

**Airmyn Community Association**  
**Administrator Mrs N Ingleton**  
**22 Field Road Crowle Scunthorpe DN17 4HP**  
**07557 166909 email [airymnca@gmail.com](mailto:airymnca@gmail.com)**

**28 February 2016**

**Dear Councillor/Committee Member**

**You are summoned to attend the next meeting of Airmyn Community Association to be held on Wednesday 2 March 2016, in the R. L .Walker Room, Airmyn Memorial Hall at 7.00pm.**

**Agenda**

**Public present:**

- 1 Mobile phone to be switched to silent mode.
- 2 To confirm the minutes of the meeting held on Wednesday 3 February 2016 are approved and signed as a true record.
3. To receive declarations of Interest on agenda items (existence and nature of interest must be declared and recorded)
4. Ongoing issues.
  - 4.1 Terms and conditions. Amendments to Hall hire agreement.
  - 4.2 Action to prevent further disruption to the hall heating.
  - 4.3 Update re rent of office space.
  - 4.4 Preparation of kitchen for new electrical appliances.
  - 4.5 Fund raising.
  - 4.6 Fire latches/doors.
  - 4.7 Removal of the gas cookers. Selling redundant equipment.Sale of carpet.
  - 4.8 Roof and downpipe repairs. One quote to date.Groundwork to take up.
  - 4.9 German visit. Letter to the group.
  - 4.10 Kitchen update.

Chair \_\_\_\_\_

Date \_\_\_\_\_

4.11 Formal minute required by Groundwork also the letter of engagement to be signed.

4.12 Ceiling damage.Purchase of pole.

4.13 Football bookings/two pitches.

4.14 Other bookings.Orchestra,Airmyn School.

5 Financial matters and payments:

5.1 Bank reconciliation up to 29 February 2016 presented to the committee.

Revised Budget projections for 2016/2017.Administrator amending these.

Spreadsheet confirming prices at 1 April 2015 for all hirers.

6. Payments for Approval

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

6.1 Caretaker Wages

6.2 Cleaner Wages

6.3 Carlisle DIY

6.4 Recharge wages February to APC

6.5 Arcade Electrics

6.6 Elcocks

6.7 ERA of RCB membership £75.

7 New Issues Raised

7.1. Vending machine/ Bar

7.2. Fire risk assessment.Quote £250 plus training,plus emergency lighting test/fire alarm test.

7.3 Step ladder quotes.

Chair \_\_\_\_\_

Date \_\_\_\_\_

7.4 Sanitary provision 2016/2017.

7.5 Tree over hanging bowls club.

7.6 LED lights Pulsar.

7.7 Calendar 2016 bookings.

7.8 Health and Safety Policy.

7.9 Hall accidents

7.10 Appointment of Accountants 31.3.2016.Quote from Townends and ERVAS.

7.11 Sand and sand bag storage in case of flooding.

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

9 10 minutes for members of the public to speak.

10 Date for the next meeting

6 April 2016.

Nichola Ingleton  
Administrator

Chair \_\_\_\_\_

Date \_\_\_\_\_