  ***KILBURN COMMUNITY ASSOCIATION***

**Minutes of the meeting held on Monday 26th June 2023.**

**Present**: Terry (President), Sarah (Vice-Chair), Diana (Treasurer), Kirsty (Secretary), Tracey, Ann-Marie, Kelly, Jenny, Godfrey & David E.

**Apologies:** Adrian (Chair), David H, Ann & Kath.

**Minutes of the previous meeting.**

Agreed to be a true representation.

**Lease –** David E – The KCA have been asked to register the hall and land with the Land Registry. As this will be the first time it has been registered, it is quite a complicated process and it has been recommended that we ask a solicitor to do this for us. This will be around £400. The committee agreed that we would go with the recommendation and David E offered to arrange this. Other than this, the lease has been signed and the renewal will be complete.

**Matters Arising.**

**Interior:**

* **Decor** – Cleaning and painting party to be organised for during August. Kirsty to contact a floor company regarding having the floor sanded and revarnished.
* **Cleaner** – Diana and Jenny to meet with a cleaner, they will use the list that was put together for the advertisement. The committee agreed to offer £15 per hour and also to purchase new equipment.

**Exterior:**

* **Boundary wall** – No further information.

**Other:**

* **Grant –** Tracey proposed that we set up a ‘sub-committee’ who focus on applying for grants, sourcing quotes and possibly also lead the modernisation/refurbishment as they’re all linked together. The committee agreed to add it on to the agenda for the meeting in July.

David E still hasn’t received a reply from companies he has contacted for a quote.

* **Premises Licence- Sale/supply of Alcohol –** Kirsty has rewritten a Health & Safety Policy, Terms & Conditions of Hire and amended all party and regular hirer booking forms, these were all read out and copy shared prior to the meeting via email. The premises licence vary form and the form to disapply the need for a designated premises supervisor will all be filled in and completed by the end of July. These will then need signing, photocopying and posting to Amber Valley Borough Council and the Chief Officer of Derbyshire Constabulary. We will then need to display a notice at the hall and also in a local newspaper. The cost to add the vary is £100 and the price for the newspaper advert tbc.

**Treasurer’s Report.**

Income & Expenditure to be added.

The direct debit for gas is going down to £92 and the electric is going up to £38.

Diana has received the report from the auditors, Kirsty and Terry to sign and then we will receive bound copies for the KCA and KPC. One query popped up regarding the grant from Trevor Ainsworth, we still have the donation and it will be used for either new windows or towards the damp situation.

**Online Banking** – Date to visit RBS tbc.

**Booking Manager.**

£48 taken from private bookings in June.

**Future bookings.**

*2nd July – N Stenson – Christening – 11-5pm (£72).*

*5th July – M Kerrison – Wheelchair setup and practice – 2-4pm (£24).*

*8th July – S Ward – Party – 1.30-5pm (£42)*

*9th July – E Dakin – Party – 12.30pm-4pm (£42).*

*15th July – K Measures – Party – 10am-12pm (£24).*

*23rd July – E Conheeney – Baby Shower – 1-7pm (£87).*

*12th August – L Farnsworth – members’ surgery – 10-11am (£12).*

*2nd September* *– K McAra – NCT antenatal session – 10am-5.30pm (£90).*

*9th September – K McAra – NCT antenatal session – 10am-5.30pm (£90).*

*16th September – A Martin – Indoor market – 10am-4pm (£72).*

*16th September – T Ridgway – Birthday party – 6pm-10pm (£60).*

*30th September – K McAra – NCT antenatal session – 10am-5.30pm (£90).*

*7th October – K McAra – NCT antenatal session – 10am-5.30pm (£90).*

*8th October – L Kerr – Party – 1.30-4.30pm (£36).*

*14th October – J Macdonald – 2.30-9.30pm (£84.50).*

*28th October – S Suarez-Wignell – Party – 10.30am-1.30pm (£36).*

*4th November – K McAra – NCT antenatal session- 10am-5.30pm (£90).*

*11th November – K McAra – NCT antenatal session- 10am-5.30pm (£90).*

*2nd December – K McAra – NCT antenatal session – 9.30am-4.30pm (£82).*

*9th December – K McAra – NCT antenatal session – 9.30am-4.30pm (£82).*

*13th January 2024 – K McAra – NCT antenatal session – 9.30am-4.30pm (£82).*

*20th January – K McAra – NCT antenatal session – 9.30am-4.30pm (£82).*

*6th April – L Farnsworth – Members’ surgery – 10-11am (£12).*

**Parish Council.**

**Nature Reserve** – A group of volunteers met on 24th, a great response again. A lot of weeds cleared from the paths. The group decided that they should have a name and adopted ‘Kilburn Community Group’, they have also shown an interest in possibly helping at the hall.

**Speed watch** – Four more people have now been trained meaning that there is enough to run two groups.

**Other** – Steve Turner has joined the KPC, they now have two vacancies.

**Correspondence.**

None.

**Any other business.**

**Ann-Marie** – suggested purchasing two buckets and mops so that we have one for the kitchen & hall and another for the bathrooms.

**Kirsty** – to look at new toilet roll dispensers and a number lock for the cleaning cupboard.

**Sarah –** offered to provide data sheets for cleaning products and offered her help if she’s available for the ‘painting party’.

The meeting closed at 20:25

The next meeting will be on Monday 24th July 2023, 7pm at Kilburn Village Hall

**Signed…………………………………………**