



KILBURN COMMUNITY ASSOCIATION

Minutes of the meeting held on Monday 27th July 2020.

Present: Terry (President), Adrian (Chair), Sarah (Vice Chair), Kirsty (Secretary), Diana (Treasurer), Shirley (Hall Manager), Malcolm, David, Ann-Marie and Godfrey

Apologies: Jenny.

This meeting was held via group video call on Zoom.

Minutes of the previous meeting.

Not signed.

Matters Arising.

Lease – Adrian has had a read of the proposed lease and he is not happy with the contents; he will ring our solicitor on Wednesday and make an appointment to go through his grievances with him. There seems to be a lot of grey areas that need addressing. The landlord's responsibilities aren't mentioned at all and it seems that the KCA will be held liable for anything that happened to the hall. Adrian hopes that he will have an update for us soon. Adrian thanks Terry and Shirley for all their input

Hall Reopening – Terry and Shirley have spoken about the reopening of the hall. Peter had emailed Terry a copy of Pentrich Village Hall's reopening plan and the KCA agreed that we should use this as a template for our own documents that Kirsty will type up. There is a lot to consider before we reopen so Adrian suggested that we hold an extraordinary meeting on Friday 7th August at 7pm. In preparation for this meeting, could committee members read the Pentrich document and make a list of anything they think we may need to consider purchasing or putting in to place at the hall. Sarah has agreed to print and laminate posters that they use at her workplace that can be used in the hall. Ann-Marie to forward a video of another hall's plan. All groups using the hall must update their own risk assessment, Shirley is going to forward them a questionnaire that will help them (Ann-Marie to send to Shirley first).

The committee agreed that we will need to purchase pedal bins, suitable liners for them, sanitiser and paper towels as a minimum.

Following the meeting on the 7th, the committee members will visit the hall to put everything into place.

Hall Manager's report.

The silicone has been done around the leaky windowsill. The light switch in the ladies has been replaced and DTL have been in painting their cupboard. Joash has been in contact regarding his group coming back in to the hall.

Future bookings

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

Treasurer's report.

Since the last meeting, £269.94 has been paid out in bills, A cheque has been sent to the builder who repaired the windowsill.

Diana has been in touch with the insurance company and has arranged for the legal expenses cover and the extra needed to cover the cost of the hall needing to be rebuilt in the event of an accident. For £100,000 of legal expenses cover it was an extra £11.20. For the hall to be rebuilt, at a cost of £506,370, it was an extra £21.49. We are now covered for both until the insurance is up for renewal in November.

The hall is covered until 31st August whilst not in use, providing the cleaner visits weekly to check on the building.

Adrian gave his thanks to Diana for all the support and guidance she has given him since he became Chair.

Parish Council.

Nothing to report.

Correspondence.

None

Any other business.

Ann -Marie – The painting in the cupboard should be finished tomorrow and the toys will be put back. There is still a damp issue in the cupboard despite it being treated. The KCA agreed that this would be looked in to once the lease renewal had gone through.

The meeting closed at 7.56pm

The next meeting will be on Friday 7th August, 7pm, via Zoom. Please see your email for the invite.

Signed.....