



Burton
Wiltshire

Burton Community Association

Charitable Incorporated Organisation

Registered Charity Number 1171730





Annual Report 2017-2018

BURTON COMMUNITY ASSOCIATION ANNUAL REPORT 2017-2018

1. The journey: From Community Association to registered Charity

The Burton Community Association (BCA) was formed in March 2014 and recognised by HMRC as a charity in July of that same year; although its revenue at the time was below the threshold for mandatory registration with the Charity Commission.

As revenues grew and exceeded the threshold, it was formally agreed by the BCA that registration as a Charitable Incorporated Organisation (CIO) should be pursued. In order to register, it was necessary that:

- a) A new constitution was drawn up, which had revised objectives that would satisfy the formal legal requirements of the Charities Act, and
- b) The BCA registered the first trustees of the CIO (**see Appendix A.1**)

These 2 requirements were fulfilled and on 22 February 2017, the Charity Commission issued official correspondence noting they were satisfied that the BCA meet the conditions to become a charity and that it had now been entered onto the Register of Charities with the Registered Charity Number 1171730.

The BCA began operating to the new constitution and objectives immediately following the 2017 Annual General Meeting (AGM).

2. A restatement: The objectives of the BCA as a CIO

The BCA defined three clear objectives to pursue:

1. To promote the benefit of the inhabitants of the area without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together said inhabitants and such statutory authorities, voluntary and other organisations as appropriate in a common effort to provide facilities in the interests of health and social welfare, for recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants;

In furtherance of these objectives, but not otherwise, the trustees shall have the power:

- **To establish or secure the establishment of a play area and to maintain or manage or cooperate with any statutory authority in the maintenance and management of such a play area promoted by the charity in furtherance of the above objects.**
2. **To promote good citizenship and greater public participation and solution of crime** so that effective liaison between the Police and the Public can be achieved in order to promote the efficiency of the Police within the area of benefit.
3. **To preserve and protect health and to relieve sickness** by contributing to a reduction in the likelihood of premature and unnecessary sudden death resulting from heart attack and other life-threatening situations in particular but not exclusively by **increasing the number of people trained in cardio-pulmonary resuscitation (CPR) and to use an automated external defibrillator (AED) and by providing and maintaining a public access defibrillator**

The area of benefit shall be Burton in Wiltshire and its neighbourhood.

3. Brief overview: The trustees and their responsibilities

Appointments

Following the 2017 AGM and the first registered trustees, formal appointments were then voted on, which substantiated the registered trustees for the current 2017-2018 period, up until the date of this 2018 AGM (**see Appendix A.2**). To be viable as a CIO, we must have a minimum of 3 trustees. I thought it would be of benefit to formally recap the responsibilities as laid down within Charity Commission documentation and capture this for future trustees:

Chair and Treasurer Trustee roles

Some trustees have special roles, such as the chair and the treasurer. They are known as officers. The BCA officers don't have any extra powers or legal duties than the other trustees, but may carry out specific roles or have specific responsibilities delegated to them. However, all trustees remain jointly responsible for the charity - for example, all trustees share responsibility for the finances (not just the treasurer).

Committees

The trustees have delegated certain tasks/responsibilities to a number of committees which work to specific 'terms of reference' as defined by the trustees. Those committees are resourced from a number of identified trustees and members of our community working together. Current committees formed are; general committee, events committee and play area committee. Please get involved, we have a great extended team and it only needs to be an hour of your time here and there!

Duties

The Charity Commission notes that being a trustee means making decisions that will impact on people's lives. Depending on what the charity does, they will be making a difference to their local community or to society as a whole. Therefore, in general terms it is the trustees' duty to:

- a) Have overall control of a charity and be responsible for making sure it's doing what it was set up to do
- b) Operate their charity for the public benefit

There are 6 main duties for every trustee to fulfill and these are listed in **Appendix B**.

Making Decisions

Charity trustees make decisions about their charity together, working as a team. Decisions don't usually need to be unanimous as long as the majority of trustees agree.

When we and our co-trustees make decisions about our charity, we must:

- a) act within our powers
- b) act in good faith, and only in the interests of our charity
- c) make sure we are sufficiently informed, taking any advice we need
- d) take account of all relevant factors we are aware of
- e) ignore any irrelevant factors
- f) deal with conflicts of interest and loyalty
- g) make decisions that are within the range of decisions that a reasonable trustee body could make in the circumstances

We should record how we made more significant decisions in case we need to review or explain them in the future.

