

Burton Community Association General Committee Meeting 13th November 2017 (7.30pm) at The Old House @ Home

Present

Grant Cambridge (Chair)(GC), Missy Sell (MS), James Towers (Treasurer)(JT), Steve Symons (SS), & Chris Bennett (Secretary)(CB)

1. Apologies for absence: Judith Bird, Victoria Hitchens, Glynis Morris, Rachel Scott & Trystan Hitchens
2. Notes of previous meeting on 11th September 2017 – Approved
3. Actions

Action			
06.02.17/8	JT	Coordinate information from committee and update Burton village 'welcome pack'	On-going
13.03.17/2	JT	Contact HSBC & HMRC with details of our charity registration	On-going
10.07.17/1	GC	Contact play area committee members and arrange meeting	Completed
10.07.17/2	GM	Contact Green Square Housing to seek views on funding assistance	Withdrawn
10.07.17/6	MS	Liaise with JT and produce an online form and conduct a poll via Facebook regarding suggestions for events/activities	Withdrawn
10.07.17/10	JT	Research use of Google calendar to assist with reminders for planters maintenance	On-going
10.07.17/12	JT	Establish a process for dealing with 'gift aid' donations	On-going
10.07.17/13	JB	Liaise with MS & RS regarding suggestions for a 'residents cookbook'	On-going
10.07.17/14	GC	To engage with NPC regarding the possibility of a further donation for play equipment from CIL	Withdrawn
11.09.17/1	CB	Liaise with JT and ensure the Facebook details for BCA are a standing item for each edition of the Bugle	Completed
11.09.17/2	CB	Produce a BCA advertisement including website/Facebook/contact details on noticeboards in Burton. Also seek permission to place on Nettleton noticeboards	On-going
11.09.17/3	SS	Make enquiries with both Yatton Keynell and Acton Turville schools to ask if BCA could place notice on their noticeboards	On-going

11.09.17/4	GC	Produce an article for the December issue of the Bugle identifying BCA accomplishments to date	On-going
11.09.17/5	GC	Discuss with play Area committee possibility of having plaques at play area in recognition of specific donors/sponsors, etc. Seek approval from BCA Trustees	On-going
11.09.17/6	JT	Linked with Action 10.07.17/10 – Produce a step by step guide to access and use the Google calendar	On-going
11.09.17/7	MS	Liaise with Church events committee and OHH Management to produce a provisional calendar for village events 2017-18	Completed
11.09.17/8	MS	Produce personal invitations for residents to attend the Christmas Party	On-going
11.09.17/9	JB	Liaise with GC and make enquiries with CSW and arrange training for GC	On-going
11.09.17/10	CB	Liaise with NPC regarding the damage done to grass verge on C161, seek views on how to prevent future issues	Completed

Updates

Action 06.02.17/8 – JT reported this remained an on-going item and hoped to get this completed soon.

Action 13.03.17/2 – JT reported there had been a continued number of problems with documentation from HMRC preventing our registration as a charity and therefore our ability to claim 'gift aid' on donations. CB asked to confirm the number of back dated years we could apply for 'gift aid'. JT confirmed this was four years.

Action 13.11.17/1 – CB to prepare a 'Gift Aid' document

Action 10.07.17/1 – GC reported members of the play area committee met and a further email was sent on the 11th Oct 2017 regarding the updated quotation for play area project. The committee approved the quotation and an order placed with Playforce.

Action 10.07.17/2 – CB reported that he had not received an update from GM. In view of the play area funding being achieved it was suggested this Action be withdrawn.

Action 10.07.17/6 – MS reported she still had to figure out which app to use. A general discussion then took place amongst the members and it was proposed we use the Bugle newsletter as the primary means of communication as it reached all residents and not just those who are connected to Internet and use social media. GC asked that this action be withdrawn.

Action 10.07.17/10 – JT reported he had created the 'Google' calendar, although not all members had achieved access. CB commented that he had been unable to see the

calendar although had access to the shared 'Google' drive and the documents held. CB asked this be linked to Action 11.09.17/6 and create a guide for members to assist with gaining access to calendar.

Action 10.07.17/12 – See Action 13.11.17/1 above

Action 10.07.17/13 – CB reported on behalf of JB that this was an on-going Action

Action 10.07.17/14 – GC reported that he had not contacted the Nettleton Parish Council as the funding for play area had been met. The additional CIL fund was now not appropriate to claim and asked this Action be withdrawn.

Action 11.09.17/1 – CB reported that the Facebook link has been included in the latest edition of the Bugle newsletter and would remain as a standing article/advert

Action 11.09.17/2 – CB reported he had produced two notices and circulated these around the group. It was felt the more simple form was favoured although a little more detail should be included to indicate the general /mission statement/ethos/work of the BCA.

Action 13.11.17/2 – GC to include an opening paragraph on the notice and circulate to members for comments.

Action 11.09.17/3 – SS reported still on-going

Action 11.09.17/4 – GC reported this needed more work. In view of comments from Al Caie there were some errors in the last edition of the bugle newsletter regarding the history of the play area evolving. It was agreed this should appear again as a more factual article.

