

Burton Community Association Trustees & General Committee Meeting 10th July 2017 (7.30pm) at The Old House @ Home

Present

Grant Cambridge (Chair)(GC), James Towers (Treasurer)(JT), Trystan Hitchens (TH), Judith Bird (JB), Rachel Scott (RS), Al Caie (AC), Glynis Morris (GM), Steve Symons (SS), Missy Sell (MS), Paula Coyle (PC), & Chris Bennett (Secretary)(CB)

1. Apologies for absence: Victoria Hitchens (VH)

Item 6a (brought forward) – Election of the Chair of Trustees:

CB reported this was the first meeting of the Trustees of the BCA and we should now elect our Chair. The vacancy had been circulated around the village looking for candidates. The only volunteer for the post was GC

AC proposed GC to be elected as the Chair
 JB seconded
 Trustees present all voted in favour and was carried unanimously

2. Notes of previous meeting on 15th May 2017 – Approved

3. Actions

| Action | | | |
|-------------------|----|---|------------------|
| 27.06.16/2 | AC | Coordinate with GM & JB to research methods of marketing the BCA | On-going |
| 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 | Completed |
| 13.03.17/2 | JT | Contact HSBC & HMRC with details of our charity registration | On-going |
| 13.03.17/8 | AC | Access the Parish steward work programme and note work scheduled for Burton. Those details to be passed to TH | Completed |
| 15.05.17/1 | CB | Contact Paula Coyle and seek advice on future marketing of the BCA – linked to 27.06.17/2 | Completed |
| 15.05.17/2 | CB | Contact SID representative in Yatton Keynell for advice on installation and use of the system | Completed |

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|--------------------|----|---|------------------|
| 15.05.17/3 | CB | To review risk assessment for BCA activities – replaces Action 13.03.17/1 | Completed |
| 15.05.17/4 | CB | Contact Cllr Beare regarding work schedule of the Parish Steward | Completed |
| 15.05.17/5 | CB | Contact play area committee and seek views on future purchase of play area equipment | On-going |
| 15.05.17/6 | CB | Circulate details of BCA Chairperson vacancy | Completed |
| 15.05.17/7 | RS | Liaise with SS regarding an application for landfill grant | On-going |
| 15.05.17/8 | CB | Speak with Greg Clark regarding topsoil for play area approach from Nettleton Road | Completed |
| 15.05.17/9 | CB | Contact Brad Anderson for advice and alternatives to reduce slope on play area entrance | Completed |
| 15.05.17/10 | CB | Progress with the OHH the locals dinner promotion offer | On-going |

Updates

Action 27.06.16/2 + 15.05.17/1– JB reported that this had not been progressed and to recap it was an idea to raise interest in our activities outside of Burton. AC asked what the objectives of marketing would be, was it to raise money or improve the profile of the BCA to a wider audience?

GC suggested this would be two fold, have key events for fundraising and marketing inside the village to increase awareness of BCA objectives/activities to our residents PC confirmed she was happy to provide advice, guidance and bring some ideas to a meeting.

JB agreed to liaise with GM and PC and schedule a meeting about future marketing of BCA. This is an on-going action

15.05.17/1 linked to above- CB reported that he had spoken with Paula Coyle who has experience of marketing and was present at this meeting to offer support as indicated above

Action 06.02.17/3 – CB reported there had still been no online update from Wilts Council and was disappointed with the lack of service. A further email was sent today to customer services asking for an update. GC added this had been reported by a concerned resident to the BCA, hence the report was submitted.

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

Action 13.03.17/2 – JT reported that now the chair had been elected he would need to speak with previous treasurer (Pip Gilbert) and arrange formal handover of HMRC transactions. JT also stated he had been unable to download the appropriate form from HMRC website and was awaiting a hard copy sent by post. This remains an on-going action

Action 15.05.17/2 – CB reported that he had been in email communication with Ian

Plowman, Clerk to Yatton Keynell Parish Council who stated the SID used in YK was loaned/hired from Chippenham Town Council at a cost of £120 plus VAT per week of use. YK planned to use the SID for 4 weeks of the year. Trained engineers from Chippenham Council fit the SID to a lamppost for electricity. Burton village doesn't have this facility along the B4039 main road through the village.

Action 15.05.17/3 – CB reported that he had reviewed the existing risk assessments for BCA activities and copies had been placed on the BCA 'Shared Google drive'.

