

**Airmyn Community Association minutes of the meeting held at
Airmyn Memorial Hall, on Wednesday 12 June 2019 at 8.10pm**

21/1920	<p>Opening the meeting: The Chair reminded all attendees that all mobile phones should be on silent for the duration of the meeting.</p> <p>Present: C Healey, S Hayward, S Scott, M Lynch, A Jackson, P Batten; Administrator, R Charlesworth (minutes). 2 members of the public.</p> <p>Apologies: C Fox</p>
22/1920	<p>Previous minutes approval: The minutes of the meeting held on 8 May 2019, circulated prior to this meeting, were approved (Proposed: C Healey; Seconded: M Lynch).</p>
23/1920	<p>Declarations of interest on agenda items: None received.</p>
24/1920	<p>Ongoing issues:</p> <ol style="list-style-type: none"> 1. CCTV: requirement discussed (see minute 27 below). Action: Administrator to send full quotes to committee for review and decision on who to award contract to. 2. Hall monitoring: 1 years movement monitoring results received, resolved that no further monitoring to be conducted. Discussed need for quotes from builders to repair damage to store. Actions: Administrator to notify contractor; S Hayward to source contact details of builder. 3. Hall floor: a small area of hall floor requires repair work, C Healey suggested replacement of fire doors first (will improve security and reduce ingress of rain), then review floor (Proposed: A Jackson; Seconded: S Scott). Action: Administrator to obtain door quotes. 4. Electrics: Additional electric sockets are required in the office to reduce use of extension leads (fire risk assessment action). Quote received from Jubbs, resolved to approve (Proposed: C Healey; Seconded: M Lynch). S Hayward recommended adding an additional socket in the RL Walker room at the same time – all agreed.
25/1920	<p>Hall use update. An update on hall use was provided by the Administrator, including some new regular bookings received.</p>
26/1920	<p>Financial matters. An update on bank balances and account transactions was provided, reviewed and approved.</p>
27/1920	<p>Safety/security issues.</p> <ol style="list-style-type: none"> 1. Police feedback: The local police visited the hall to provide security advice and suggested the installation of CCTV and upgrade of the fire doors. 2. Lift: the lift fault has been repaired and operation is now tested weekly. Operating instructions are being reviewed and updated.
28/1920	<p>Any other business. P Batten asked for an update on the smoke alarm review – this is ongoing and will be discussed at a future meeting.</p>
29/1920	<p>Next meeting agenda items: Fire risk assessment review.</p>
30/1920	<p>Next meeting: Wednesday 10th July 2019 at Airmyn Memorial Hall.</p>
	<p>Members of the public asked to leave for the remainder of the meeting.</p>
31/1920	<p>Staff matters: Discussed the requirement for all staff to complete a monthly time sheet and promptly submit to the Administrator prior to wage approval. Action: M Lynch to email with guidance.</p>
<p>The Chair thanked everyone for their attendance and closed the meeting at 9pm.</p>	

Signed by The Chair, C Healey Date: