  ***KILBURN COMMUNITY ASSOCIATION***

**Minutes of the meeting held on Monday 22nd May 2023.**

**Present**: Adrian (Chair), Diana (Treasurer), Kirsty (Secretary), Tracey, Ann-Marie, Kelly,David H, Ann, Jenny & David E.

**Apologies:** Terry (President), Sarah (Vice chair), Kath & Godfrey.

**Minutes of the previous meeting.**

Agreed to be a true representation.

**Lease –** David H – The lease renewal is almost there. David E took the amended lease to a solicitor on behalf of the KCA and KPC who has agreed with the amendments we have requested, once these have been made the lease will be signed. David E and David H to meet within the next week to discuss the final draft. David H has said that he will try and find out some more information about being registered on the Land Registry.

**Matters Arising.**

**Interior:**

* **Decor** – Ongoing.
* **Heating** – We’re still using the on/off switch. One off hirers are all being reminded to remember to switch back off if they put the heating on.
* **Floor** – The committee agreed that the floor appears dull. We have received complaints from regular hirers that they have gone into the floor being wet through two hours after the cleaner has left. Adrian suggested that he give the cleaner one months notice and Kirsty advertise for a new cleaner.

**Exterior:**

* **Boundary wall** – Adrian hasn’t been able to obtain any information regarding who the boundary wall belongs to. David E said he will ask the homeowner if he sees him.

**Other:**

* **Jubilee Grant –** David E has contacted two damp companies who haven’t replied.

1. The money received must be used to benefit and serve the local community.
2. Three quotes from reputable companies are needed for each specific area of work.
3. Once a total is put together, the grant will cover up to £75,000, the rest must be covered by the KCA. We need to ensure we can cover the excess amount which may mean not applying for as much as we need and focussing on getting quotes for the damp-proofing, wi-fi and having the bathrooms redecorated. The roof and insulation may need to wait.

David E to contact a surveyor to help us have an idea of what we need to do to the hall and an estimate of how much it will cost.

* **Premises Licence- Sale/supply of Alcohol –** After the correspondence in April from Richard Lodge, secretary of the Wine Circle, Kirsty, Kelly and Terry have been looking into what we need to be able to legally allow the sale and supply of alcohol in the village hall. **Until updates to our Premises Licence have been made, ALL hirers must apply for Temporary Events Notice should they wish to serve or supply alcohol. This includes if it is free of charge.** The committee discussed several options so that the Wine Circle can continue to use the hall and we can welcome other groups or hirers that wish to serve/supply alcohol at their events. It was decided that Kirsty would apply to vary our current Premises Licence, apply for the committee to become responsible for the sale and supply of alcohol on the premises instead of a DPS, alter the Booking Forms, Terms and conditions of Hire and rewrite our Health and Safety Policy. We also need to ensure we display crime prevention information as we have stated that we will on our Premises Licence.

**Treasurer’s Report.**

The books are still with the auditors, the draft is almost ready and will be sent to Diana soon. Kelly has paid for Kilburn Baby & Toddler group for a year. The insurance renewal is due in November.

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

**Booking Manager.**

£334 taken from private bookings in May.

**Future bookings.**

*3rd June – H Crudgington – Party - 11am-1pm (£24).*

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

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

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

*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).*

*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).*

**Parish Council.**

**Nature Reserve** – There was another meet on Saturday 20th May with new faces attending to volunteer including a Brownie leader and two children doing their Duke of Edinburgh award. Lots of ideas have been put forward to continue to work with. The next meets are on Saturday 24th June and Saturday 15th July.

**Other** – At the KPC’s AGM is what decided that David Hall would be Chairperson and David E would be Vice-Chairperson, they also welcomed two new members. The newsletter has a new editor. Kelly is now on the KCA as a representative of the KPC as well as the Kilburn Baby and Toddler group.

**Correspondence.**

None.

**Any other business.**

**Kelly** – As part of the research into our Premises Licence, it was discovered that the hall is only covered to have 100 people in at one time. We have 75 chairs now so if people expect more for a meeting then please get in touch with Sarah or David H to borrow up to 25 more.

**Kirsty** – The junior school summer fair is on Saturday 17th June; all the community are welcome.

**Ann-Marie –** There is still a leak in the toy store cupboard. David E to have a look (it’s on the left-hand side where the racking is).

The meeting closed at 20:33

The next meeting will be on Monday 22nd May 2023, 7pm via Zoom.

**Signed…………………………………………**