

Burton Community Association Committee Meeting 15th May 2017 (7.30pm) at The Old House @ Home

Present

Grant Cambridge (Vice Chair)(GC), James Towers (Treasurer)(JT), Trystan Hitchens (TH), Judith Bird (JB), Rachel Scott (RS), & Chris Bennett (Secretary)(CB)

1. Apologies for absence: Al Caie (AC), Missy Sell (MS), Victoria Hitchens (VH), Steve Symons (SS), Glynis Morris (GM)
2. Notes of previous meeting on 13th March 2017 – Approved
3. Actions

Action			
27.06.16/2	AC	Coordinate with GM & JB to research methods of marketing the BCA	On-going
09.01.17/10	AC	To liaise with Tristan Scott and Graham Read regarding the SID	On-going
06.02.17/2	CB	Arrange additional CPR & Defib training	Completed
06.02.17/3	CB	Report to Wilts Council Dog Warden concerns from residents on 'dog fouling'	On-going
06.02.17/8	JT	Coordinate information from committee and update Burton village 'welcome pack'	On-going
13.03.17/1	AC	Review current risk assessment for work undertaken by volunteers during 'tidy up' days	On-going
13.03.17/2	JT	Contact HSBC & HMRC with details of our charity registration	On-going
13.03.17/3	AC	Complete BCA Annual Report in preparation of the AGM	Completed
13.03.17/4	CB	Circulate an email around the village to seek volunteers and assist with fencing of the play area	Completed
13.03.17/5	CB	Circulate details of the OHH Sunday lunch promotion for residents scheduled for the 23 rd April	Completed
13.03.17/6	CB	Contact Paul Bird regarding the purchase of a gazebo for BCA use	Completed
13.03.17/7	TH	To arrange the next village 'tidy up' day	Completed
13.03.17/8	AC	Access the Parish steward work programme and note work scheduled for Burton. Those details to be passed to TH	On-going

Updates

Action 27.06.16/2 – JB reported that this had not been progressed. TH asked what the intention of the Action was? JB stated it was to look into methods of raising the profile of the BCA within the village and surrounding areas and could tie in with our fund raising activities. CB indicated this Action was now nearly 12 months old and was it something to pursue. JB asked for this to be continued and seek advice and help from residents with experience in this area.

Action 15.05.17/1 – CB to contact Paula Coyle and ask for assistance and advice

Action 09.01.17/10 – CB reported on behalf of AC that the SID would only work to indicate the speed and any programming or downloading of data was not possible. Graham Read and Tristan Scott had investigated the problem and sought advice from the manufacturer. AC had suggested we speak with the SID liaison in Yatton Keynell that had a device working from a lamppost. TH added the device is useful as it does 'catch your eye' and tends to slow vehicles

Action 15.05.17/2 – CB to speak with Yatton Keynell representative for SID

Action 06.02.17/2 – CB reported 2 members of staff at the pub had now received CPR & Defib training

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. To date no response from Wilts Council, therefore CB has added a note to the service request online asking for an update.

Action 06.02.17/8 – JT reported this was still an on-going item but nearing completion. The changes requested did mean the leaflet would require more pages. CB asked for a draft to be submitted and the committee could look at possible deletion of some detail in favour of more current information.

Action 13.03.17/1 – CB reported that up until now AC had worked with Steve Gilbert in creating this document. CB suggested this may require a fresh look and suggested we adopt a more formal approach to ensure all participants during village activities are suitably informed and acknowledgements are documented.

Action 15.05.17/3 – CB to review activity risk assessments

Action 13.03.17/2 – JT recommended that this be held pending the appointment of the new BCA Chair, as those details are required to be registered with bank and HMRC

Action 13.03.17/3 – CB reported on behalf of AC that the Annual Report was completed and approved by members at the last AGM. CB also indicated that the next Annual Report would need to be in a different format to comply with Charity Commission guidance. CB had downloaded a document that provides useful tips to avoid rejection. TH & JT suggested we ensure we capture the details required more accurately and ensure we are better prepared before the document is required

Action 13.03.17/4 – CB reported the email was sent and a number of volunteers turned up on the day to assist with erection of play area fencing and gates. The committee wished to thank all those residents that supported the work, a job well done.

