

## Burton Community Association Committee Meeting 13<sup>th</sup> March 2017 (7.30pm) at The Old House @ Home

### Present

Al Caie (Chair)(AC), Grant Cambridge (GC), Missy Sell (MS), James Towers (Treasurer)(JT), Trystan Hitchens (TH), Judith Bird (JB), & Chris Bennett (Secretary)(CB)

1. Apologies for absence: Victoria Hitchens (VH), Steve Symons (SS), Rachel Scott (RS)
2. Notes of previous meeting on 6<sup>th</sup> Feb 2017 – Approved
3. Actions

Action			
<b>27.06.16/2</b>	AC	Coordinate with GM & JB to research methods of marketing the BCA	<b>On-going</b>
<b>09.01.17/2</b>	JT	Contact Auditor in preparation for end of year accounts	<b>On-going</b>
<b>09.01.17/6</b>	TH	Consider options to improve solar lighting problems along footpath	<b>Completed</b>
<b>09.01.17/7</b>	AC	Discuss with Adrian Packer options for placing fence posts at the children's play area	<b>Completed</b>
<b>09.01.17/9</b>	AC	Contact Andy King to obtain update on CSW training	<b>Completed</b>
<b>09.01.17/10</b>	AC	To liaise with Tristan Scott and Graham Read regarding the SID	<b>On-going</b>
<b>06.02.17/1</b>	CB	Produce an article for next edition of the Bugle newsletter concerning payment of lottery subs via bank 'standing order'	<b>Completed</b>
<b>06.02.17/2</b>	CB	Arrange additional CPR & Defib training	<b>On-going</b>
<b>06.02.17/3</b>	CB	Report to Wilts Council Dog Warden concerns from residents on 'dog fouling'	<b>On-going</b>
<b>06.02.17/4</b>	CB	Complete application process for charitable grant from Jack lane Trust	<b>Completed</b>
<b>06.02.17/5</b>	JT	Produce a flyer to advertise the OHH pizza promotion for circulation	<b>On-going</b>
<b>06.02.17/6</b>	CB	Register with Bristol Post/Airbus Community Award scheme	<b>Completed</b>
<b>06.02.17/7</b>	CB	Circulate to committee details of proposed OHH Sunday lunch promotion	<b>Completed</b>
<b>06.02.17/8</b>	JT	Coordinate information from committee and update Burton village 'welcome pack'	<b>On-going</b>

<b>06.02.17/9</b>	CB	Seek ideas for next edition of the Bugle newsletter and coordinate response	<b>Completed</b>
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## Updates

Action 27.06.16/2 – AC reported that now we are a registered charity and CIO the process of seeking grants would begin and linked into marketing. A sub-group meeting would take place on Sunday 19<sup>th</sup> March (1630hrs)

Action 09.01.17/2 – JT confirmed he had emailed the Auditor and awaiting a reply

Action 09.01.17/6 – TH reported that he had not used the motion-activated lights, as the increase in daylight/sunshine meant the solar lighting along the footpath had begun to work more effectively. TH will monitor further and retain lights if required for darker months

Action 09.01.17/7 – AC asked this to be covered under item 7

Action 09.01.17/9 – AC reported Andy King had been notified his CSW training would take place with Wiltshire Police in July 2017

Action 09.01.17/10 – AC reported he had spoken with Graham Read who had begun to encounter a few problems with the device/software and was now handing this over to Tristan Scott for further investigation

Action 06.02.17/1 – CB reported an article had been prepared for the next edition of the Bugle newsletter and was with the editor

Action 06.02.17/2 – CB reported arrangements had been made to train volunteers from the new staff at the OHH and scheduled for Thursday 16<sup>th</sup> March.

Action 06.02.17/3 – CB reported he had contacted Wilts council via the 'MyWiltshire' app, Service request number 1068162, and was awaiting a response from the Dog Warden

Action 06.02.17/4 – CB asked for this to be covered under item 6c below

Action 06.02.17/5 – JT produced a flyer, which was then handed around the members for comments. No additional comments at this stage although the flyer should go to the OHH for final approval.

Action 06.02.17/6 – CB asked this to be covered under item 6c below

Action 06.02.17/7 – CB asked for this to be covered under item 8

Action 06.02.17/8 – JT reported this was still an on-going item but nearing completion

Action 06.02.17/9 – CB asked for this to be covered under item 9

4. Treasurer's report – JT reported the current balance was £2,320.85p, although the play area restricted fund was currently showing a minus balance of £537.53p

AC reported that he had circulated details to committee members in advance of meeting on a proposal to transfer £1,500 from the General fund into the Play Area fund as we were in the process of purchasing materials, covered under item 7 on the agenda.

AC proposed transfer of £1,500 to play area fund  
All present voted in favour

5. Health & Safety – AC reported that the current risk assessment for work undertaken around the village required review, especially with the additional work due to take place in the Play Area. There were no additional reports  
**Action 13.03.17/1 – AC to review current Risk Assessment**

6. BCA Corporate matters

- a. Charity Commission (CC) application update – AC reported the application had been successful and was very pleased to announce we were now a registered charity and also a Charitable Incorporated Organisation (CIO). This meant many things such as we could now employ people, own or lease land in the name of the BCA. AC continued by saying he had now contacted the land owner requesting they instruct solicitor to change name on lease from trustees to now become the BCA

The registration as a charity now adds credibility to our future access to grants, etc.

