

Minutes of the meeting of the Airmyn Community Association held on 3 August 2016 in the George Dales room Airmyn Memorial Hall at 7.00pm.

Present J Peake, S Hayward, C Fox and P Gardner and the Administrator.

Public present. None.

35/1617 Mobile phones. All switched to silent mode.

36/1617 Apologies. None

37/1617 The minutes of the 6 July 2016 meeting require amendment at item 28.9. Resolved no further action needed after the amendment is actioned.

38/1617 Declarations of interest. None declared.

39/1617 No members of the public.

40/1617

40.1 Bowls Club. Resolved to charge £105 after the letter received from the bowls club. They absorb all the other costs of the field where the club meets and have a reduced membership. The Clerk to send a letter of thanks with the new lease to be signed.

40.2 The old Jive user left due to the increased costs of using the hall and a reduction in people attending. The new hirer is very helpful and wishes to use once a month with the possibility of other evenings. He has enquired re exclusivity for a Jive session. Resolved no exclusivity can be given. PRS music licence is requested by the new user. Resolved to obtain a PRS licence. The Jive sessions can be advertised locally and in the newsletter.

40.3 A certificate has been received from the electrical contractor. 2/4 items have been actioned. When a cherry picker is at the hall then the lights in the ceiling can be checked.

40.4 Pumptec price accepted for a service, they fitted the pump but not serviced to date.

40.5 Discussion if volunteers could action the drain clearance. ERYC may be able to look at when in the village. Obtain quotes from companies.

40.6 Gas contract is being looked at. Administrator to sign if cheaper prices can be found. Resolved only a yearly contract to be signed.

40.7 Health and Safety Considerations

Extractor Fan needs to be switched off but to remain in the kitchen. The fire extinguisher has been serviced and are all satisfactory, monthly checks being actioned. New signage will be actioned next April along with the annual servicing. Resolved the Clerk to action. No fire alarm is connected to the extractor fan. Cllr Gardner will meet with Clerk to review.

The ceiling tiles will be checked monthly by the window contractor who will try and put them back into place to avoid the cost of a cherry picker.

Mrs J Peake Chair

41/1617

Health and Safety Potential Actions. Report She Know Ltd.

1 Door mat purchased for the Clock tower.

2 Purchase foghorn. Note to Newsletter.

3 L Crossland Clarke to prepare Risk Assessment for Clock winder.

4 R Westmoreland. The grass contractor to query if he uses subcontractors.

Two contracts exist and these are to be advertised for tender commencing April 2017.

5 R Westmoreland risk assessment expires October 2016, obtain new risk assessment.

6 Update Health and Safety Policy. Clerk to work on. Reflect changes in activities and responsibilities.

7 G Fillingham obtain new PL Insurance.

8 Obtain new waster transfer note from G Fillingham.

9 New first aid certificate required from G Fillingham.

10 Check C&G spraying G Fillingham

11 Updates to Health and Safety File required by the Clerk.

12 Extraction unit to be serviced. Deep clean to be actioned. Kitchen will need approval by Environmental Health.

13 Pat testing will be actioned as due by 30 September 2016, throw old electrical items away. Water heater to be serviced.

14 Cover First Aid Label as out of date. New first aid box is in the kitchen

15 Current Food Safety Information to be displayed.

16 Heating system serviced October 2015.

17 Lift tested annually.

18 Fire Risk Assessment. L Crossland Clarke to action.

19 Fire extinguisher needs attaching to the wall. Annual service carried out.

20 H&S poster needs completion by Clerk with contact details for Clerk and ERYC.

21 Old appliances to be removed voluntarily.

22 Legionella. Showers to be run weekly by Cleaner.

23 Hard wiring test to be actioned.

24 Ceiling tiles to be replaced when cherry picker next hired, also hard wire test to be actioned. The window cleaner will check every month.

25 High level windows to be lubricated when cherry picker hired, also check firmly installed and no risk of becoming detached.

26 Cherry picker check on the vertical wire for the drape system.

27 Hard Wire check to be continued on the ceiling lights when the cherry picker next hired.

28 Ceiling cleaning. The lighting has been cleaned early 2016.

29 Cleaning products to be listed and MSDS requested to enable a risk assessment to be undertaken.

30 Store area to be tidied for ease of access. The carpet o be disposed of.

31 August 2016 Play area inspection due.

32 Annual service required for the new gas heater. January 2017.

42/1617 Bank reconciliations to 31 July 2016 were accepted by the committee as these had previously been circulated.

Payments for approval.

42.1 Caretaker wages July.

42.2 Cleaner wages July.

42.3 Recharge Clerks wages July to APC.

42.4 Cleaning materials N Ingleton.

42.4 P & J Windows £90

42.5 Goole Town Council Pitch burning £100.

43/1617

43.1 Fencing around the playground. Needs to be maintained and stained. ERYC community payback could be engaged. Cllr Fox to make enquiries.

43.2 List to be prepared for all key holders. Combi locks to be used where possible.

43.3 School used the line marker for Sports day.

43.4 Hire charges agreed. Heating is on when it shouldn't be. Caretaker to look at as often as he can.

Time recording can be actioned using new technology to monitor hall attendance by staff, contractors and users.

44/1617 Matters for the next agenda

Time Clock

Update re Kitchen installation

ERYC daytime activities.

45/1617 Date for next meeting 14 September 2016.

Mrs J Peake Chair