Action 13.03.17/5 – CB reported an email had been sent to all residents to promote the Sunday lunch offer. However there were very few responses and after consultation with the OHH the event was cancelled by CB

Action 13.03.17/6 – CB reported that Paul Bird had asked for £200 for the gazebo, CB then emailed all committee members for approval to purchase the gazebo as a BCA asset. All members voted in favour. The gazebo was purchased and now the property of the BCA

Action 13.03.17/7 – TH reported the ‘tidy up’ day was arranged and took place on the 8th April. A big ‘thank you’ to all those residents that helped on the day. A date was yet to be fixed for the next event.

Action 13.03.17/8 – CB reported on behalf of AC to say that he was unable to gain access to the Parish Steward work schedule. TH suggested this would be useful to planning work around the village and avoid duplication of effort during our ‘tidy up’ days, etc.

Action 15.05.17/4 – CB to contact Cllrs Beare and Kerr to obtain details of the Parish Steward schedule of work and to copy TH into the email

4. Treasurer’s report – JT reported the current balance available in the bank is £2,076.71p. To date the play area restricted fund has received £8,385.54p and we have spent approx. £6k thus far. With the secured and potential funds raised and grants applied for, the total is likely to be £19k approx.

RS asked if the intention was to begin purchasing some of the equipment or to wait until the total sum had been raised before installation of equipment? CB indicated this had been discussed with AC and the play area committee and CB wasn’t sure what had finally been decided.

Action 15.05.17/5 – CB to contact ‘play area’ committee and seek their views

5. Health & Safety – CB reported there were no updates from latest village activities

6. BCA Corporate matters

a. Election of Chairperson – CB reported the position of Chair had not been filled and there was a requirement to appoint the officer position. CB suggested the role performed by our previous chair (Al Caie) was such that he took on a great workload and perhaps the new position should adopt a different approach and maybe delegate more work to other members. CB had considered the position but thought the role of Secretary was expected to be busy on day-to-day

business activity. Without someone volunteering to perform the role of Secretary then it didn't make sense for CB to change roles. After a general discussion amongst the members present this was acknowledged. GC proposed we should look outside of the existing committee members and try to encourage someone new to join. GC suggested we circulate details of the role to residents asking for 'expressions of interest' as a first step and then revisit if no one is forthcoming from the electronic advertisement.

Action 15.05.17/6 – CB to circulate via email details of the BCA Chairperson vacancy

- b. Proposal to adopt the committee 'Terms of Reference' documents – CB reported that the draft ToRs had been circulated to all trustees for comment in advance of this meeting. The documents provide clear guidance to the various committees (Trustees, General, Play Area & Events committees) working under the direction of the BCA trustees and each committee had at least one trustee as a member. CB asked the members to consider any pre-authorised budgetary agreements for the committees. RS commented that she would not be in favour of this and would prefer the full board of trustees remain accountable and approve all expenditure. TH added this would allow us to have a 'balanced control' of finance. CB added that if there was a request from one of the committees to seek funds for a purchase then that committee could communicate this to the Secretary who would then obtain authorisation (via email) and grant/refuse approval accordingly. CB proposed the documents be approved and they remain as a live document for change and amendment when required. All present voted to approve the documents
- c. Proposal to adopt the Equal Opportunities (EO) policy document – CB reported this document had been circulated to all members and asked for comments. JB asked that we include 'mixed heritage' as a category. With this addition CB proposed this document be approved and to be eventually signed by the appointed BCA Chair in due course. All members present voted to approve the EO document
- d. Fund Raising update – CB reported on behalf of AC that the application for a grant for £5k from the Chippenham Area Board had been submitted, and a letter of support had been sent from Baroness Jane Scott. Pete Coyle was in the process of applying for a grant of up to £5k from Calor Rural Community Fund. The application for a grant of £2k from The Jack Lane Trust is due to be discussed by trustees this month. £500 had been received from White Horse Housing, Wiltshire. Cotswold Homes has pledged to pay for the purchase of another bench up to a cost of £500.
GC reported that he was in the process of securing £500 from his company and this needed to be done before 1st July. GC also stated he has yet to submit an application to the Sports Lottery and had this still to do.
JB reported she was waiting to hear back from Waitrose supermarket
- RS asked what had been done in relation to the suggestion of SS on a 'landfill' grant? CB stated that nothing officially had been done and this had been left with SS to pursue. A formal application had yet to be considered.