Personal liability

It's extremely rare, but not impossible, for charity trustees to be held personally liable:

- a) to their charity, if they cause a financial loss by acting improperly
- b) to a third party that has a legal claim against the charity which the charity can't meet

Understanding potential liabilities will help trustees to protect themselves and our charity by taking action to reduce the risk. This includes complying with your duties.

4. Annual Report for ongoing activities

4.1 Play Area (BCA CIO objective 1)

The Play Area is sited on land by the Nettleton Road kindly leased to us by Paul and Karen Lysley of Castle Combe at a peppercorn rent.

As of the 2017 AGM, Playforce of Melksham had been appointed as the preferred contractor for the play equipment. We were well over half way on fund raising, with about £12,000 still to find; and in March 2017, a team of volunteers had put up the play area fencing and gates.

For the 2018 AGM, the BCA is pleased to report that we have raised the remaining funds, instructed Playforce to begin construction and subsequently the play area passed its final inspection and was signed off as fit for use on the 21st of December 2017. A confirmatory e-mail from the BCA secretary went out at 2pm that day and within the hour several families were already putting the area and apparatus to good use!

The BCA has also obtained suitable Insurance cover for our activities, particularly now we have the play area (and defibrillator – more on that later in the report). This comes at an annual cost, currently £340.00, which will require continuous funding.

The play area project has been a huge undertaking spanning several years; strongly supported by many members of the community and more recently, with a dedicated sub-committee who have helped pull the development together.

We are enormously indebted to our many sponsors (both financially and in providing services, equipment and manpower working on the site) - individuals from the village, local firms, public and private organisations and national bodies. Thanks will be given more specifically and formally during the forthcoming official opening ceremony.

Access to the Play Area is via two pedestrian gates and we encourage where possible more use of the one accessed via the pathway alongside 3 The Meads. This will be a safer route to avoid walking along the narrow and sometimes busy Nettleton Road.

There are still some finishing touches being undertaken - more matting is being laid to maintain safer passage, the pieces for the gaming bench will be available once a suitable storage box has been built and we have 2 beautiful oak benches to install; one generously provided by Cotswold Homes and the other purchased in the memory of Sallie Belcher, who was a founder member of the BCA and Champion of the Play Area.

A formal opening event will take place in the next month or two once we can gather all the sponsors and involved parties; until then, as declared on the opening day e-mail – 'Get out there and enjoy it!'

4.2 Public participation and solution of crime; speed watch / neighbourhood watch (BCA CIO objective 2)

As in previous years, traffic speeds on the B4039 continue to be a major concern in the village. To address this, BCA operate a Community Speed Watch Scheme, where trained volunteers use a speed gun at sites approved by the police.

In 2017-2018 there have been 63 sessions, with a total of 411 cars being reported as over the 35mph threshold. Drivers exceeding the threshold receive a warning letter from the police. They also receive a police visit either on the third occurrence, or if the driver has exceeded 44mph.

There is clear evidence of a substantial reduction in the percentage of drivers speeding during a CSW session. One can only speculate to the extent of the benefit at other times. Nevertheless, speed watch observers do feel there has been a significant overall improvement since the scheme started.

The scheme currently has 5 active volunteers, but we could do with more, particularly if you are available on a weekday. Please contact Judith Bird on 01454 218686 or nnebsrnm@gmail.com

This year, the BCA has also endorsed a wheelie-bin sticker initiative – ‘It’s 30 for a reason’; which has a very visible presence along the main roads to remind drivers of the speed restriction through the village. Should you require replacement stickers, or indeed would like to join us in this visible scheme, then please contact Chris Bennett on 01454 218354 or email chriswatkinbennett@supanet.com

Additionally the BCA also supports the Police Action Fraud and Neighbourhood Watch Schemes by circulating (normally by email) details of incidents which may impact upon our residents.

4.3 Preserve and protect health and to relieve sickness; CPR training and the AED (BCA CIO objective 3)

In 2015-2016 The Burton Community Association managed a successful project to provide a Public Access Defibrillator (PAD) - an electrical device which tries to return the heart to its normal rhythm after a cardiac arrest) for the village. The PAD is fitted to the outside wall of The Old House @ Home, with the kind and generous permission of the Warburton family, owners of the pub.

