



KILBURN COMMUNITY ASSOCIATION

Minutes of the extraordinary meeting held on Monday 9th November 2020.

Present: Terry (President), Adrian (Chair), Kirsty (Secretary), Diana (Treasurer), Shirley (Administration Manager), Jenny and Godfrey.

Apologies: Sarah (Vice Chair), Ann-Marie, David and Malcolm.

This KCA meeting was called by the KCA's president to discuss the upcoming lease renewal and reclosure of the Hall due to the second lockdown.

AGENDA

- 1. Lease renewal.**
- 2. The Hall during the current lockdown.**
- 3. Administration Manager's position.**

Minutes of the previous meeting.

Will be checked at the next meeting.

Lease Renewal.

Terry is becoming concerned that the lease is due to renewed in just over three months, due to the Covid-19 pandemic, the renewal is not as far along as he would like. Adrian believes that as the new lease contract has been written, it is now just a case of negotiating a few small points to make it clear to all parties and the lease will be ready to renew.

Adrian passed on the solicitor's phone number to Terry so that he can arrange a meeting to discuss three areas of concern:

1. Who the trustees are and what are their legal obligations?
2. There is an element of risk to the outside of the building. Who manages that?
3. The trustees' liabilities. Would the trustees be liable to pay for any damage?

The hall during lockdown.

The hall must remain shut to all hirers during the current lockdown. It may only be used as a community base for food banks or similar.

Joash has postponed his group.

Adrian and Terry will visit the hall tomorrow evening to set the heating to come on for one hour in the morning and one hour in the evening.

The hot water unit in the disabled toilets had broken, Terry has fixed it. The sensor has gone in the ladies' toilet. M. Kemp had fitted a new one, but it had stopped working a week after it was put in, Shirley has been unable to contact him despite trying. Shirley is waiting for Sarah to pass on another electrician's number. The boiler is due to be serviced in February, Shirley has not been able to contact the plumber who serviced it last year so Adrian will contact Pride Plumbing.

Terry has tried to register with British Gas, despite having a password he can't seem to login to the account online. He will contact them and request a smart meter for the gas too.

The paths will be weeded and cleaned tomorrow.

Administration Manager’s position.

Terry and Shirley have had a discussion regarding her position as the KCA Administration Manager. Shirley’s circumstances have changed greatly over the last eight months and she is now working more hours than she was when she took the position on. Because of this, she feels that she is no longer able to commit to the role and wishes to resign. Adrian will have a private conversation with Shirley to go over the duties she has been doing. It was agreed that although Shirley may not be able to attend meetings, she will remain affiliated (and part of the committee) until the AGM.

Kirsty will take over the phone and bookings until the AGM,
Adrian and Terry both thanked Shirley for everything she has done.

Shirley has also requested to be removed as a signatory. Diana will print off the form needed and get it to Shirley as both Diana and Terry will also need to send their details again to confirm the change.

Any other business.

Adrian – Adrian is concerned that when the committee is re-elected in March at the AGM, there may not be enough volunteers to enable the KCA to run.

Kirsty – Kirsty had planned to put the QR code in the hall over half term but couldn’t due to illness. She will endeavour to have it in place before the end of this week.

The meeting closed at 7.40pm

The next meeting will be on Monday 23rd November 2020 at 7pm via Zoom.

Signed.....