

Minutes of the meeting of Airmyn Community Association held on Wednesday 6 July 2016, in the G D room, Airmyn Memorial Hall at 7.10pm.

Present Councillors J Peake, S Hayward and P Gardner.

Public present: None

23/1617 Mobile phones all switched to silent mode.

24/1617 Apologies. Councillor C Fox.

25/1617 The minutes of the meeting held on Wednesday 15 June 2016 were approved and signed as a true record.

26/1617 There were no declarations of interest.

27/1617 Ten minutes for members of the public. None.

28/1617. Ongoing issues.

28.1 Bowls club lease. Views are requested from the bowls club. Possibility that they could make an offer to this committee for our next meeting.

28.2 Pricing post office. £5.25 agreed previously. Resolved to keep the same.

28.3 Electrical Inspection and circuit testing report. The report has been received and the hall has passed. Three points. Two of these will be addressed with assistance from D Galloway and the electrician in August. The third point will be addressed when a cherry picker is hired again.

28.4 Annual inspection of drainage pump. On the 21 March 2013 a new pump and control action fitted. Resolved that the pump must be serviced and the Administrator to seek quotes. No contract to be entered into.

28.5 Car park drainage. Drawings of the drainage system would be helpful. Foul drains and the surface water drains. Administrator to try and source.

28.6 Caretakers appraisal form and attendance sheet. Resolved a letter be written to the caretaker to ensure that time records are accurately kept and all the requirements of his contract are met. A weekly time sheet to be provided to help with budgeting and identifying problems. Permission to be sought from the committee for overtime, deputising for the cleaner. The Job Appraisal form has to be returned for his comments to be entered.

28.7 Grant form Goole Fields for completion following reports. The existing grant application has to be completed in full and volunteers are to be sought for fitting a free kitchen. The flooring will be costly but painting can be done by volunteers. Soap dispensers etc. on the original bid can be sourced cheaply.

Chair _____

Date _____

Ward councillor Barrett needs our response before he will act as referee for the grant. Goole Fields may be needed for the drainage issues. The recent BBQ Bash has resulted in a healthy profit £1200. A letter has been received requesting that these funds be used to purchase new chairs for the hall. Resolved that the main focus at the present time must be on essential repairs and the current kitchen refurbishment.

28.8 Health and Safety matters. Agreed that there is insignificant risk associated with displaced ceiling tiles. The review is ongoing.

28.9 Recognition of the late T Richardson. This was requested by a member of the community but further comments were received from another member of the community.

Resolved that no further action should be taken at this time.

29/1617 Financial matters and payments:

29.1 The bank reconciliation up to 30 June 2016 was accepted.

30/1617 Payments for Approval

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

30.1 Caretaker Wages June signed by APC cheque

30.2 Cleaner Wages June signed by APC cheques

30.3 Greenworks reduced bill £120+vat.

30.4 Recharge Clerks wages June to APC

30.5 DB Services Deep Clean £500 + vat

30.6 Elcocks £33.18

30.7 Sparks Electrical £480 test of all fixed wiring circuits.

31/1617 New Issues Raised

31.1. Fencing around the hall.

Chair _____

Date _____

31.2 Window cleaning – frequency required. Projection £460 per annum.
Resolved to keep the window cleaners as they are at present and to try and get them to help with ceiling tiles at reduced rates.

31.3 Gas contract notice given. Administrator to seek new contract.

32/1617 Matters for inclusion on the agenda for the next meeting.

New financial projections to be prepared

33/1617 10 minutes for members of the public to speak.

34/1617 Date for the next meeting

03 August 2016

Nichola Ingleton
Administrator

Chair _____

Date _____