Action 13.03.17/8 & 15.05.17/4 – CB reported that he had been in email communication with Cllr Beare concerning the work of the Parish Steward. Cllr Beare provided some information regarding work done on a regular basis in the village, mainly weir kerbs and grips along the B4039. Cllr Beare directs any other work. CB acknowledged this and volunteered to work in collaboration with Parish Steward if applicable in the future

Action 15.05.17/5 – GC stated there were a number of matters to be addressed by the play area committee and he would be seeking to arrange a meeting in the very near future. The meeting was necessary as we were getting close to having finance in place for equipment and we would need a current quote from suppliers, last quote from July 2016, valid for 3 months is now out of date

GM suggested we should look at trying to get Green square housing involved

PC confirmed she was willing to host the meeting

Action 10.07.17/1 – GC to email play area committee members and arrange suitable date within the next 2 weeks

Action 10.07.17/2 – GM to contact Green Square Housing and seek views on any assistance with funding, etc.

Action 15.05.17/6 – CB reported this had been completed, see agenda item 6a

Action 15.05.17/7 – CB reported that he had attended an informal meeting with George Walker from Crapper & Sons regarding a landfill grant. As a result of the meeting a short project outline document had been sent. We await a response from them in the very near future.

Action 15.05.17/8 & 15.05.17/9 – GC suggested this would be covered at the next play area committee meeting

Action 15.05.17/10 – CB asked this be covered under agenda item 8b

4. Treasurer's report – JT reported the current balance is £4,899.07p. The play area has a balance of £2,176.71p and with the provisional promise of funds raises this to £18,808.75p. This included Section 106 funds, NPC CIL, Chippenham Area Board grant, Cotswold Homes contribution, and White Horse Housing donation. GC added we were now well on course to reach our target figures

5. Health & Safety – GC confirmed that following guidelines of the Charity

Commission we now had a Health & Safety policy in place and referred to Action 15.05.17/3 the review of generic risk assessments and the need for members and participants to sign copies if involved in stated activities. The policy was available for all members on the BCA 'Google shared drive'

Action 10.07.17/3 – CB to ensure members involved in generic BCA activities sign the risk assessments.

6. BCA Corporate matters

- a. Election of Chair of Trustees – GC confirmed this had now been done
- b. Proposal to schedule dates for Trustees meetings for 2017-18 – GC suggested the BCA Trustees will meet quarterly with dates in July 17, Oct 17, Jan 18 & April 18
Action 10.07.17/4 – CB to circulate dates for Trustees meeting via website and email
- c. Grants & Fund Raising update – GC indicated this had now been covered by AC & JT in the Treasurers report above. We were awaiting details from Landfill and the Jack Lane trust donation. GC was still to look at a grant from the Sports Lottery.
CB also mentioned that Pete Coyle has been looking into a grant from Calor Rural, which has been delayed for personal reasons. CB suggested we should hold on pursuing this just yet until we have established what funding has been achieved to meet the target. CB will speak with PC on this
GC also indicated that if we raise more funds than expected, any additional money could be used for additional equipment or maintenance
- d. BCA Insurance renewal – CB reported that the renewal of annual insurance with Zurich Insurance Company had been agreed via an email circulation to all trustees. The annual premium of £196 had been paid by CB who had been reimbursed by JT. CB also mentioned that we will need to revisit our insurance once we have taken possession of play area equipment, which will no doubt increase our annual costs. CB also mentioned that he had begun to maintain an asset register of BCA equipment, which will form part of our annual financial returns.

7. Play Area

- a. Purchase of topsoil at the entrance gates to the play area. – GC reported this will be covered at the next Play area Committee meeting

8. Events

MS stated with the large number of potential events it was now essential to look at the overall list and alongside the OHH staff and Church events committee draw up

a schedule of events for the year, bearing in mind the holiday periods. If this is done it might lead to an increase in attendees.

MS suggested we should also consider having a 'free event' and not ask for money
AC asked the question, how do we find out what the residents want in the village?
Also what will the residents like?

GC stated he was keen for more villagers to be involved and would be looking at ways to encourage others to come forward with ideas. The initial meeting for the BCA in 2014 had a lot of attendees and suggestions came forward. We should revisit the records of this meeting and see what else could be done.

PC we need to share it on something like Facebook and other social media

GC we also need to cater for those residents who don't use social media sites

TH suggested if we had space, to place an article in the next bugle newsletter

PC mentioned that it was also essential when managing the booking of an event to secure cash deposits in advance, which may improve the actual attendance figures
MS stated that when they used a formal personal invitation ticket for last years summer event it was well attended by more residents than usual. It was deemed to be a successful way of attracting others

Action 10.07.17/5 – CB to check the records of initial meeting, and review suggestions made by residents.

