

Burton Community Association Committee Meeting 5th December 2016 (7.30pm) at The Old House @ Home

Present

Judith Bird (JB), Rachel Scott (RS), Missy Sell (MS), & Chris Bennett (Secretary)(CB)

1. Apologies for absence: Al Caie (Chair)(AC), Grant Cambridge (Vice Chair), Steve Symons, James Towers (Treasurer)(JT), Glynis Morris, and Trystan & Victoria Hitchens
2. Notes of previous meeting on 7th November 2016 – Approved
3. Actions

Action			
23.05.16/13	AC	Produce a revised Constitution and resubmit a Charity Registration application	Completed
27.06.16/2	AC	Coordinate with GM & JB to research methods of marketing the BCA	On-going
25.07.16/8	AC	Speak with Wilts Council and Landowners regarding the 'fly tipping' in the lane off Hillside	On-going
30.08.16/3	JT	Produce a shortlist of BCA logos and circulate to members prior to next meeting.	Completed
07.11.16/1	AC	Continue to report problem of 'fly tipping' in Hillside via 'MyWiltshire' app. (linked with Action 25.07.16/8)	On-going
07.11.16/2	CB	Contact absent committee members at the meeting on 7 th Nov to ensure vote takes place on proposed BCA logo	Completed
07.11.16/3	RS	Report the slippery surface of the steps which lead from Burton Farm Close to The Street via the 'MyWiltshire app.)	On-going
07.11.16/4	AC	Source a suitable sign for play area regarding 'No Kite Flying'	Completed
07.11.16/5	JT	Transfer funds for the play area fencing from 'BCA General fund' to 'Play Area fund'	On-going
07.11.16/6	AC	Circulate proposed flyer to committee members regarding future 'fund raising' appeal	Completed
07.11.16/7	CB	Contact Missy Sell and obtain final details of expenditure of the Halloween party	Completed
07.11.16/8	CB	Email ladies of Burton regarding the 'ladies evening' on 24 th Nov	Completed

Updates

Action 23.05.16/13 – CB reported the Charity Registration application had been submitted to the Charity Commission on the 8th November and expect a response in about 8 weeks

Action 27.06.16/2 – JB on behalf of AC informed the group that the meeting had yet to take place, no further update

Action 25.07.16/8 & 07.11.16/1– CB reported this issue had not been resolved and AC was to speak with Wiltshire Council again

Action 30.08.16/3 – CB reported a vote had taken place although JT had not informed him of the result

Action 5.12.16/1 – JT to inform members of the chosen logo for BCA

Action 07.11.16/2 – CB reported an email had been sent to absent committee members who were unable to attend the 7th Nov meeting to ensure voting of BCA logo was completed

Action 07.11.16/3 – RS reported this had been recorded via the MyWiltshire app and will check that Cllr Beare of Nettleton Parish Council informed for attention of the Parish Steward

Action 07.11.16/4 – CB reported on behalf of AC that he had sourced suitable signs for the play area to indicate ‘No Kite Flying’ & ‘Danger Overhead Cable” the details of which had been circulated to all members. Purchase of these signs would be approved at a later meeting.

Action 07.11.16/5 – CB reported on behalf of JT that the transfer of funds would be accounted for once the purchase had been made

Action 07.11.16/6 – CB reported on behalf of AC the ‘fund raising appeal flyer’ produced by Paula Coyle had been circulated to all members prior to this meeting for feedback and approval for distribution to all residents/businesses of Burton. The BCA Committee members wished to thank Paula for the creation of this document

Action 07.11.16/7 – MS reported the Halloween event was very successful and income was £250. After expenses for food and ancillaries the balance of £100 was to be donated to BCA funds. MS proposed the next event could include residents/children from nearby villages, particularly those our affiliations with local schools, i.e. Acton Turville & Yatton Keynell. This could be part of the broader marketing of BCA activity, and maybe place an advert in the Honeycomb, etc.

Action 07.11.16/8 – CB reported the email had been sent as requested

4. Treasurer’s report – No update

5. Health & Safety – MS suggested the next time the village has an organised Halloween ‘trick or treat’ event it would be useful to have a number of parents wear ‘hi-viz’ jackets. This was to be discussed further nearer the 2017 event

6. BCA Corporate matters
 - a. Adoption of BCA Logo – CB outlined the purpose of having a BCA logo particularly once we become a CIO and begin fund raising, etc. JT will circulate the proposed logo in due course

 - b. Corporate email addresses – CB outlined the proposal to have a number of official email addresses for the use of BCA, linked to the Burton Village website. Graham Read has created the addresses and at present we have a system of receiving emails, which are re-directed to nominated private email addresses only. For the BCA to transmit an official email there would be an on-going cost implication. After discussion with Graham Read and BCA Chair we have agreed at present not to set up any outgoing email account. Further details will be circulated in due course

7. Play Area
 - a. Update on fencing and gates – CB reported that AC had circulated an email which indicated the fencing/gates had been ordered and expected delivery was to be w/commencing 19th Dec 16. The material was to be stored at a secure site until needed for construction.

 - b. Update on Section 106 application – CB reported that Wiltshire Council had notified AC that the Section 106 application had been successful and the play area had been granted £10,137.04p. Details have been circulated to members by email

8. Events
 - a) Christmas Party feedback – RS reported we have received a number of calls/emails thanking her for a lovely evening and hoped this would become a feature for the calendar in 2017. Other venues would also be explored for alternative choices.
MS proposed a thank you for the great deal of work done by RS in organising this event, which was endorsed by everyone present

 - b) Future Events – MS suggested it was time to focus on fund raising for the play area project and schedule a number of events that need to be coordinated with Church events. This would be discussed in the New Year

Suggestions included:

Safari Supper

Auction evening

Valentines evening

Wine Tasting

Quiz Night
Walkathon or Cycle event (with children/families/pets)
Raffle

Action 05.12.16/2 – JB to research the costs for production of raffle tickets

9. Report on Activities

- a) Community Speed Watch – JB reported the CSW team had the speed gun until this Sunday and proposed activity times/dates
- b) 100 Lottery Club – CB reported he had communicated with those lottery club members whose subscription was now due, and asked for this to be completed by the 18th December in readiness for the next draw due on 30th December

10. Any other business

- a) Bugle Articles for December publication – CB reminded members the articles were to be with James by 19th Dec
- b) Defib & CPR Refresher Training – CB suggested that it was nearly 12 months since the training was delivered to residents and we should consider offering a short refresher for those residents, and also open the offer to any new residents in the village. JB & MS (involved in the training) agreed we should offer this service.

Action 05.12.16/3 – CB to communicate with listed trained residents and seek their views.

Meeting closed – 8.35pm

Next meeting 7.30pm on Monday 9th January 2017