

Burton Community Association General Committee Meeting 8th January 2018 (7.30pm) at The Old House @ Home

Present

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

1. Apologies for absence: Judith Bird, Victoria Hitchens & Trystan Hitchens
2. Notes of previous meeting on 13th November 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	Completed
10.07.17/10	JT	Research use of Google calendar to assist with reminders for planters maintenance	Completed
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
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	Completed
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11.09.17/4	GC	Produce an article for the December issue of the Bugle identifying BCA accomplishments to date	Withdrawn
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	Completed
11.09.17/8	MS	Produce personal invitations for residents to attend the Christmas Party	Completed
11.09.17/9	JB	Liaise with GC and make enquiries with CSW	On-going

		and arrange training for GC	
13.11.17/1	CB	Produce a 'gift aid' document	Completed
13.11.17/2	GC	Compose an opening paragraph for inclusion on the BCA marketing notice	On-going
13.11.17/3	CB	Liaise with AC to obtain a revised account of play area background history for inclusion in next edition of Bugle newsletter	Completed
13.11.17/4	MS	To coordinate names/payment for village Christmas party event	Completed
13.11.17/5	CB	To speak with JB regarding future CSW activity following illness of JB	Completed
13.11.17/6	GC	Produce a risk assessment for play area activities once opened	On-going
13.11.17/7	CB	Obtain Insurance quotes to cover play area equipment and additional risks	Completed
13.11.17/8	MS	To liaise with JB regarding proposal to host a children's Christmas party on the 17 th Dec	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 this had been completed

Action 10.07.17/10 – JT reported he had created the 'Google' calendar, and it was now available for members who wish to use it.

Action 10.07.17/12 – Linked to Action 13.11.17/1. JT confirmed the registration with HMRC is still on-going. CB reported the gift aid declaration form had been obtained and he would be contacting donors very shortly to sign them.

Action 10.07.17/13 – CB reported on behalf of JB that this was an on-going Action and she would report on progress once she had recovered from her recent illness.

Action 11.09.17/2 – Linked to Action 13.11.17/2. CB reported he had produced two notices and circulated these around the group. This was now awaiting a final paragraph from GC before production.

Action 11.09.17/3 – Linked to Action 11.09.17/2 - SS reported he would contact the schools once the poster/flyer had been produced.

Action 11.09.17/4 – GC in view of the time delay this would be covered in the Annual Report due end of April 2018

Action 11.09.17/5 – 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 completed

Action 11.09.17/8 – MS reported this had been completed

Action 11.09.17/9 – GC reported in the absence of JB. GC still wished to become a member of the CSW team and would try and attend a scheduled Police training event.
Action 13.11.17/1 – Linked to Action 10.7.17/12 above. Action completed

Action 13.11.17/2 – Linked to Action 11.09.17/3 above. GC reported this was still outstanding.

Action 13.11.17/3 – CB reported the revised article had been received from Al Caie and was due to be published in the next Bugle newsletter as an amendment. Action completed.

Action 13.11.17/4 – MS reported this had been done and the event had taken place.

Action 13.11.17/5 – CB reported he had spoken with JB regarding participation in CSW. JB had also been recently hospitalised with further health problems and was unlikely to take part during the cold weather period. JB would still wish to be involved with CSW activity maybe in the administration role to begin with until warmer weather. Action completed

Action 13.11.17/6 – GC reported he was still to complete the risk assessment.

Action 13.11.17/7 – CB reported he had obtained an insurance quote through Access Insurance Brokers to cover existing public liability and additionally cover for all risks on contents of play area for £340. This had been approved by trustees and payment made. The Insurance policy is covered by Royal Sun Alliance. Action completed.

Action 13.11.17/8 – MS reported the Children's Christmas party had taken place and was deemed to be very successful.

4. Treasurer's report – As per Trustees meeting held early this evening

- Current balance is £9,381.08p
- Current balance of play area fund is £4,296.03p
- 100 Club balance of £1,010, although prize money for the remaining 5 months will need to be retained in the account
- Defib account to hold a reserve of £250 (transfer to be arranged by JT)

5. Health & Safety – GC asked if there were any identified issues apart from the need to complete a risk assessment for use of the play area. No additional items reported.

6. BCA Corporate matters – GC wished to note the resignation of Glynis Morris as a BCA committee member, although GM has remained a trustee. GC wished on behalf of the BCA to thank Glynis for her contribution to the committee and the residents of Burton.

7. Play Area

GC reported that in view of the recent incidents of ‘antisocial’ behaviour by a few youths we should consider placing signs to indicate the area is designated as, no smoking, no alcohol and no excessive noise. GC also reported the official opening ceremony for the play area was likely to be in March 2018 and a date was yet to be fixed.

Action 08.01.18/1 – GC to arrange opening day for the play area.

Action 08.01.18/2 – GC to produce a draft for new sign to indicate above.

8. Events

- a. Update on Christmas Party 8th Dec 2017 – MS reported it was very well attended and would plan changes for this years event with the OHH.
- b. Children’s Christmas party – CB reported the event took place and about 12 children attended. GC wished to thank JB for her hard work in preparing for this and hosting it. CB reported an article on this was contained in the next edition of the Bugle newsletter, due out this week.
- c. Future events – MS reported the next events were likely to be Wine tasting and a quiz night, details had been given to JT for inclusion in next edition of Bugle newsletter.

9. Report on Activities

- a. Community Speed Watch – CB reported on behalf of JB, very little CSW activity has taken place due to poor weather and Christmas holidays. CB had spoken with JB who would arrange for collection of CSW equipment soon.
- b. Lottery club – CB reported the current membership, which was renewed from December 2017 for the next 6 months, has reduced to 49. This was mainly due to some residents leaving the village.

10. Any other business

- a. Defibrillator training and refresher – CB reported the last refresher training was delivered in January 2017 and we should consider arranging an annual refresher sometime in February for those residents who wished to take part. Also a number of trained residents had left the village and we should also consider looking to recruit more volunteers. MS agreed this should be a priority

bearing in mind recent use of the device.

Action 08.01.18/3 – CB to liaise with MS and arrange further defibrillator training.

- b. Toll Down Road verge bollards and road name. – CB reported resident Graham Coates from Toll Down Way had contacted him regarding the naming of the road at the bottom of Toll Down Way. There had been several references to it inaccurately by a number of persons/organisations and he wished to preserve the historical importance of the name. CB had agreed to record this on his behalf as a community issue on the Wiltshire Council website. Further enquiries will be continued into this.

CB also reported on more recent incidents of damage to the grass verge near Toll Down Way, similar incidents had been previously reported. CB had been asked to submit a report to Nettleton Parish Council (NPC), which was an agenda item on the 12th December. NPC have decided they would not support the erection of wooden verge posts as this may set a precedent for other submissions and there were some insurance liabilities. NPC did however agree to be supportive and not object to the posts should BCA pursue this directly with Wiltshire Council. CB has now contacted Paul Bollen of Wilts Council Highways who has agreed to meet in Burton sometime early this year (date yet to be fixed) and discuss options.

Meeting closed – 9.05pm

Next meeting - General Committee – Monday 26th February 2018