The initial project was partly funded by a British Heart Foundation grant with the balance coming from the lottery 100 club subscriptions and donations by residents. Initial training to perform CPR and to use the defibrillator was provided to 35 volunteer residents of the village who can be called upon to help anyone requiring lifesaving assistance.

The defibrillator is also registered with The South West Ambulance Service Trust (SWAST) as part of a network around the region to ensure the device is made available to any member of the public, should the need arise. Part of our registration procedure is to ensure we, the BCA, check the device once a month and keep SWAST informed of its operational status.

Since the initial training was delivered a number of residents have moved away from the village and a further group of residents were trained to compensate for the reduced number. We currently have 32 residents trained. A list of volunteers trained in CPR and use of the defibrillator is held at the Old House at Home should a resident need assistance.

Although refresher training is not a mandatory requirement for our volunteers, a short refresher course was offered to our volunteers. In March 2018 a total of 7 residents completed the refresher which was well received and helped to raise confidence levels amongst the participants should the need arise to administer the first aid.

The BCA would welcome any other residents of our village to undergo the training, if you are interested or require further information then please contact Chris Bennett on 01454 218354 or email chriswatkinbennett@supanet.com

The PAD has some ongoing cost implications, such as eventual replacement of the battery and pads, therefore continued use of BCA funds and donations is essential to maintain provision of this facility for years to come.

This has been a very important aspect of the work of the BCA and fulfils one of our key objectives as a local charity and to support the lives and wellbeing of our community.

4.4 Village 100 Club lottery (generating finance to support all BCA CIO objectives)

The lottery club was formed in May 2015, with background to its formation mentioned in the Burton Community Association (BCA) annual report for 2015-2016.

Following the on-going success of the first and second years of the club it was agreed to continue promoting the lottery club as a village activity, and use this as the primary source for securing funding for village projects and activities, as defined by the BCA constitutional objectives and as registered with the Charity Commission.

As part of the lottery licensing process the BCA completed an annual return for the second year, which included details of the membership subscriptions and value of monthly prizes. The BCA made an application for a licence renewal through Wiltshire Council, which was granted on the 23rd May 2017. The licence is valid for a further 12 months whereupon prior to the expiry date a renewal application must be made for a further 12 months. The current membership renewal is due on the 14th May 2018 at a cost of £20.00.

In line with lottery club rules, the BCA again decided to split the subscription payments: 50% used for cash prizes and 50% to be used for community/association projects.

Details of the proposed continuation of the lottery club were circulated to all the residents of Burton, which resulted in a total of 50 residents remaining or becoming new members. This number is slightly less than last year's average of 54 residents. Members could again elect to subscribe for either 6 or 12 months, at a cost of £5.00 per month. At present the majority of members pay via online banking. However anyone wishing to pay subscription in person by cheque/cash will still be afforded this facility.

For this current year and hopefully in the future, the BCA looked at ways in which we can make collection of subscription money easier for both members and the lottery promoter. You may recall an article was placed in the Bugle (edition14) newsletter, which mentioned the proposal to offer lottery members an option to pay their subscriptions via a bank 'standing order'. Once set up then nothing more needs to be done, minimising any requirement for members to remember to pay their subscription. So far 5 members have elected to pay via this method.

For this (the third) year, the lottery club has collected membership fees of £2,960.00, of which £1,430.00 was paid out in prize monies, and £20.00 paid to cover the annual licence renewal. The remaining £1,510.00 made available for on-going community projects such as the play area and public access defibrillator. In comparison, last year (2016/17) the lottery club collected £3,460.00, of which £1,805.00 was available for funding village activities.

The monthly draw continues to take place during 'happy hour' on the last Friday of each month at the Old House @ Home public house. The monthly prize money is split into three on a sliding scale of

approximately 1st (50%), 2nd (30%), and 3rd (20%), which to simplify the payments is 'rounded up' to the nearest five pounds.

The lottery club remains a key part of providing regular funding for BCA activities and the committee is hopeful that residents will continue to subscribe to the lottery and ensure that funds remain available for on-going community projects and future maintenance of equipment such as a the defibrillator.

5. Annual Finance Report

The BCA has had another financially successful year, in which it has carried out a number of fund raising events and activities, and significantly, this has enabled the delivery of the play area project.

Overall the current balance was £5,241.08 as at 31 March 2018 (**See Appendix C.1**). The profit and loss account for the year is at **Appendix C.2**.

