

**Minutes of the AIRMYN COMMUNITY ASSOCIATION meeting held at  
Airmyn Memorial Hall, on Wednesday 14 February 2018 at 20.15 pm**

106/1718	<b>OPENING THE MEETING</b> The Chairman reminded Councillors and the Public that, in accordance with Standing Order 71, all mobile phones should be turned off for the duration of the meeting. The Chairman explained that, in the absence of the Administrator, Cllr Healey would be taking the minutes.
107/1718	<b>PRESENT:</b> The Chairman, Cllr Hayward; Cllrs Batten, Fox, Healey, Lynch, Scott, Storr, 3 members of the public
108/1718	<b>APOLOGIES</b> Apologies received from Administrator - Mrs N Ingleton.
109/1718	<b>APPROVE THE MINUTES OF THE ACA MEETING HELD ON 10 JANUARY 2018</b> The minutes of the previous held on 10 January 2018 had been circulated previously and were agreed as being a true record and duly signed by the Chairman.
110/1718	<b>DECLARATION OF INTEREST ON AGENDA ITEMS</b> None Received
111/1718	<b>ONGOING ISSUES AND DECIDE FURTHER ACTION WHERE NECESSARY.</b>
111.1	<b>DRAFT PROJECTIONS FOR 2017-2018</b> These were reviewed and following discussion it was agreed that if there are any revisions circulated an explanation should accompany them to ensure comprehension by the Cllrs. <b>ACTION: Administrator to adopt this requirement with immediate effect. Information Only</b>
111.2	<b>FABRIC OF THE VILLAGE HALL BUILDING</b> Subsidence. Crawford technical report following visit 17 January 2018. Action 6 February by firm acting on Crawford's instructions to monitor possible subsidence. The Chairman reported that the investigation work had been completed but as yet no further communication has been received. <b>ACTION: Administrator to progress obtaining report and circulate to Cllrs.</b>
111.3	<b>ENERGY EFFICIENT LED CEILING LIGHTS</b> One quotation has been received from a local electrical contractor and a further contractor was attending site to give a second quote on 19 February 2018. Cllr Batten was meeting the contractor on site on behalf of the ACA. Once the second quotation was received this would be an agenda item for discussion at the next meeting. <b>ACTION: Administrator to add to next agenda.</b>
112/1718	<b>FINANCIAL MATTERS AND PAYMENTS:</b>
112.1	The bank reconciliation up to 31 January 2018 had been circulated previously to the committee and this was approved by the committee and signed accordingly.

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Signed by The Chairman :

Miss S Hayward

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Date: .....

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112.2	The following payments were approved:	£
	Recharge Clerk's wages January to APC.	322.20
	BACs payment – February Wages - Caretaker	255.59
	BACs payment – February Wages - Cleaner	205.40
	February – Additional Wages – Relief Caretaker (variable depending on hours)	25.14
	Retrospective BACs – New Age Curling (re-paid by Over 50s Activity Group)	102.60
	BACs payment – C Goddard – Boiler Service	112.38
	Retrospective BACs – Safe Shop Ltd - new latch, men's changing room door	15.76
	BACs Refund – C Bywater – Key Deposit returned	25.00
	Circuit Breaker ( Sewage Pump)	9.80
	S Hayward – Not Repaid – Cash Purchase Liquid Soap For Toilets (SH agreed to wait until amount owed is over £5.00)	Info Only
113/1718	<p><b>GERMAN VISIT IN MARCH</b>            This was discussed, including the duration of the visit (Arrive Saturday and depart Wednesday and the facilities they use) and it was agreed that the price for the event should remain at £750.            A member of the public asked if a German Flag could be purchased flown at the clock tower, following discussion it was agreed that the cost of the flag must be under £25.00 and if one is obtained (By The Administrator) it could be placed in the main hall for the duration of the visit. Mr T Longden, member of the public, volunteered to follow up prices of a flag and email his findings to the Administrator.  <b>ACTION: Mr T Longden and Administrator</b></p>	
114/1718	<b>NEW ISSUES RAISED:</b>	
114.1	<b>MATTERS FOR INCLUSION ON THE AGENDA FOR THE NEXT MEETING:</b> None reported	
115/1718	<b>STAFF MATTERS:</b>	
115.1	<p><b>CARETAKERS TIMESHEET:</b> A question was raised about who received the Caretaker's timesheet, and it was explained that this is received by the Administrator.  <b>ACTION: Administrator to add to agenda so this can be discussed at the next meeting.</b></p>	
115.2	<p><b>NOTE: MEMBERS OF THE PUBLIC HAD LEFT THE MEETING WHEN THIS ITEM WAS DISCUSSED</b></p> <p><b>REQUEST FOR INCREASE IN PAY SCALE FOR CLERK:</b>            This request was fully discussed and a decision made. The Chairman explained that, due to confidentiality, this item would not be recorded in the minutes until the outcome of the discussion was communicated to the Clerk. <b>ACTION: Administrator to add to next meeting's agenda</b></p>	
115.3	<b>UNDOCUMENTED LATE ITEM FOR INCLUSION ON THE AGENDA</b>	

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**Note:** Cllr Fox and Cllr Scott had already left the meeting when this item (which was not included in the meeting agenda was raised) – Cllrs Batten, Hayward, Healey, Lynch, Storr were still present (it was agreed by the Chairman to progress this, taking into consideration that the training course was thought to be during the next couple of weeks, and it was not practical to miss this opportunity as the training is only scheduled every 3 years).

Cllr Batten explained that a course was being held for training playground inspectors (Cost approx. £125) at the end of February by Goole Town Council. He stated this training may be beneficial to the Village Hall Caretaker who carries out routine inspections, but has no formal training. It was resolved this would be beneficial and, as the course was imminent, needed to be implemented. Due to the Clerk being on holiday the Chairman agreed to contact the Caretaker and ask if he wanted to undertake this training.

**ACTION: Cllr Batten to inform the Chairman of the precise date. The Chairman then to discuss with Caretaker at the earliest opportunity.**

The Chairman thanked councillors and members of the public for their attendance and closed the meeting at 20.45 pm.

**DATE OF THE NEXT MEETING 14 MARCH 2018 IN THE GEORGE DALES ROOM, AIRMYN MEMORIAL HALL**