

Draft

Minutes of the meeting of Airmyn Community Association held on Wednesday 15 June 2016, in the G D room, Airmyn Memorial Hall at 7.00pm.

Present: J Peake, S Hayward, P Gardner, S Acaster, Administrator

Public present: Two.

11/1617 Mobile phones. All switched to silent mode.

12/1617 New Chair of the ACA, Cllr J Peake.

13/1617 Apologies Cllr C Fox.

14/1617 Ten minutes for member of the public. Support expressed in terms of practical help to avoid expenditure.

15/1617 The minutes of the meeting held on Wednesday 6 April 2016, were approved and signed as a true record. No meeting held in May 2016.

16/1617 Declarations of Interest.
None declared.

17/1617 Ongoing issues.

17.1 Timetable for kitchen renovation. The resolution from the April meeting has been signed and cannot be revisited until October 2016. A discussion took place about the small reserves of monies held and how the Goole Fields grant applications do not open until the 1 July 2016. A viable business plan should be prepared and would assist any future grant applications. Three quotes will be required for each item of improvement identified by the new committee to submit with a Goole Fields grant application. The electrical checks have been sanctioned to obtain a valid certificate.

Resolved that the existing timetable will be held on record but the administrator will contact the kitchen supplier to delay/review the work to be undertaken. Priority is to be given to assess the physical condition of the hall, produce written specifications applicable to the hall and carry out functionality tests.

The drainage position needs looking at, the electrical report may produce items of expenditure needing urgent attention. It is hoped staff, volunteers and the new committee will work on the Health and Safety reports and new reports to be received at the next meeting. Priority will have to be given to undertake urgent items identified.

17.2 Football pitch. The administrator has met with Eastern Raiders who wish to hire the pitch from June 2016. They have agreed for the pitch to be burnt the last week in July and then lined by them during the season to assist the hall committee and caretaker. To offer weekday training 5.45-6.45 on a Thursday evening for indoor training as from October 2016.

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17.3 Fund raising events. A Midsummer bash BBQ is planned for the 25 June 2016. It is hoped that the table top sales will resume as soon as possible to raise hall funds. The quiz is proving popular and raising valuable income.

17.4 Business plan.

Resolved: Paul Gardner will lead on this and will draw on input from other committee members as required. He will work on a draft plan to bring to the committee sometime after September. It was noted that Groundwork requested this earlier in the year when seeking appointment as the ACA grant seeker.

17.5 Projections to 31 March 2017. The administrator to revise. New contracts will be issued and regular users should not be able to elect not to pay for weeks they don't use the hall unless they give 6 weeks' prior notice.

17.6 Job appraisals x 2. Carried out by H Cowling and the Administrator. H Cowling to forward to the Administrator. Staff matters moved to the end of the meeting to exclude the press and public.

17.7 Selling redundant equipment. Sale of carpet. It was Resolved that the carpet was not saleable. Mr Dales kindly offered to remove the carpet from the stores and dispose of it. The new committee and volunteers will look at the stores which were kindly cleared by D Galloway in March this year.

18/1617 Financial matters and payments:

18.1 Bank reconciliation up to 31 May 2016 had previously been circulated to the the committee.

18.2 Vat claimed to 31.03 2016 due to ACA from APC £684.32.

19/1617 Payments for Approval

The following payments were approved and cheques signed at the end of the meeting, retrospective cheques by the old ACA are marked with a R. No meeting held in May 2016. New cheque signatories will be S Hayward and P Gardner.

19.1 Caretaker Wages April R

19.2 Cleaner Wages April R

19.3 Prestige safety services £406.80R

19.4 Recharge Clerks wages April R/ May to APC

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- 19.5 W Sparks £735.00R
- 19.6 Elcocks £34.73
- 19.7 Natural Gas Services £72R
- 19.8 Chafors new cleaning equipment £18R
- 19.10 W Sparks Ceiling tiles £50.00R
- 19.11 W Sparks Cleaning of lights in the main hall £225.00R
- 19.12 C Fox cheque from PayPal £23.95
- 19.13 N Ingleton £13.35
- 19.14 DB Services Deep Clean £612.00. Invoice not received.
- 19.15 P & J Windows £130 for 3 months
- 19.16 Hatherley Commercial Services Ltd New oven £1260
- 19.17 Sparks Electrical connecting oven £67.39
- 19.18 Shop Equip warming oven £816.31R
- 19.19 Bar licence £21 event 25 June 2016
- 19.20 Draincare £300.00R
- 19.21 ERYC Waste £164.32R

20/1617 New Issues Raised

- 20.1. Health and Safety. An email has been received from one of the football groups. The administrator to report back to the footballers that they must carry out their own risk assessment. To stress to them that they must check the floor before playing. Part time hours of the Caretaker and Cleaner may mean the hall hasn't been inspected that day.
Checks will be made to the fire doors, initially by volunteers.
- 20.2 Quote for the inspection and test of all fixed wiring circuits £480.
Resolved: the work to be carried out and a report/certificate should be available at the next meeting. on 6 July 2016.
- 20.3 Walk the Halls invitation. Noted. Administrator will refer them to the website. Possible photos to be sent for display.
- 20.4 Community Grants-Tesco Jewson's. Noted.

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- 20.5 Price query C Fox for the 11 June event. -invoiced as agreed previously £200.
Resolved: a 50% discount can be given. The proceeds raised from the event are to the village for possible CCTV/security measures.
- 20.6 Bookings going forward.
Interest for children's parties but no Weddings or large events booked in.
The ukulele group would like the tables moving for their bi monthly meetings.
committee members will action this.
Eastern Raiders cannot have the time slot 6-7 on a Wednesday as quoted but to be offered 5.30-6.45 on a Thursday.
- 20.7 Price query Girl Guides 19 July 2016.
Resolved the Girlguide Day to pay £10 per hour for their event plus an additional £15 for the use of toilets.
- 20.8 Goole Fields grant form. Discussed earlier and to be kept on the agenda following building reports.
- 20.9 Connecting Communities Grant money. Will be kept and referred to if necessary.
- 20.10 Available help. Two volunteers present were thanked by the chair for their support. New volunteers are more than welcome to work with the new committee and staff to keep the hall available for community use.
- 20.11 Quote Prestige safety signs £100.20 plus new fire extinguisher £24. All reports to be read before an order is made for these. Possibility these can be sourced cheaper.
- 20.12 Bowls club lease, a review for a new annual payment is needed. An increase needs to be made but concern was expressed over the original suggested amount. It was acknowledged this is an important village asset.
Resolved: The administrator will write to the Chair of the bowls club to explain the rent needs to be reviewed and in the meantime S Hayward will speak with J Rushby. Agenda item for July.
- 20.13 Email of complaint from J Dungay re a teenage party.
Resolved: A party bond of £300 will now be required payable 14 days' in Advance, for large events and parties for those aged over 12 years.
P Gardner to bring draft amendments to the terms and conditions which set out the terms for the bond. Also to include a specific reference to no underage drinking and adult presence throughout. Lessons have been learnt from this.

Chair _____

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21/1617 Matters for inclusion on the agenda for the next meeting.

Recognition T Richardson. This item to be carried through to the next meeting.

23/1617 Date for the next meeting

Wednesday 6 July 2016

Jane Peake
Chair
Airmyn Community Association

Chair _____

Date _____