

Burton Community Association Trustees Meeting 2nd Oct 2017 (7.30pm) at The Old House @ Home

Present

Grant Cambridge (Chair)(GC), Glynis Morris (GM), James Towers (Treasurer)(JT), Judith Bird (JB), Steve Symons (SS), Al Caie (AC) and Chris Bennett (Secretary)(CB)

1. Apologies for absence: Trystan & Victoria Hitchens and Rachel Scott

GC opened the meeting by explaining the purpose of the trustee meetings are to deal with strategic points and issues of the BCA business and any day to day activities and decisions are delegated to our individual committees in accordance with the published 'Terms of Reference'.

2. Notes of previous meeting on 10th July 2017 – CB explained the notes of the first trustees meeting were incorporated into the same meeting notes of the General Committee held on the same evening. The only trustee matters were the election of our Chair, the agreement for dates of quarterly trustee meetings, an update on grant funding and the renewal of our Insurance policy.

Approval proposed by SS and seconded by GM – Minutes approved

3. Actions

Action			
None			

Action Updates

Action – None outstanding

4. Treasurer's report – JT reported

- Current balance is £4,353.09p
- Current balance of play area fund is £2,005.71p
- Total (incl. grants/donations) for play area is £28,867.75p

5. Health & Safety – CB reported the generic risk assessments for current BCA activities had been seen and signed by those members involved. Future activities will be re-assessed and reviewed accordingly, and any changes will be notified.

6. Update from:

- a. General Committee – CB reported that during the July meeting a discussion had taken place regarding the use of ‘wheelie bin’ stickers indicating speed limits as part of the community speed watch campaign. JB had researched a supplier which provided suitable high quality stickers at a cost of approx. £90 - £100 for 100 stickers. It was proposed the stickers be initially offered to residents on the main B4039 road through the village. If they were given 2 per household then they would be visible on one day each week, in accordance with current collection arrangements of general household and recycled material rotation. CB stated the general committee were proposing to ask the trustees for funds once the play area equipment had been obtained and cash was still available in general funds. GC stated he considered this was a very worthwhile initiative and funds were currently available.

Proposal to:

Purchase of 100 stickers (max £100)
Proposed by GC
Seconded by AC
All present voted in favour

Action 02.10.17/1 – JB to inform General Committee members and arrange purchase of the ‘wheelie bin’ stickers

- b. Play Area Committee – GC reported that an onsite meeting had taken place with James Chalk an outdoor grounds consultant with Playforce on Monday 25th Sept. This was required to obtain a current quote (previous quote now 18 months old) and to ensure the site now gated & fenced, was still of a suitable size. The plan was similar to the one that had already been approved by the play area committee. Playforce have produced a revised plan with some minor changes, which will require approval of play area committee. GC stated the current quote for all supply and construction of equipment was **£22,680** incl. VAT. There was an additional fee of **£630** incl. VAT for the inspection package which included a days training for a BCA member. GC stated funding for the project had been obtained as follows:

Community Landfill	- £10,000
Sect 106	- £10,137
Jack Lane Trust	- £750
Chippenham Area Board	- £5,000
NPC CIL	- £1,000
White Horse Housing	- £500
Cotswold Homes	- £495 for donated bench

Total - £27,882

GC stated this would leave in the region of £4,700 to cover the £650 Inspection package, £500 set aside for additional insurance premium costs, £500 for a commemorative bench in memory of Sally Belcher, and allowing £1,000 for work to be carried out at the entrance slope area. Any remaining money would be held in a contingency fund for future expenditure for the site. GC explained the guarantee for equipment was 5 years for parts of the swing mechanism and 15 years for all other items supplied. GC stated he would consider a contingency of £4k in the future would be appropriate to cover costs of maintenance, replacement, inspections and insurance.

GC then produced a copy of the plans and explained the specification of equipment materials on the plan (copies were distributed for viewing by members)

AC commented the picnic tables on the plan had not been passed through the play area committee and were they to replace the commemorative benches already agreed. GC confirmed the commemorative benches were still to be included and the actual sighting was yet to be agreed around the perimeter of the site plan. The picnic tables were an additional item suggested as a useful addition.

CB suggested it would be a good idea to have an electronic copy of the current plan to circulate to members.

Action 02.10.17/2 – GC to obtain an electronic copy of revised play area plans

GC stated the next step was to arrange a meeting with the play area committee members to update them on latest plans and to approve them. Subject to any minor changes, GC asked the trustees to consider:

Proposal to:

Agree the purchase of play area equipment to value of £25,000
Proposed by SS
Seconded by JB
All present voted in favour

GC stated that Playforce company policy is that 50% of costs is paid upon ordering the equipment. Once the order had been placed there was an expected 5-6 weeks lead-time for production. It is then expected the work on site will take about 1 week.

CB had been tasked with contacting Wiltshire Council regarding the release of Sect 106 funding and Chippenham Area Board for release of grants funding.

Action 02.10.17/3 – CB to contact Wiltshire Council and Chippenham Area Board regarding the release of funding

- c. Events Committee – CB reported the events committee had met on the 7th Sept to discuss all future events, and more recently on the 28th Sept to discuss the Halloween party. CB reported the Halloween party would be held under similar arrangements to last year and there was not expected to be any cost implications for the BCA. Tickets would be sold and donations made for some food products. There might be a very small profit.

CB also mentioned the village Christmas party had been agreed to be held at The Old House at Home on Friday 8th December. Personal invitations would be sent out to residents requesting payment in advance. CB suggested the cash would be collected by BCA committee members and paid into BCA bank account. The final amount would then be paid from BCA account to the pub. There are no cost implications for the BCA.

JB also suggested that a spreadsheet be produced for each event to account for cash involved for purchases and payments together with any receipts.

Action 02.10.17/4 – JB to discuss this with Events committee members

7. Any other business – Lease of play area land

AC stated the current lease for the play area land was in the name of three trustees, i.e. AC, GC and Pip Gilbert. The benefit of now becoming a Charitable Incorporated Organisation (CIO) is that a CIO can hold the lease of land in its own right. AC stated he had approached the landowners in Feb/March about this but had no replies to his communications. AC believes the cost in making changes to the lease would be about £150

GC agreed this was a sensible suggestion and we should continue to pursue this and contact the solicitors used by the landowners.

Action 02.10.17/5 – CB to contact landowners solicitors and arrange for name change on play area lease

Meeting closed – 8.15pm

Next meeting - Trustees Committee – Monday 8th January 2018