



KILBURN COMMUNITY ASSOCIATION

Minutes of the extraordinary meeting held on Monday 22nd February 2021.

Present: Terry (President), Adrian (Chair), Sarah (Vice Chair), Diana (Treasurer), Kirsty (Secretary)
Jenny, Ann-Marie, David, Malcolm and Godfrey.

Apologies:

This meeting was held via group video call on Zoom.

Minutes of the previous meeting.

Agreed to be a true representation of the meeting. Kirsty to check that the Treasurer's report is up to date in previous minutes.

Lease.

Terry has received communication from David Harris and the PCC solicitor regarding the points we wanted confirming or adjusting on the new lease.

- Because we will be paying a peppercorn rent, this means we are responsible for the upkeep of the building and grounds of the hall. The KCA agreed to this.
- The solicitor has said that it is normal for the name of the landlord to be noted on the insurance documents and the policy does not need to be in a joint name as.
- The solicitor is happy for the Parish Council to be named as trustees as a body and not individual names given.
- The hall is to be known as Kilburn Village Hall.

The hall boundaries – The solicitor has asked for confirmation on which boundaries belong to the hall. Shipley did a lot of research into this and couldn't find any trace of records. Adrian suggested that we ask the PCC to ask their solicitor to contact the hall's neighbours and ask them.

The PCC have said that they don't want the peppercorn rent to be classified as rent in the lease. The KCA do want it to be referred to as rent in the lease, as it is in the original lease.

The PCC solicitor has said that if the old lease expires before the new lease is finalised, the KCA are able to continue running the hall under the old lease agreements until the new lease is finalised. This takes pressure off rushing the lease through.

Terry will reply to David Harris regarding the bullet points above, so that the amendments can be made to the new lease.

Matters Arising.

The hall is still closed under lockdown restrictions. An announcement has been made by the Prime Minister, Boris Johnson, tonight and it looks like the hall may be able to re-open from May 17th.

The hall is ready for re-opening and has sanitising points and a one-way system in place.

The electricians are due their five-year check, Diana to check to see who did it last time.

Jenny and Peter continue to visit the hall once a week to run the taps and flush the toilets.

Terry continues to visit the hall once a month to read the meters.

Hall Manager.

The hall is closed to all hirers due to current lockdown legislation.

Future bookings

No bookings are being taken at present and all groups are suspended until further notice.

Treasurer’s Report.

Diana has contacted Joash to make sure all payments have been made.
The invoice for the fire extinguishers has been paid.
The gardener has now sent his invoice.

Parish Council.

A new risk assessment is needed for the elections in May as it will need updating because of Covid-19.
Kirsty wasn’t given a copy of the previous risk assessment, so Adrian will contact Nigel Mill’s secretary and ask her to forward it on.

Any other business.

Adrian – Adrian proposed that we hold the AGM in June rather than March in the hope that the lease will have been renewed, the books audited and that we may be able to meet in person. Monday 28th June was agreed by the committee.

Diana has previously mentioned stepping down as treasurer at the AGM, as we are a small group the KCA have agreed to consider paying a bookkeeper/accountant to manage the books if Diana does decide to step down.

The meeting closed at 7.50pm

The next meeting will be on Monday 22nd March, 7pm, via Zoom. Please see your email for the invite.

Signed.....