Action 15.05.17/7 – RS to liaise with SS and progress the process for landfill grant

7. Play Area

- a. Purchase of topsoil at the entrance gates to the play area. – CB reported the area in front of the two gates of the play area from Nettleton Road required some infill to reduce the severity of the slope. AC had suggested we consider using topsoil and then seed with grass. An enquiry with Freddie Clark was made whilst he was excavating the foundations of a new house was made with a view to having some topsoil. Freddie indicated it would need about 2 tons and he would need to speak with his father. To date nothing further has been discussed. In addition CB has looked at the cost of 2 tons of topsoil from Wickes and this would cost approx. £250.

GC suggested we also speak with resident Brad Anderson and seek his advice JT stated he had recently used a supplier of topsoil that would be cheaper. All information should then be passed to the play area committee for discussion.

Action 15.05.17/8 – CB to speak with Greg Clark and also obtain details of supplier used by JT, pass details to Play Area committee

Action 15.05.17/9 – Obtain any advice from Brad Anderson

8. Events

- a. Wine event – CB suggested in the absence of MS we didn't have an update on this. A suggestion had been made the event could be held on the play area site soon.
- b. OHH locals evening dinner promotion – CB reported that following an email circulation, 11 couples/families had indicated a good interest in this offer. The general consensus was greatly in favour of holding this on a Friday evening. There was mixed views on couples v singles night due to babysitting considerations. In addition an offer had been made by Marje Caie to undertake any babysitting requests. To accommodate all interest it was suggested we have alternating monthly events, i.e. ladies – gents – couples/families. The next ladies evening has been booked for Wednesday 7th June and this might be an opportunity to trial the promotion. This was to be discussed with management of the OHH
Action 15.05.17/10 – CB progress this with OHH
- c. OHH Sunday lunch cancellation – CB reported an initial response from local residents was quite favourable, however as the date approached a large number cancelled places. Eventually only 3 families confirmed places, in view of this CB cancelled the event.
- d. Tex-Mex evening at the Majors Retreat on 21st April – CB confirmed he had circulated details and would send a reminder nearer the day.

- e. OHH Easter egg hunt – CB reported approx. 12 – 15 children had a fun time. A big thank you to Ness and Mike at the pub for arranging this function. We plan to do this again next year.
- f. Proposed quiz night at the OHH – CB reported he had received an invitation to host a quiz night at the pub. Ness and Mike would like to have somebody prepare the quiz and run the event. No date has been agreed. CB suggested in the absence of MS this be passed to the events committee for consideration. RS suggested the event could be held as before at the church.
- g. Village fete on the 10th June – CB reported he had circulated a request for help from members to support the fete. JT, MS, SS, RS & CB had offered to help.

9. Report on Activities

- a. Community Speed Watch – JB reported we now had the speed device for 2 weeks and had scheduled some activity. Wiltshire Police had restricted a max of 3 sessions per week due to staffing issues at Police HQ
- b. 100 Lottery Club – CB reported the last lottery of this year was due at the end of this month. A request for annual renewal of membership for 2017-18 would be sent out during the first week of June and hoped we would have continued support. The renewal of a lottery licence is also due and CB was in contact with Wiltshire council to have this granted.
- c. Burton in Bloom – TH reported some good work recently in the mowing of grass verges. Also mentioned the fallen weight restriction signpost near Toll Down Way which he had reported online via MyWilts app. Still to fix a date for next 'tidy up' day

10. Any other business

Meeting closed – 9.50pm

Next meeting – Monday 19th June 2017