  ***KILBURN COMMUNITY ASSOCIATION***

**Minutes of the meeting held on Monday 24th January 2022.**

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

**Apologies:** Sarah (Vice Chair), Emily and Godfrey.

**This meeting was held via group video call on Zoom.**

**Minutes of the previous meeting.**

Minutes of the previous meeting were agreed to be a true representation of the meeting.

**Lease.**

Terry has recently sent out an email to the Parish Council members of the KCA to check that they are happy with the proposed lease. Terry has identified a few amendments that need making:

* LR3 – The tenants need to be changed from Kilburn Parish Council to Kilburn Community Association.
* Main Document – It is stated that the lease is between St Clements, the Diocese and Kilburn Parish Council, it should read Kilburn Community Association instead of Kilburn Parish Council and that Kilburn Parish Council are to be named as Custodian Trustees.
* End of the document – Kilburn Parish Council has been written instead of Kilburn Community Association again.
* The KCA would like it to say three parties are to sign instead of three bodies.
* There will need to be two people sign from each party, the ones on the KCA should be unaffiliated. Jenny proposed that Kirsty and Terry sign the Lease, the committee agreed.

The KCA are confident that the lease can now be finalised.

There are a few things that the KCA do need to do:

1. Register the Lease with the Land Registry. David has offered to investigate this.
2. Make some changes to the KCA’s Constitution. The committee agreed to look at this at the AGM.

**Matters Arising.**

**Interior:** Adrian has had a look at the Hall’s heating timings but will be having another look on Thursday to make sure they’re set right.

The radiators seem to be hit and miss lately, some are heating up and others not. Peter has bled them and then noticed that a few of them had the valves turned off, he returned the next day, and all radiators were hot. Groups that are in this week to check that they’re all coming on. Adrian asked Jenny to thank Peter for doing this.

Damp – Kirsty has met with Preserva and another damp surveyor, she is still waiting for the written quotes.

**Exterior:** Kirsty has met with two roofers; one has verbally quoted £400. Written quotation from both hasn’t been received yet. Adrian offered to see if he could contact another company for a quote.

As Adrian has been absent for the last few meetings, he asked for an update on what has happened.

The committee agreed to hold the AGM in March this year, Kirsty to prepare the paperwork for the next meeting in February.

**Treasurer’s Report.**

Accounts as of 19th January 2022.

**Income**

Let’s get active. £48.00

Burnet Academy. £84.00

Emily Marshall. £56.25

Carmelo Spanish. £84.00

Mrs Bannister. £48.00

Mrs Lamb. £38.50

Kelly Marshall. £24.00

**Total. £372.75**

**Expenditure**

M Booth Gardening. £120.00

British Gas. £130.00

British Gas (ele). £41.04

Hall Manager. £100.00

**Total. £391.04**

Barclays. £2,066.18

RBS current. £7,467.63

RBS deposit. £1,153.44

Cash in hand £410.82

There will be a big gas bill coming soon.

**Hall Manager.**

Due to an emergency, Kirsty couldn’t hand over a key for a booking at the weekend. The hirers managed to contact Terry who lent them his key. To prevent this happening in future, and as a backup, Kirsty asked if someone else could perhaps have a key and their number put on the booking form too. Several committee members suggested a Key Safe. This was agreed to be a good idea.

**Future bookings.**

*24.01.22 – Dance practice – 6-7pm.*

*29.01.22 – Child’s Party – 10am-2pm.*

*10.02.22 – Parish Council – 1.30pm-3pm.*

*24.02.22 – Cuppa with a Copper – 1pm-3pm.*

January was a fantastic month for bookings, and, by the end of the month, we will have taken £267 from private bookings.

**Parish Council.**

The Parish Council have welcomed a new member called Megan. Megan and her mum are organising a historical walk around Kilburn using QR codes. If anyone has anything interesting to pass on, please let Tracey or David know.

Nature Reserve – The footpaths are now finished. The PC are applying for funding to finish off the work needed.

Kilburn Neighbourhood Watch – The PC are planning a new launch of the KNW and are looking for new coordinators to volunteer.

Speedwatch – There is a meeting on 10th February to discuss how the Speedwatch could be improved. There is no training available at the minute, due to Covid-19, but the PC would like to reassure everyone that the Speedwatch will return.

**Correspondence.**

Sheila Matthews forwarded an email to Kirsty from a lady who had made a complaint about the radiators not working. Kirsty emailed back to reassure the lady that we will have the radiators looked at by the plumber when the boiler is serviced soon.

**Any other business.**

**Jenny** – After the Treasurer’s report, Jenny felt concerned about the KCA’s finances because of the work that does need doing imminently. Diana has enquired about a grant which we will hopefully be able to apply for, the KCA hopes that this will cover a large portion of the cost.

**Diana** – Asked Adrian to ask the cleaner if they’d mind giving the window frames a good clean on the inside. When Diana went in on Friday, the sliding locks on the ladies’ toilet doors had both come off. Diana managed to put one back on, the other is missing.

**Kirsty** – PCSO Mark Worrall will be in the hall on Thursday 24th February for ‘Cuppa with a Copper’. This will be a walk-in session from 1pm-3pm. Kirsty has shared the poster on the KVH Facebook page and will print some off for the notice boards at the hall.

**Tracey** – The PC have a responsibility to keep the inhabitants of Kilburn informed about what is happening in the village. They currently do most of this through the Kilburn News. One of the Parish Councillors recently attended a social media course as it has become apparent that that is where most people go to to find out about their local area. The PC could set up their own Facebook page but have seen the success that neighbouring Parish Councils have had by working collaboratively with their Village Hall. Tracey made it clear that the PC wouldn’t expect the KCA to publish their posts for them and would be happy to have one or two people made admin so they can post themselves. This would undoubtedly benefit KVH as more traffic to our page could possibly mean more bookings being made. The KCA agreed that this could work, and Tracey is to pass this on the KPC. Kirsty asked about the page’s name, it is currently Kilburn Village Hall. It might be best to change this to something more suitable that works for the KCA and KPC.

**Adrian** – Suggested setting up a WhatsApp group for committee members so that we can contact each other quickly.

**Terry** – The boiler will be serviced soon. The PE mats that are in the boiler room will need to be removed before this. David offered to meet Terry at the hall later this week to take them to the tip in his van. Terry suggested that the KCA should consider recruiting a Bookings Clerk for the hall as Kirsty cannot continue to do both roles. Ann-Marie recently put a post out looking for a Bookings Clerk so Kirsty will have a look at that.

**David** – Believes that the KCA need more committee members, committee agreed, and we need to think about future funding. The committee agreed that as we have been focussing on the lease renewal for the last few years, we haven’t looked into funding, and we should definitely start now that the lease is almost finalised. Kirsty suggested holding our own fundraising events such as quiz nights, tea dances and music events. Ann-Marie mentioned Live and Local.

**Ann-Marie** – The dehumidifiers keep filling up in their cupboard.

The meeting closed at 20:15.

The next meeting will be on Monday 28th February 2022 at 7pm.

**Signed…………………………………………**