Income during the year was £38,625.63 of which £33,892.98 was from Play Area funding; £2,780.00 from 100 Club entries; £1,702.65 into General funds and £250.00 into defibrillator funds.

We incurred £35,273.31 of expenses as at 31 March 2018, of which £30,477.33 has been on the play area; £2,614.29 has been for 100 club winner payments, further club 100 payments are due for April and May from the present entries. £2,150.50 was spent from General funds and £61.19 on the defibrillator.

In 2018-2019 we look forward to raising and receiving further funds through fundraising activities. Also we shall be making Gift Aid claims spanning the 2015-2018 period.

6. An important topic going forward: General Data Protection Regulation (GDPR)

On the 25th May 2018 GDPR will become law and codifies the current Data Protection Act. This legislation requires organisations (including charities) that hold personal data to ensure they are compliant and correctly manage such information.

A principal function of The BCA is to ensure residents/members are kept informed of community issues and activities, normally achieved by post/email/phone call, or via the website. The BCA holds information that allows this to be achieved.

The current Secretary of the BCA has the responsibility to maintain the security of all personal data of the members, which is password protected on a stand-alone laptop computer. The personal data is only held for the purposes of the BCA (as shown below) and not disclosed to any third parties, without members' prior written consent:

- General Community membership records
- Details of Trustees and Committee members
- Lottery club membership
- Defibrillator list of volunteers

The secretary will be issuing individual forms to each member in order that we fulfil our important legal responsibilities as an organisation in handling the personal data we store – please sign these sheets to give consent either way – effective communication is the life-blood of the organisation!

Membership of the BCA remains automatically open to all residents of the village of Burton.

APPENDICES

APPENDIX A

REGISTERED TRUSTEES

Appendix A.1 BCA Charitable Incorporated Organisation Registered First Trustees (2016-2017)

Chris Bennett
Alistair Caie
Trystan Hitchens
Rachel Scott
James Towers

Judith Bird
Grant Cambridge
Victoria Hitchens
Steve Symons

Appendix A.2 BCA Charitable Incorporated Organisation Registered Trustees (2017-2018)

Grant Cambridge (Chair of Trustees)
Chris Bennett (Secretary)
James Towers (Treasurer)
Judith Bird
Glynis Morris

Rachel Scott
Steve Symons
Trystan Hitchens
Victoria Hitchens

APPENDIX B

TRUSTEES' 6 MAIN DUTIES

1. Ensure your charity is carrying out its purposes for the public benefit

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally.

2. Comply with your charity's governing document and the law

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

Registered charities must keep their details on the register up to date and ensure they send the right financial and other information to the commission in their annual return or annual update.

3. Act in your charity's best interests

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it's properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

4. Manage your charity's resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- not take inappropriate risks with the charity's assets or reputation

- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

5. Act with reasonable care and skill

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

6. Ensure your charity is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers

APPENDIX C**FINANCIAL REPORT 2017-2018****Appendix C.1 – Balance sheet as at 31 March 2018**

Burton Community Association - Balance sheet as at 31st March 2018			
		2017 / 2018	2016 / 2017
Fixed Assets			
	Gazebo	£150.00	£200.00
	Strimmer	£85.50	
Totals		£235.50	
Bank account			
	General funds	£121.80	£569.65
	Play Area	£4296.03	£850.38
	Defibrillator	£219.81	£31.00
	100 Club	£600.71	£435.00
	Burton in Bloom	£2.73	£2.73
Totals		£5241.08	£1888.76
Profit and loss			
	Balance at start of financial year	£1888.76	£0.00
	Net profit	£3352.32	£1888.76
Total cash assets		£5241.08	£1888.76
Net end of year assets		£5476.58	£1888.76

Appendix C.2 – Profit & Loss by account as at 31 March 2018

Burton Community Association - Profit & Loss by account 2017-2018					
Account	Balance on 01/04/2017	Money In	Money Out	+/-	Balance on 31/03/2018
General funds	£569.65	£1702.65	£2150.50	-£447.85	£121.80
Play Area	£850.38	£33892.98	£30447.33	£3445.65	£4296.03
Defibrillator	£31.00	£250.00	£61.19	£188.81	£219.81
100 Club	£435.00	£2780.00	£2614.29	£165.71	£600.71
Burton in Bloom	£2.73	£0.00	£0.00	£0.00	£2.73
Total	£1888.76	£38625.63	£35273.31	£3352.32	£5241.08