removal of gas cookers, selling of redundant equipment and carpet.

Although the cookers had been placed on E-Bay, no interest had been expressed. Cllr. Thompson and the caretaker are to inspect the carpet and decide what is to be done with it.

Resolved: Cllr. Hayward is to contact a local scrap merchant regarding the disposal of the cookers and warming cupboard and Cllr. Thompson will report on any action regarding the carpet.

Chair: _____ Date: _____

4.9 Greenworks Service Agreement.

Greenworks have advised that it is acceptable to reduce the number of sani-bins in the ladies' toilets to two. This will also reduce their fee for disposing of the contents to £120.

Resolved: To accept the reduced price and contract and to post the appropriate notices.

4.10 Vending Machine.

Cllr. Thompson advised that this idea can be left at present.

4.11 German Visit in 2017.

The German visitors had notified the Administrator that they would like to hire the Hall in 2017 and a price will need to be discussed and agreed.

Resolved: To agree at a later date.

4.12 Orchestra and Football Tots update.

The Orchestra have confirmed that they are only interested in a Thursday evening hire.

Football Tots are no longer hiring the Hall but have been replaced by Impact Football (twice a week).

The Administrator had listed all the users/potential users and asked the committee to confirm all charges appertaining to their use of the Hall.

Resolved: To note and confirm the prices.

4.13 Ceiling Damage.

A pole to be used to put back dislodged ceiling tiles has been donated by Martin England, however the German visitors had caused further damage to the tiles and a cherry picker and operator will have to be hired to rectify this.

Resolved: To ask W. Sparks to attend to this.

4.14 Football pitch bookings.

Cllr. Thomson and the Chair had met with representatives of Eastern Raiders and George Fillingham (contractor) to assess the state of the football pitch and agree a way forward. Representatives from the Howden Youth Teams sent apologies. The pitch had been cut but was still too wet to roll and mark out and needed to be cut again. The Administrator had engaged a contractor to roll the pitch towards the end of April. Cost £120. The field drainage was also discussed.

Resolved: To have the pitch rolled, cut, burned out and lined.

4.15 Booking contract.

H.Cowling covered this item in 4.1.

Chair: _____ Date: _____

5/1617 Financial Matters and Payments

- 5.1 Bank Reconciliation up to 31 March 2016 presented to the committee.
Revised Budget Projections for 2016/2017.

Resolved: to look at these in detail at the next meeting.

6/1617 Payments for Approval.

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

- 6.1 Caretaker wages plus February overtime.
- 6.2 Cleaner wages.
- 6.3 Carlisle DIY £64.20
- 6.4 Recharge wages March to APC.
- 6.5 Elcocks £33.18, toilet rolls.
- 6.6 A.Thompson licence from ERYC £21
Tesco drinks order £81.50
- 6.7 N. Ingleton dishwasher detergent and rinse, £18.99
Health and Safety poster £12.95.
Total £31.94.
- 6.8 Prestige Safety Services. Invoice still outstanding.

7/1617 New Issues Raised.

- 7.1 Weekly check list.
Cllr. Thompson asked that a comprehensive check list is of the Hall's facilities and equipment (faulty light bulbs etc.) is to be prepared. The Caretaker and a committee member to undertake, using templates from ERA of RCB.
- 7.2 Tree overhanging the Bowls' Club Store.
G. Fillingham quoted £280 for this work to be done and also identified a silver birch that will need attention in the future. This tree is within the perimeter of the Bowls Club.

Resolved: To ask the contractor to remove the tree overhanging the store.

To notify the Bowls Club about the silver birch and ask them to look at this and attend to it at a future date. The Bowls Club lease is to be looked at in the June meeting, in accordance with the lease conditions.

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- 7.3 Thanks were expressed to D.Galloway and C.Goddard for their recent assistance in dealing with the hall's toilets during the visit of the Germans. H. Cowling has written a letter of thanks and explanation to D. Galloway. Mr. Galloway also notified the ACA that some items of furniture were missing from the storeroom.

Resolved: to ask the Caretaker to complete an inventory and to collect litter from the car park area.

- 7.4 Visit by Prestige Services Ltd.
Prestige Services Ltd. visited the Hall re the fire safety requirements. New fire signs, directional signs, notices as to the location of the first aid box are needed.
Prestige can supply these
Training for Caretaker and Cleaner.
During this inspection, the Administrator, Caretaker and Cleaner were given an overview of fire checks and machinery.
Prestige advised that manual handling training should be given to everyone involved in the running of the Hall.

Resolved: To book training during the year for staff and committee and to purchase
To purchase the new signs as advised by Prestige.

- 7.5 Drain on car park.
G. Fillingham has dug out the soakaway after the recent blockage. The water table is high at the moment and Mr. Fillingham recommended that the drain is dug out once every three months. H. Cowling asked for this work to be approved.

Resolved: To ask G. Fillingham to undertake this task once every three months.

- 7.6 Watercourse.
John Bell had been contracted to clear out the watercourse, identified by ERYC as needing attention. The work has been completed.

- 7.7 Caretaker's new employment.
Mr. Hayes had informed the Administrator that he had secured new employment. The Administrator highlighted that this had implications regarding his employment with ACA. His job appraisal interview is to take place this month and the matter would be discussed.

- 7.8 Additional hours for the Administrator.
Mrs. Ingleton asked that the committee consider paying her for additional hours to complete her tasks.

Resolved: The committee requested that a time sheet listing the tasks completed during the month of April was to be submitted and reviewed at the next meeting.

8/1617 Matters for inclusion on the agenda for the next meeting.

9/1617 Ten minutes for members of the public to speak.

10/1617 Date for the next meeting.

4 May 2016.

Chair: _____

Date: _____