  ***KILBURN COMMUNITY ASSOCIATION***

**Minutes of the meeting held on Monday 26th February 2024.**

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

**Apologies:**  Adrian & Paul.

**Minutes of the previous meeting.**

Agreed to be a true representation.

**Lease –** A signed copy has now been received and circulated via email with all committee members. We are now waiting for the Land Registry. Two bills have been received, £378 and £1200. £378 to be split with Kilburn Parish Council and £1200 to be split with Parish Church Council.

**Matters Arising.**

**Interior:**

* **Floor** – David E, Diana and Kirsty met with Tina from the flooring company after a few concerns were raised about spots that looked like they’d been missed. Tina reassured them that the floor will have been covered sufficiently and sometimes the wood can soak up more than expected which can make it look patchy. David and Simon to repair a few of the boards and then a 4th coat will be put on free of charge.
* **Damp** – Diana came in and cleaned the ladies loo again as mould had started to show again on the walls.

Terry met with Mark Rowland (Highfield Building Services), he believes that the roof may not have a waterproof membrane under the tiles. He suggested that we may have to have the tiles removed, the membrane installed and then hopefully put the old tiles back on if they’re in a good state. He then recommended installing insulation on the inside of the roof and boarding above to allow airflow.

He also said to consider that the pebble dash may need to be removed as water may be getting under there.

* **Heating & Energy** – The heating seems to be working well, if anyone notices that it has been changed to off, pleas set it back to timed. The shelf to prevent people changing settings has been put back up. We have now swapped to EDF energy from British Gas. The address was wrongly down as Kilburn Hall, Terry has changed this and has also requested that we pay a set amount each month.

**Exterior:**

* **Boundary wall** – No further progress.
* **Noticeboards –** Kelly asked the KPC if they’d consider covering half the cost of a new noticeboard, Sheila is looking into the costs for us. The new noticeboard will be lockable to stop random notices being put up without permission and to prevent staples being used as they have damaged the old boards.

**Other:**

* **Grants -** Sub-committees to be set up at the AGM for fundraising, maintenance and grants. Committee members are expected to volunteer for one of the sub committees.
* **Hire Feed –** The committee agreed that we do need to increase the hire fee for both affiliated members, regular users and one-off users. There were a few suggestions put forward that will be discussed and decided at the AGM.

1. £2 increase on all hire periods £12 to £14, £15 to £17 (£1 increase on affiliated rate).
2. Raise the day rate to £15 to match the evening rate.
3. Stagger the affiliated rates – 50% for charity or non-profit groups.

25% for businesses or those that make a profit.

**Treasurer’s Report.**

**To be added**

The grant from Trevor hasn’t gone into our bank account yet, Trevor to chase this.

Kirsty to forward the invoice from K&K to Diana after she has queried it.

Water + have been emailing a retired committee member, who unfortunately hasn’t forwarded them on or informed Water + that they are no longer the contact. Diana has given them the hall’s email address to use from now on.

Diana went to the new Banking Hub in Belper and found them really helpful, they have suggested that she applies again online.

**Booking Manager.**

10th February – K McAra – NCT antenatal session – 9.30am-4.30pm (£84).

10th February – S Kirby – Dance practice – 5-6pm (£12)

17th February – K McAra – NCT antenatal session – 9.30am-4.30pm (£84).

17th February – S Kirby – Dance practice – 5-6pm (£12)

Bank transferred £168

Cash £24

**Total for February £192**

*Future Bookings*

*16th March – K Measures – Party – 12-2.30pm (£30).*

*6th April – L Farnsworth – Members’ surgery – 10-11am (£12).*

*12th April – J Malpass - Referral Order - Panel – 10am-11.30am (£18)*

*2nd May – POLLING STATION – ALL DAY*

*11th May – S Milne – Party – 2pm-5pm (£36)*

*7th June – J Malpass – Referral Order Panel – 10am-11.30am (£18)*

*8th June – K McAra – NCT antenatal workshop – 9.30am-4.30pm (£84).*

*15th June – K McAra – NCT antenatal workshop – 9.30am-4.30pm (£84).*

*13th July – K McAra – NCT antenatal workshop – 9.30am-4.30pm (£84).*

*14th July – K McAra – NCT antenatal workshop – 9.30am-4.30pm (£84).*

*2nd August – J Malpass – Referral Order Panel – 10am-11.30am (£18).*

*16th October – S Duly – Jewellery Valuations – 10am-3pm (£60).*

**Parish Council.**

**Nature Reserve** – Meeting dates : 9th & 23rd March, 13th April and 25th May.

**SIDs** – A grant has been put in for two more SIDs.

**Litter Pick** – 20th April, meeting at Chapel Street car park at 10am. Volunteers are asked to bring their own gloves.

**Five Year Plan** – Available on the website from 4th April.

**Grass Verges** – The KPC have received several complaints about the state of the grass verges that have been churned up by parking cars and vans on them. They are hoping to adopt a verge and look after it to hopefully lead by example.

**Newsletter –**  Model Railway to be asked to write a piece to promote their group.

**Correspondence.**

**Any other business.**

**Terry** – Would like someone to takeover submitting the finance reports to the Charity Commission each year. He will pass on more information about the role at the AGM.

**David E** – Advised that the committee consider who they would like as the named members of the committee so we can vote at the AGM. Adrian has already stated that he will be standing down as Chairperson at the meeting in January. Kelly stated she will consider taking the role.

**Tracey** – Also asked the committee to think about the which sub-committee they may fit best in.

**Ann-Marie** – Asked if she can order another dehumidifier for the cupboard.

**Kirsty** – Handed out affiliation forms which need to be completed and handed back either before or at the AGM. AGM agenda notices have also gone up on the noticeboards.

The meeting closed at 20:18.

The next meeting will be the AGM on Monday 25th March 2024, 7pm at Kilburn Village Hall followed by the monthly meeting straight after with the new committee.

**Signed…………………………………………**