  ***KILBURN COMMUNITY ASSOCIATION***

**Minutes of the meeting held on Tuesday 21st May 2019**

**Present**: Shirley (Chair), Adrian (Vice-Chair), Kirsty (Secretary) and Sarah.

**Apologies:** Gerald (President), Diana (Treasurer), Jenny, Kevin M, Terry, Malcolm, Kevin B and Ann-Marie.

**Minutes of the previous meeting.**

The minutes were accepted as a true record and signed by the Chair.

**Matters Arising.**

**Hall** – The loft hatch in the ladies’ toilets had been blown out by heavy wind, Gail came in and cleaned up. The lights in there aren’t turning off properly, the sensor has possibly gone. Shirley has switched the heating off.

**Administration Managers report.**

Can anyone not using the hall over the summer, let Shirley know so that she can pass on the dates to Diana, so you aren’t charged.

Future bookings

23.05.19 European Elections.

24.05.19 Kwik Trade Valuation Event 12-4pm.

24.05.19 Charity Event 5-11pm.

01.06.19 Booking 12.30-2.30pm.

02.06.19 Booking 1-3pm.

09.06.19 Booking 12.30-2.30pm.

15.06.19 Booking 3-5pm.

20.06.19 Booking 4-6pm.

19.07.19 Treasure Hunt 6-7pm.

**Treasurers report.**

Income:

Expenditure:

Current Balance:

**Parish Council.**

Nothing to report.

**Correspondence.**

Nothing to report.

**Any other business.**

**Shirley** – Shirley proposed that the KCA meetings are moved to the fourth Monday of each month at 7pm. Sarah, Adrian, Kirsty and Gerald all agreed.

Gail (the cleaner) has now been cleaning the hall for a year and is currently paid just over the living wage. Shirley suggested that we increase her pay by 25p per hour and review it annually.

Terry has put details online with the Charity Commission, Shirley queried whether those with details on the website could have the login details. Shirley has drafted a letter to give to people booking the hall for a charity event.

**Adrian –** Floorboards are dipping in places, Shirley also mentioned that she has noticed nails popping up again.

Kirsty – To write a letter of thanks to the KPA thanking them for the money they have given to the KCA.

The meeting closed at 8pm

The next meeting will be Monday 24th June 2019.

**Signed…………………………………………**