Action 10.07.17/6 – MS to liaise with JT and produce an online form and conduct a poll on Facebook

Action 10.07.17/7 – JT to place a short article in the next Bugle newsletter due for publication this week

- a. Wine event – MS reported that she and RS have approached the OHH to be involved and a possible date would be set for September this year. This would be a ticketed event, details to follow 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 and favoured the Friday evening period.
- c. Proposed quiz night at the OHH – MS suggested this could be held in Oct/Nov this year and was looking at how this could be managed, i.e. hire the quiz master of seek a volunteer to formulate the bank of questions.
- d. Village B-B-Q on 19th August – MS will liaise with the Church events committee
- e. 4th July event – MS reported this was held at the play area on the 8th July and was a lovely afternoon/evening. The children enjoyed a series of games managed by JB and we raised a total of £150 towards the play area project. This money is a donation and subject to gift aid

9. Report on Activities

- a. Community Speed Watch – JB reported she had attended a CSW team leaders event at Police HQ last Thursday (6th July). Wiltshire Police had a new team for CSW, led by a Superintendent. The Police indicated they were keen to send

out Special Constables and assist with CSW activities. The Police also have a new Police vehicle for use with CSW. JB stated we still share the equipment with a team from Chippenham and a team from Luckington. JB also indicated the CSW team were currently 5 residents and we could do with additional volunteers to be trained by the Police

TH stated he had recently seen the Police speed camera van in Tormarton and asked what was the possibility of having this in our village? JB stated Tormarton village was covered by a different Police force and the policy for Wiltshire police is if the area has persistent high numbers of speeders then they will act. Burton doesn't seem to fit that criterion.

PC had seen other villages using stickers attached to wheelie bins as a visual reminder to motorists and asked if we could obtain some. JB indicated we might have to pay for them.

Action 10.07.17/8 – JB to research the possibility of obtaining appropriate stickers and report back to next meeting

- b. 100 Lottery Club – CB reported the annual lottery licence had been renewed with Wiltshire Council at a cost of £20. Membership for the next 12 months was currently 52 residents; this includes some who have signed up for 6 months only, a slight decrease on last year of 54. The suggestion to use a bank standing order was taken up by 4 residents (x3 monthly payments of £5, and one resident an annual s/o for £60

- c. Schedule next 'tidy up' day – TH indicated the next available date for him was the 16th Sept, and would confirm this soon

TH confirmed there was a rota for volunteers to look after the planters on the eastern side of the village. It was apparent the rota was not working as effectively as we hoped. A general discussion took place about this and TH asked for the rota to be resent to volunteers.

JT also suggested we could set up a Google calendar as an additional reminder.

TH also confirmed he would soon be looking to replace/replant new flowers in the planters.

Action 10.07.17/9 – CB to resend the rota by email

Action 10.07.17/10 – JT to look into the use of a Google calendar

10. Any other business:

BCA equipment

CB reported that a donation of £140 had been made to purchase a replacement lawnmower for BCA use. CB asked the trustees to approve the acquisition of the equipment

GC proposed the payment

JB seconded the proposal

All trustee members present voted in favour

AC reported a donation for new petrol driven strimmer for joint BCA/Church use had been made and asked for approval to purchase one for £85.50p

GC proposed the payment

TH seconded the proposal

All members present approved the purchase

Action 10.07.17/11 – CB to arrange purchase of equipment via JT

Gift Aid and donations

A general discussion took place regarding 'gift aid' and how to go about claiming this. JT stated that once he had registered the BCA with HMRC then we could begin reclaiming from donations made. As part of this process all donors will have needed to register for gift aid and be current income tax payees. We will need to have a process of obtaining signed gift aid donations from our donors

Action 10.07.17/12 – JT to establish a process for dealing with gift aid donations

Fundraising cookbook

JB reported seeing the production of a cookbook that had been produced by families/children and was sold for £2.50p. JB suggested it could be a good idea to have a similar book based on favourite recipes that came from our villagers/residents.

GC added this would be a good way to get others involved

MS added that she had a book-binding machine that could be used in the production. All present agreed this would be a nice idea

Action 10.07.17/13 – JB to discuss with MS & RS options and bring to next meeting

Community Infrastructure Levy (CIL)

The BCA had been awarded £1k by Nettleton parish Council (NPC). AC confirmed he was no longer a Parish Councillor but was aware that when he left NPC there was a possibility of applying for a further £1k.

Action 10.07.17/14 – GC to engage with NPC about possibility of further funding from CIL

Meeting closed – 9.15pm

Next General Committee meeting – Monday 7th August 2017