

**Minutes of the meeting of Airmyn Community Association held on Wednesday 2 March 2016, in the G D Room, Airmyn Memorial Hall at 7.00pm.**

**Present H Cowling (Chair), R Shelton, R Lowe, J Peake, A Thompson and M England.**

**Public present:** None

- 124/1516 Mobile phones to be switched to silent mode.
- 125/1516 To confirm the minutes of the meeting held on Wednesday 3 February 2016 are approved and signed as a true record. Resolved to note addition to the February minutes Terms of Engagement for hirers to be reissued.
- 126/1516. No declarations of Interest on agenda items are declared.
- 127/1516. Ongoing issues.
- 127.1 Terms and conditions. Amendments to Hall hire agreement. Mrs Cowling agreed to look at these and update for reissue. All payments to be made one month in advance. The school must finish at 4.30 sharp to ensure drapes set up for the jive session. The new hirer Football Tots must pay in advance for their sessions.
- 127.2 Action to prevent further disruption to the hall heating. H Peake and A Thompson have now set the controls.
- 127.3 Update re rent of office space. No interest.
- 127.4 Preparation of kitchen for new electrical appliances. A list of what electrical work is needed before the new kitchen grant is received has now been prepared.
- 127.5 Fund raising. Flyers to be put through every letter box. A quiz arranged for 12 March and a bar licence is to be allied for to raise further profits. An Easter egg hunt and family bingo are planned.
- 127.6 Fire latches/doors. A Thompson has sourced some latches but the administrator will check when Health and Safety advice obtained.
- 127.7 Removal of the gas cookers. Selling redundant equipment. Sale of carpet. Photos of the cookers have been taken and advertised on eBay for bids. Warming cabinet advertised also.
- 127.8 Roof and downpipe repairs. One quote to date. Groundwork to take up.
- 127.9 German visit letter to the group. Procedures to be adopted as last year.

Chair \_\_\_\_\_

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127.10 Kitchen update. This will commence when the amount of the grant is known.

127.11 Formal minute required by Groundwork also letter of engagement to be signed. The last meeting minutes to be forwarded by the administrator.

127.12 Ceiling damage. Purchase of pole. A Thompson to follow up. This will save on expenses.

127.13 Football bookings/two pitches. A Thompson is dealing with the hire of the outside pitch to Eastern Raiders and interest in a junior pitch has been received. This junior team would need two seasons in the morning. When the pitch is cut then the committee will look at marking out another pitch for juniors. A Thompson mentioned that a 3G pitch would attract many bookings .Resolved not to go forward with this idea as too costly.

127.14 Other bookings. Orchestra, Airmyn School. The Orchestra require Thursday evenings and a letter to be sent to the local Badminton group asking them to consider changing evenings. The committee acknowledge they are long standing users and pay for hire 50 weeks of the year. All groups to be advised of the multipurpose use of the hall and to leave the hall as they find it for all other users. Due to the caretaker/cleaner hours it is not possible for a check to be made after every session. The school have completed the booking form and supplied dates they will use the hall. The entertainments team will meet on the 21 February to discuss future fund raising events, New Year's Eve, a Greek night, pop up restaurants.Resolved new charges will be £25 for the first hour and £20 for the second hour. The George Dales room will be £15 per hour as from 1 April 2016.The administrator will advise the Parish Council if the post office object to the price increase.

#### 128/1516 Financial matters and payments:

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

A Thompson has obtained a Geosoft package which does appear to be easier to operate Resolved the Airmyn Community Association will adhere to the decision which the Parish Council makes at their next meeting.

Revised Budget projections for 2016/2017.Administrator amending these and will present at the next meeting.

Spreadsheet confirming prices at 1 April 2016 for all hirers.

Chair \_\_\_\_\_

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129/1516. Payments for Approval

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

129.1 Caretaker Wages plus February overtime. Resolved to accept the additional hours claimed.

129.2 Cleaner Wages. Resolved to issue letter thanking the cleaner for her hard work which is much appreciated by the committee.

129.3 Carlisle DIY. Awaiting invoice.

129.4 Recharge wages February to APC.

129.5 Arcade Electrics.

129.6 Elcocks Awaiting invoice..

129.7 ERA of RCB membership £75.

130/1516 New Issues Raised

130.1. Vending machine/ Bar. Resolved to carry forward to the next agenda.

130.2. Fire risk assessment. Quote £250 plus training, plus emergency lighting Test/fire/alarm test. Resolved to proceed with this quote.

130.3 Step ladder quotes. A check to be made re the height conforming to the Health and Safety legislation. All the committee given the leaflet from ERA of RCB leaflet 15 re the current legislation.

130.4 Sanitary provision 2016/2017. Carried forward to the next meeting.

130.5 Tree over hanging bowls club Fillingham to quote.

130.6 LED lights Pulsar. Groundwork will include in their building survey.

130.7 Calendar 2016 bookings. The administrator to place on the office wall.

130.8 Health and Safety Policy. All hirers must send their own risk assessment.

Chair \_\_\_\_\_

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130.9 Hall accidents. A Health and Safety file will be placed near the key cupboard for anyone to record incidents which the administrator and committee need to look at. A new First Aid box to be purchased. The administrator will contact L Crosland Clarke and ask her to quote for a review of Health and Safety requirements.

130.10 Appointment of accountants 31.3.2016. Townends or ERVAS. Resolved to accept the quote from Townends. Reduction in the fee due to the accounts presentation last year by the administrator.

130.11 Sand and sand bag storage in case of flooding. When the ERYC grant is received then coal bunkers will be purchased to store the sand. A car parking space will be lost but it will provide better access for the residents.

131/1516. Matters for inclusion on the agenda for the next meeting.

Administrator hours.

ERYC have requested the ditch be attended to. The administrator to contact J Bell re this work as he attended to this last time.

Health and Safety training

132/1516 10 minutes for members of the public to speak.

132/1516 Date for the next meeting

6 April 2016.

Mrs H Cowling  
Chair  
Airmyn Community Association

Chair \_\_\_\_\_

Date \_\_\_\_\_