



KILBURN COMMUNITY ASSOCIATION

Minutes of the meeting held on Monday 23rd November 2020.

Present: Terry (President), Adrian (Chair), Sarah (Vice Chair), Diana (Treasurer), Kirsty (Secretary), Jenny, Godfrey and Malcolm.

Apologies: David and Ann-Marie.

This meeting was held via group video call on Zoom.

Minutes of the previous meeting.

Accepted as a true representation.

Matters Arising.

Lease

Adrian and Terry to chase up the solicitor.

Terry received communication from David Harris regarding the lease. In his letter, David seemed to have little hope that the lease renewal will be completed on time. Terry has drafted a letter reassuring David that both our solicitor and the committee have complete faith that the lease will be renewed.

In the current lease it does state that the committee should have three to four non-affiliated members, as we currently only have one, the KCA would like to put to St Clements that they send a representative to the monthly meetings.

Adrian would also like St Clements to be reminded that the KCA is made up of volunteers, some of which are keyworkers, and due to the pandemic we cannot be available as much as we perhaps could have been before the pandemic.

Hall

Interior – Adrian has set the heating to come on for one hour in the morning and one hour in the evening to prevent damp. Terry has fixed the electric handwash unit in the disabled toilet. The NHS QR code is now in the hall and is situated next to the hand sanitiser at the main entrance.

Kirsty ran the taps for five minutes last week and recorded it on the record sheet.

Peter and Jenny have offered to check the hall once a week to make sure it is secure and run the taps whilst they are there. This will ensure we remain covered by our insurance.

The KCA agreed that the Christmas decorations would not be put up in the hall this year.

Exterior – The outside has been weeded. Jenny has offered to spray weedkiller round the outside of the building to prevent them in future.

Banking and utilities – Terry is sorting the signatories for banking. Both Terry and Kirsty now have access to British Gas online and have submitted meter readings. British Gas have reduced our monthly gas bill to £22, we are £46 in credit.

Treasurer's Report.

Accounts as of 19th November 2020

Income

Nil

Expenditure

Allied Westminster. £672.50

British Gas. (Electric). £29.93

British Gas. £165.00

Hall manager. £100.00

Total. £967.43

RBS deposit. £1,143.08
RBS current. £8,693.19
Barclays £2,065.64
Cash in hand. £214.76

The KCA accounts are in a healthy position. Adrian thanked Diana for all she does for the KCA.

Administration Manager’s Report.

Shirley has resigned from her post as Administration Manager. All keys, the UV steriliser and hall mobile phone have been passed on to Kirsty. Diana has offered help should Kirsty need it when they hall reopens for bookings.

Terry will pen a letter to Shirley from the KCA thanking her for all her years of service.

Future bookings

No bookings are being taken at present.

Parish Council.

Nothing to report

Any other business.

Jenny – Jenny has offered to send a Christmas Card to Gerald’s wife.

Kirsty – As Kirsty will be printing more when the hall reopens, she requested that the KCA fund a printer. The KCA agreed and a HP Instant Ink printer was recommended. Kirsty will purchase the printer and be reimbursed.

Terry – The Kilburn Neighbourhood Watch are talking about evolving into a community group. Terry proposed that id they do, we could approach them and ask if they would like a representative on the committee.

Adrian – Adrian asked Diana if he could be billed quarterly. He also questioned if we would need another extraordinary meeting in December. The committee agreed that if the solicitor had important news about the lease renewal then either Adrian or Terry would call the extraordinary meeting.

The meeting closed at 7.45pm

The next meeting will be on Monday 25th January 2021, 7pm, via Zoom. Please see your email for the invite.

Signed.....