AC reported the new BCA Constitution had also been accepted and was consistent with the requirements of the Charity Commission. AC proposed we formally accept the new Constitution and complete other administrative processes, such as the financial statement, following the next AGM. Members of the BCA, i.e. residents of the village will require an opportunity to comment and accept the document

AC confirmed contact with play area landlord

CB confirmed contact with the Zurich Insurance Company

JT confirmed, he still needs to contact HSBC and Inland Revenue

**Action 13.03.17/2 – JT to contact HSBC and Inland Revenue with details of our registration as a charity**

- b. Preparation for BCA AGM – AC reported the AGM would take place on Monday 24<sup>th</sup> April 17 at St Mary's Church, Burton. AC stated he would compile the end of year report and would ask that members support this by undertaking a number of articles indicated below:

- JT – Financial report

- JB – CSW activity
- MS – Events
- TH – Burton in Bloom
- CB – 100 Lottery Club

**Action 13.03.17/3 – AC to complete the Annual Report in preparation of the AGM**

c. Fund Raising update

- NPC CIL payment – AC reported the NPC awarding £1,000 towards the Play Area. Normally request payment of this grant when order has been placed
- Bristol Post/Airbus Community Awards tokens - CB reported an application to the Bristol Post/Airbus community Awards had been accepted. The residents of the village had already collected approx. 5,000 tokens and the final closing of the scheme is Sunday 19<sup>th</sup> March. CB and JB will arrange to meet on that day and hand tokens to the Bristol Post offices in Bristol on Monday
- Jack Lane Trust - CB reported an application had been submitted and received by The Jack Lane Trust. The trustees of the Trust were due to meet in May 2017 and will make any decision at that time
- AC also suggested we could now register for a 'Just Giving' website account, which would be discussed at the fund raising sub-group meeting on Sunday 19<sup>th</sup> March

7. Play Area

- a. Update on fencing and gates – AC reported he was hoping volunteers on the weekend 25<sup>th</sup>/26<sup>th</sup> would do the work March. Adrian Packer and Tom Natresse had already been spoken to.

AC then discussed details of the equipment to be purchased, to an approximated cost of £500

AC proposed to spend up to £500 for play area equipment

All present voted to agree to this proposal

AC was attempting to obtain as much assistance with this. JT & GC confirmed they would like to support this

**Action 13.03.17/4 – CB to circulate an email around the village and ask for volunteers**

8. Events

MS asked the committee to consider that once the play area had been fenced and gated, could this be used for events?

MS also indicated the events group would need to meet with Church committee to liaise on matters

- a. Wine event – MS proposed the event be placed on hold until the end of May, bearing in mind the number already scheduled for April

- b. OHH Sunday Lunch promotion 9<sup>th</sup> or 23<sup>rd</sup> April– CB reminded the committee the OHH had proposed to offer a further promotion to assist with the play area fund raising. Mark Warburton has offered to host a Sunday lunch at the pub, which would be held at approx. 3pm. This would be more family focussed and would encourage the children of residents to come. Children would be offered a choice from a child's menu at a cost of £7.50p with a donation of £2 to be made for each child's meal ordered.  
CB asked for confirmation of the preferred date, following a discussion it was agreed to hold the event on 23<sup>rd</sup> April, subject to confirmation with OHH

**Action 13.03.17/5 – CB to confirm date with OHH and circulate details to all the residents**

- c. Tex-Mex evening at the Majors Retreat on 21<sup>st</sup> April – CB confirmed he had circulated details and would send a reminder nearer the day.
- d. Easter Egg Hunt at the OHH on 17<sup>th</sup> April – CB reported this was a function organised by the OHH and details had been circulated around the village by email. CB confirmed he would send a reminder nearer the date

Mike Chiddy and Vanessa Neeld from the OHH pub joined the meeting and a general discussion took place regarding future proposals taking place within the company, and the wish to integrate more with local residents. AC on behalf of the committee welcomed the suggestions and was very pleased with the level of support provided by the OHH in village activities which can be further built upon

9. Report on Activities

- a. Community Speed Watch – JB reported we are due to have the speed detection equipment back in Burton on 2<sup>nd</sup> April for a two-week period. JB also indicated we could really do with more volunteers to undertake this role.
- b. 100 Lottery Club – CB reported apart from the next bugle article on banking there was no further update
- c. Bugle articles – CB confirmed that he had circulated a request/list of tasks to members and asked they be forwarded to JT asap

CB asked MS/RS to produce an article/photo for the OHH Residents Fund Raising dinner

10. Any other business

- JB asked the committee to consider the purchase of a gazebo for future use during BCA events. The one currently used by BCA is now for sale  
**Action 13.03.17/6 – CB to contact Paul Bird for further details**

- AC informed the committee the next church event was the village fete scheduled for Saturday 10<sup>th</sup> June
- TH indicated it was now time to consider the Burton in Bloom and 'tidy up' days, particularly the gates/planters at the village entrances. A date was to be fixed, possibly 8<sup>th</sup> April. JB confirmed she would be happy to provide refreshments as done before.  
TH was raised the point that we should not be doing work which is undertaken by councils, i.e. the Parish Steward  
**Action 13.03.17/7 – TH to arrange next village 'tidy up' day**  
**Action 13.03.17/8 – AC to access the Parish Steward worksheet and note work scheduled for Burton and circulate to TH**
- CB updated the committee regarding the village telephone kiosk. Further contact had been made with BT regarding the removal of the kiosk. A response has confirmed that following statutory consultations/notices, there had been no objections or comments, and the kiosk will be removed although the likely date is at least 6 months away.

**Meeting closed – 9.25pm**

**Next meeting following the AGM - 7.30pm on Monday 24<sup>th</sup> April 2017**