Action 13.11.17/3 – CB to liaise with Al Caie and obtain a more definitive account for the article for inclusion in the December edition

Action 11.09.17/5 – GC reported he had completed the general notice for the play area and submitted this to Playforce. GC stated he intended to produce a plaque listing the donors and this was on-going.

Action 11.09.17/6 – See Action 10.07.17/10 above

Action 11.09.17/7 – MS reported this had been completed and dates agreed.

Action 11.09.17/8 – MS reported she had still to speak with Rachel Scott to agree wording and design. MS indicated this would be done later this week. SS agreed to distribute these invitations around the village over the weekend.

Action 13.11.17/4 – MS to coordinate names/payment for Christmas party

Action 11.09.17/9 – CB reported in the absence of JB. The next training session was scheduled for 25th Nov and Andy King was on the list. GC was still interested in becoming trained although the 25th was not suitable. CB indicated it was unlikely that JB would be able to conduct CSW sessions in the near future due to ill health.

Action 13.11.17/5 – CB to speak with JB regarding CSW future activity

Action 11.09.17/10 – CB reported that he had spoken to Cllr Beare and sent an email regarding the damage caused to the grassed area near Toll Down Way. Advice was sought to seek a long-term solution to prevent other similar damage being caused in the future. We await a response.

4. Treasurer's report – JT reported that the current balance for end of October is £1,761.69p
Play Area - £394.40p and 100 Club - £980.71p
5. Health & Safety – GC asked if there were any identified issues? CB reported that once the play area is open we should have a risk assessment in place. GC said he would contact local play area groups and seek advice on this.
Action 13.11.17/6 – GC to produce a risk assessment for play area activities.

6. BCA Corporate matters

- a. Note details of last trustees meeting on 2nd Oct 2017 – GC reported the main point to note was the approval to spend £25k on the play area.

7. Play Area

- a. GC informed the members the play area equipment was due to be delivered on Wednesday 15th Nov. Installation was then due to start on the Monday 20th Nov. and expected to take about one week to complete. GC also stated the official opening ceremony would take place early in the New Year (date to be fixed), and any publicity would require compliance from the donors/sponsors.

CB suggested the play area should be officially closed during the construction/installation work. All members present agreed.

CB reported that he had spoken with Sheena Payne who would like to make a donation towards a bench/table for the play area. Members were very pleased to accept this generous offer and enquired if she and Mike would like to be named as sponsors. CB will make contact to confirm this.

CB also reported that he had made enquiries with our current insurance company (Zurich) to obtain a quote for increased premium to cover play area equipment loss/damage. The quote so far was just over £700, which seemed excessive. CB was in the process of trying other companies although not many would cover equipment left out in the open. CB was also trying to speak with surrounding play area groups and ascertain who they have been insured by and how much.

Action 13.11.17/7 – CB to obtain insurance quotes for play area

JT mentioned Marje Caie had suggested planting bulbs on the area outside of the fenced area, i.e. on the slope. This would need to be done now. A general discussion took place and agreed a very good idea although the ground proposed is very barren and at the moment not really suitable for planting, more work would need to be done. Future landscaping of the area was perhaps the next phase of work once equipment installed.

8. Events

- a. Halloween & 'Trick or Treat' – MS reported the Halloween party went very well and children especially enjoyed the event. The total monies in was £217 and after we have paid all receipts we should have approx. £100 for the BCA funds. The 'Trick or Treat' evening also went well and we plan to continue this for next year.
- b. Christmas Party – MS suggested this had been covered under the above action updates.
- c. Children's Christmas party – CB reported he had been asked by JB if the party was still going ahead and proposed the 17th December. Last meeting it was suggested parents would purchase presents for own children up to a set amount and the children would receive present from Santa. MS stated she would liaise with JB.

Action 13.11.17/8 – MS to speak with JB regarding the above.

9. Report on Activities

- a. Community Speed Watch – CB reported on behalf of JB, we had not done any CSW since JB had been hospitalised. CB agreed to speak with JB

10. Any other business

- a. Liaison with NPC regarding the use of Parish Steward – CB reported that he had communicated with Cllr Beare regarding use of the Parish Steward and we had managed include a number of tasks/areas around the village which could involve this person. Cllr Beare had produced a list of tasks agreed and this was circulated around the members. It should be noted the Parish Steward is tasked by the NPC only.
- b. Resignation of Glynis Morris from BCA Committees – CB reported that he had been in contact with Glynis who informed CB that she wished to step down as a committee member of the BCA with immediate effect, although would remain as a Trustee.
- c. Changes at the Old House at Home – CB proposed we thank the management of the OHH pub for the changes they have made to accommodate the wishes

of village locals and in particular the reconfiguration of the interior to meet those needs. This was a very welcome addition and all present agreed.

Meeting closed – 8.50pm

Next meeting - General Committee – Monday 8th January 2018 (immediately following the Trustees meeting)