



KILBURN COMMUNITY ASSOCIATION

Minutes of the meeting held on Monday 15th June 2020.

Present: Shirley (Chair), Adrian (Vice Chair), Kirsty (Secretary), Diana (Treasurer), Malcolm, Terry, Jenny and David.

Apologies: Ann-Marie, Godfrey, Kevin and Sarah.

This was our first KCA meeting since February due to the Covid-19 pandemic. The meeting was held via group video call on Zoom.

Minutes of the previous meeting.

Not checked.

Matters Arising.

Lease –

There has been correspondence via email regarding the lease, Shirley feels that we have an issue with the insurance. The surveyor has said that the hall is worth more than we have insured it for. They believe that the hall would cost £350,000 to rebuild, we are currently insured for £315,000 and don't have legal fees covered, giving a shortfall of at least £35,000, Shirley doesn't want the KCA and trustees to be held liable for the shortfall should anything happen. It was agreed that the insurance documents need to be kept safe and secure, so they are easily accessible. The insurance documents also need to be in the names of the KCA and the trustees.

Diana – The insurers have suggested that we have the hall revalued every five years. It is due to be revalued which falls in line with the renewal of the lease.

Shirley – We need to appoint official trustees through the charity commission.

Terry – The church solicitor has suggested that the Parish Council be approached. The Parish council have been and have asked questions that have not been answered yet.

"Having been involved in charity governance, my understanding is that the Kilburn Community Association are their own independent registered charity and unless their constitution stipulates that they are allowed to appoint custodian trustees, it would be illegal to do so."

"If the Kilburn Parish Council become the Custodian Trustee as a body, and not individuals, can it be checked that the yearly donation the Kilburn Parish Council make to the KCA is not a conflict of interest as far as the charity commission are concerned?"

Terry will contact Sheila Matthews to confirm their thoughts. Adrian to chase the solicitor for an answer to the Parish Council's queries.

Three windows in the hall need fixing as soon as possible as water is getting through and damaging the interior wall. Shirley to get a quote.

Hall – Three windows in the hall need fixing as soon as possible as water is getting through and damaging the interior wall. Shirley to get a quote.

The hall does not seem to have a proper address and it was questioned that who do we contact to register an address. Some paperwork seems to have the numbers 7-9, others have 7a and some just state Kilburn Village Hall. The houses either side are 7 and 9. Shirley believes that Royal Mail have the hall registered as 7a, Diana asked her if she could find something to confirm that.

Administration Managers report.

No report

Future bookings

No bookings are being taken at present and all groups are suspended until further notice.

Treasurers report.

No report for this meeting.

Parish Council.

Nothing to report.

Correspondence.

None

Any other business.

Three pushbikes that the Neighbourhood Watch have found have been left at the back of the hall. The police should have collected them. The KCA agreed that they need to be moved as they could attract unwanted attention.

Kirsty – Will the AGM be held on Monday 22nd June via Zoom? The KCA agreed that we should hold the AGM via Zoom, we're hopeful that the report from our accountants will be back, if they're not, Diana has kindly written a full report that will suffice until we have it. It was also decided that we need to add another item to the AGM agenda about the insurance policy renewal, the KCA must all agree before it is renewed each year.

Terry – Terry is going to contact Kevin Buttery about the government grant. We do not seem to have the account number that is needed as we do not pay business rates. This is because the hall is classed as a place of worship.

Shirley – A £500 hardship grant have been received. This is to keep the hall in good order during the Covid-19 pandemic and must be spent on keeping the hall available to use in an emergency or for a charitable cause such as the food bank.

Jenny – Could Gail clean the inside of the windows?

The meeting closed at 7.53pm

The next meeting will be the AGM on Monday 22nd June 2020 via Zoom.

Signed.....