

Minutes of the AIRMYN COMMUNITY ASSOCIATION meeting held at Airmyn Memorial Hall, on Wednesday 9 May 2018 at 21.15 pm

12/1819	OPENING THE MEETING The Vice 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.	
13/1819	PRESENT: Acting Chair C Healey, Cllr Hayward; Cllrs Batten, Lynch and Scott. The Administrator. 2 members of the public.	
14/1819	APOLOGIES Apologies received from – Councillor Fox.	
15/1819	APPROVE THE MINUTES OF THE ACA MEETING HELD ON 11 APRIL 2018 The minutes of the previous meeting held on 11 April 2018 had been circulated previously and were agreed as being a true record and duly signed by the Acting Chair.	
16/1819	DECLARATIONS OF INTEREST ON AGENDA ITEMS None Received.	
17/1819	ONGOING ISSUES AND DECIDE FURTHER ACTION WHERE NECESSARY:	
17.1	DRAFT PROJECTIONS FOR 2018-2019 These projections had been circulated previously to the committee. The Administrator is sourcing prices for ceiling tiles as new ones are needed. There will be unknown costs associated with the Insurance report. Debris netting would be very expensive to protect the ceiling tiles. ACTION: Administrator to continue to update monthly.	
17.2	SUBSIDENCE AT THE HALL A local civil engineer has placed “tell-tale” monitoring pins on the hall exterior walls. ACTION: The work has now started and a further visit is planned for July.	
17.3	ENERGY EFFICIENT LED CEILING LIGHTS Two quotations to date have been received. Another contractor had introduced different ideas for sports lighting i.e. wall mounted. A visit is happening later this week for new plans to be prepared. RESOLVED: A grant application will be made for the Multi-functional sports lighting. ACTION: P Batten to liaise with the electrical contractor. The administrator will get another like for like quote for grant purposes.	
18/1819	FINANCIAL MATTERS AND PAYMENTS:	
18.1	The bank reconciliation up to 30 April 2018 has been prepared but not circulated. RESOLVED: To agree the April and May months figures together at the next meeting.	
18.2	The following payments were approved:	£
	Recharge Clerk’s wages April to APC.	
	BACs payment – May Wages – Caretaker.	
	BACs payment – May Wages – Cleaner.	
	March – Additional Wages April– Relief Caretaker (variable depending on hours)	
	A&F Consulting - Civil Engineer monitoring building	£438.00
	Prestige Safety Services-New fire extinguishers	£76.80
	Arcade Electrics - Christmas tree (to be paid by APC) and new bulbs	£142.95
18.3	PAYMENT LIMIT The administrator has requested the Bank increase limit should be raised for ease of making BACS payments. Following a discussion, it was agreed an increase to £2000 should be in place. RESOLVED: To raise the limit for ease of BACS payments to £2000. The relevant forms were signed.	

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Signed by The Chairman :

Mrs C Healey

Date:

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18.4	BANK BUSINESS DEPOSIT CARD. The administrator has requested a card so that cash can be deposited in bank letter boxes and at the Post Office. RESOLVED: To obtain a card to use on hall business. ACTION: The administrator will request a card from the bank.
19/1819	NEW ISSUES RAISED: <u>FLOORING.</u> This needs to be looked at and quotes obtained for future repair. RESOLVED: The administrator will arrange for specialists to come and quote. <u>CEILING TILES.</u> We only have 8 in stock and need a new light bulb for the ceiling and the tiles replaced. Groups are to be asked to contribute to costs if damage to ceiling tiles takes place in their session. RESOLVED: To arrange with an electrical contractor for a replacement light bulb and re-position the tiles.
20/1819	MATTERS FOR INCLUSION ON THE AGENDA FOR THE NEXT MEETING:
21/1819	STAFF MATTERS: Confidential. The annual Job Appraisal Reviews will take place in June 2018.
The Vice Chairman thanked councillors and members of the public for their attendance and closed the meeting at 21.45 pm.	
DATE OF THE NEXT MEETING 13 JUNE 2018 IN THE GEORGE DALES ROOM, AIRMYN MEMORIAL HALL	

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