  ***KILBURN COMMUNITY ASSOCIATION***

**Minutes of the meeting held on Monday 24th July 2023.**

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

**Apologies:** David H, Ann, Jenny & Kelly.

**Minutes of the previous meeting.**

Agreed to be a true representation.

**Lease –** Terry – The lease has been signed and we are now having a solicitor register the hall with the Land Registry. I.D has been provided by the KPC signatories. This should be finalised by next week. Diana has put aside money granted by the KPC to cover half the cost of the solicitors fees, approximately £1000. St Clements are covering the other half.

**Matters Arising.**

**Interior:**

* **Decor** – Painting party organised for 19th August. More details to be given on the Whatsapp group chat.
* **Cleaner** – Diana has purchased the new equipment needed for the cleaner.
* **Floor** – Cosmetic damage has been caused by an electric wheelchair. Kirsty to contact a flooring specialist to have the floorboards stripped right back and treated with a chemical stronger than varnish to preserve and protect the floor.

**Exterior:**

* **Boundary wall** – It is hoped that this shows up on the Land Registry documents once registered. We still have the builders details who quoted for the repairs that need to be done.

**Other:**

* **Grant –** Tracey suggested a sub-committee at the last meeting. It was decided that it would be good to have a group that are responsible for ringing contractors, a small group who can work together to apply for funding and grants and another who concentrate on the décor and maintenance. Tracey is happy to be a key holder to assist with meeting contractors when needed. It was agreed that these sub-groups would have their own Whatsapp group chats.
* **Premises Licence- Sale/supply of Alcohol –** Kirsty has rewritten a Health & Safety Policy which has been signed by Adrian. Adrian thanked Kirsty for her work with the Premises Licence.
* **Extraordinary meeting –** Adrian proposed that we may need an extraordinary meeting when the lease renewal is finalised to solely discuss grants and funding. Steven from the KPC to be invited has he has knowledge about applying for funding.
* **Anti-social behaviour in the village -**  There have been quite a few reports of anti-social behaviour in the village lately. Sheila has written to the local PCSO, who unfortunately cover a large area. They are aware of the issues and have said the more reports they get the more they will be able to visit Kilburn. All instances can be reported on their website or by calling 101. KPC have sent out information on who to report anti-social behaviour to on Facebook. The KPC are also looking for Neighbourhood Watch co-ordinators, it is hoped that this will reduce the anti-social behaviour.

**Treasurer’s Report.**

Income: £199.50

Expenditure: £127.72

A bound copy of the accounts has been given to Sheila. The audit cost £210.

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

**Booking Manager.**

£249 taken from bookings this month. All paperwork for the premises licence have been sent off.

**Future bookings.**

*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).*

*23rd September – G Hitchcock – 60th wedding anniversary – 7pm-11pm (£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 at Denby Pottery to discuss plans and select the winner of the logo competition. There are four dates in the diary: 12th August, 23rd August, 9th September and 20th September. There is also a presentation at the nature reserve on Wednesday 13th September to award the winner of the logo competition and runners up.

**Speed watch** – Two more people have now been trained. During this session on Woodhouse Road, 9 out of 127 drivers were clocked between 36mph-42mph on the 30mph road.

**Other** – Houseowners with over-hanging hedges have been asked to cut them back. Planning application has gone in for four houses. The KPC are putting in objections for this.

**Correspondence.**

Terry – Terry emailed an admin job position that has come up within the local church group. Tracey to advertise this in the Kilburn News.

Diana – Diana received correspondence from Barclays as we haven’t used the account for a while.

**Any other business.**

**Kath** – The locks in the ladies loo are not working. Kirsty to ask Simon to have a look. No washing up liquid – Diana to purchase. Diana will also ask Sarah about ordering cleaning fluids, toilet roll dispensers and loo rolls to fit.

**Adrian** – Adrian stated that he does intend to step down as chair at the next AGM in March as he is struggling to fully commit to the role alongside his career. He will still stay on as a committee member.

The meeting closed at 20:13. The next meeting will be on Monday 25th September 2023, 7pm at Kilburn Village Hall

**Signed…………………………………………**