  ***KILBURN COMMUNITY ASSOCIATION***

**Minutes of the meeting held on Monday 25th March 2024.**

**Present**: Terry (President), Kelly (Chair), Tracey (Vice Chair), Diana (Treasurer), Kirsty (Secretary & Bookings Manager), Simon, David H, Sarah, Kath, Adrian, Godfrey, Paul, David E and Ann-Marie.

**Apologies:**  Jenny, Peter, Ann & Trevor

**Minutes of the previous meeting.**

Agreed to be a true representation.

**Lease –** To be taken off of the monthly agenda.

**Matters Arising.**

**Interior:**

* **Floor** – The repair and final coat has been applied.
* **Damp** – Damp specialist/builders to be contacted for quotes for the roof.
* **Heating & Energy** – All seems well.
* **Challenge 25 Training** – Kirsty delivered Challenge 25 training to the committee, all committee members signed to state that they understood the training and know where to find the relevant policies should they feel the need to refresh their memory.

**Exterior:**

* **Boundary wall** – No further progress.
* **Noticeboards –** Ongoing.

**Other:**

* **Sub-committees** – Three sub-committees were set up:
* **Fundraising** – Kelly, Tracey, Sarak, Kirsty and Kath.
* **Maintenance** – David E, Simon, Terry, Adrian & Paul.
* **Grants** – David H, Diana, Adrian & Ann-Marie.

WhatsApp groups will be set up for each sub-committee, It was agreed that they would feed back to the other members of the KCA at each monthly meeting. Tracey offered to make any phone calls that may need making during working hours for any of the groups. David H suggested that Grants sub-committee do some research on available grants before the next meeting.

* **Hire Fees –** All three suggested amendments were discussed and it was agreed that we would hold an extraordinary meeting directly after this meeting to vote in the amendments.

The amendments are: Raise the day rate to £15ph to match the evening rate and stagger the affiliated rates – 50% for charity or non-profit groups (£7.50ph) and 25% for businesses or those that make a profit (£11.25ph).

**Treasurer’s Report.**

**To be added**

**Booking Manager.**

2nd March – S Poole – Party – 1.30-4.30pm (£36).

9th March – S Hamilton – Dance practice – 2.30-3.30pm (£12).

14th March – J Caithness – Dance practice – 5-6pm (£12).

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

21st March – J Caithness – Dance practice – 5-6pm (£12).

28th March – J Caithness – Dance practice – 5-6pm (£12).

Total: £114

*Future Bookings*

*4th April – J Caithness – Dance practice – 5-6pm (£12).*

*7th April – L Farnsworth – Members’ surgery – 10-11am (£12).*

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

*18th April – J Caithness – Dance practice – 5-6pm (£12).*

*25th April – J Caithness – Dance practice – 5-6pm (£12).*

*2nd May – POLLING STATION – ALL DAY*

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

*1st June – KILBURN COMMUNITY DAY*

*3rd June – E Robb – Work conference – 1-8pm £90.*

*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).*

*1st July – E Robb – Work conference – 1-8pm (£90).*

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

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

*28th July – FUNDRAISER FOR THE HALL*

*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 : 13th April and 25th May.

**SIDs** – A grant has been approved for two more SIDs.

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

**Website** – The 5-year plan is now available on the website. If any regular hirers would like their group promoting on the website, please send the information to Simon.

**Dog Poo Hunt** – 30 responses have been received. The worst areas appear to be Highfield Road, Chapel Street and the alley on Bown Close. Kelly has requested support from Environmental Health. AVBC have offered to put more signage up.

**Kilburn Community Day –**  The police, fire brigade and several community groups have all signed up to attend. Kelly will begin drawing up the layout plans and will check if there are any spaces for local businesses.

**Correspondence.**

**Any other business.**

**Kath** – One of the clips has broken on the large tables.

**Terry** – Charity Commission – Terry would like to pass this on, Simon volunteered to take over. We may need to provide additional trustee information. To be discussed at the meeting in April.

**David H** – Apologised for Ann’s absence, he suggested that she may wish to join the fundraising sub-committee.

**Diana** – People have been using Chatterbox Café’s supplies. Kath has also had items go missing. We can’t install locks on the cupboard doors so it was suggested to use cool bags or storage tubs that can be locked with a padlock. Kirsty to ensure all hirers know that they shouldn’t use anything other than the items in the cupboard underneath the serving hatch. Eylisha is keeping an eye on the damp in the ladies toilets.

The meeting closed at 20:38.

The next meeting will be on Monday 22nd April 2024. **Signed…………………………………………**