



KILBURN COMMUNITY ASSOCIATION

Minutes of the extraordinary meeting held on Monday 28th September 2020.

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

Apologies: Shirley (Hall Manager) and Godfrey.

This meeting was held via group video call on Zoom.

Minutes of the previous meeting.

Agreed to be a true representation of the meeting.

Matters Arising.

Lease

Adrian will contact the solicitor tomorrow and arrange a meeting. Terry to attend also.

Hall

The cleaner has left the hall. Adrian will try and source a new cleaner. The hall tables will need a deep clean as it has been a while since they were last done.

Covid-19

It was agreed by the committee that other than the one group currently using the hall, we would not admit any new groups or party hirers for the foreseeable future. The KCA will maintain the hall to a high standard so that the hall can still be used for extraordinary groups, such as a food bank, that will benefit the local community.

The Hall has been made Covid secure with hand sanitisers, posters, a one-way system and the hand dryers disabled and replaced with paper towels. Sarah will print an NHS QR code for the hall following the most recent legislation, laminate it and put it on display in the main entrance foyer. Adrian thanked the committee members that volunteered their time to make this happen.

To ensure we remain covered by our insurance, we need a member of the KCA to visit the hall weekly and check all doors and windows. Diana is purchasing visitors' book so every time a visit is made, it can be logged as proof for our insurance company.

Treasurer's Report.

Diana has received the bound copies of the accounts. She will forward one on to Adrian and the other to S.Matthews for the Parish Council. Terry also requires a summary for the Charity Commission.

Diana feels that the KCA has a healthy balance in our bank accounts and stated that although we have no income at present, we pay approximately £390 out each month so are financially stable at present.

Accounts as at 19/08/2020

Income

Nil

Expenditure

£485.22

Barclays. £2,065.64

RBS current. £10,658.19. Includes (£322.18 lease renewal)

RBS. deposit. £1,143.08

Cash in hand. £220.75

Accounts as at 19/09/2020

Income.

Nil

Expenditure

£383.36

Barclays. £2,065.64 (Lease 322.18)

RBS deposit. £1,143.08

RBS. £10,274.83

Cash in hand. £220.75

Hall Manager.

Nothing to report

Future bookings

No bookings are being taken at present.

Items to purchase.

All items have now been purchased and Sarah has been reimbursed.

Any other business.

Diana – Diana mentioned that the windows will need replacing on the left-hand side soon. The silicone fix does not seem to have worked. There is still water coming in under the first three windows on the right-hand side. We have plenty of funds to cover this.

Terry – The Church group used to have a small group that met in the home of one of the group members. They cannot do this at present because of the rule of six but are looking to see if they could use the hall.

The meeting closed at 7.39pm

The next meeting will be on Monday 26th October, 7pm, via Zoom. Please see your email for the invite.

Signed.....