

## Burton Community Association General Committee Meeting 26<sup>th</sup> February 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), Judith Bird (JB), & Chris Bennett (Secretary)(CB)

Also present: Paula Coyle

1. Apologies for absence: Alistair Caie
2. Notes of previous meeting on 8<sup>th</sup> January 2018 – Approved, proposed by SS and seconded by JT
3. Actions

Action			
<b>06.02.17/8</b>	JT	Coordinate information from committee and update Burton village 'welcome pack'	<b>On-going</b>
<b>10.07.17/12</b>	JT	Establish a process for dealing with 'gift aid' donations	<b>On-going</b>
<b>10.07.17/13</b>	JB	Liaise with MS & RS regarding suggestions for a 'residents cookbook'	<b>On-going</b>
<b>11.09.17/3</b>	SS	Make enquiries with both Yatton Keynell and Acton Turville schools to ask if BCA could place notice on their noticeboards	<b>On-going</b>
<b>11.09.17/5</b>	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	<b>On-going</b>
<b>11.09.17/9</b>	JB	Liaise with GC and make enquiries with CSW and arrange training for GC	<b>On-going</b>
<b>13.11.17/2</b>	GC	Compose an opening paragraph for inclusion on the BCA marketing notice	<b>On-going</b>
<b>13.11.17/6</b>	GC	Produce a risk assessment for play area activities once opened	<b>On-going</b>
<b>08.01.18/1</b>	GC	To arrange the official 'opening day' for the play area	<b>On-going</b>
<b>08.01.18/2</b>	GC	Draft details of a new sign for play area to indicate no smoking, no alcohol and no excessive noise	<b>On-going</b>
<b>08.01.18/3</b>	CB	Liaise with MS and consider refresher training for defibrillator and train additional residents who volunteer	<b>On-going</b>

## Updates

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

Action 10.07.17/12 – Linked to Action 13.11.17/1. JT confirmed the registration with HMRC is still on-going. JT reminded everyone it was decided to postpone this application and wait for a more suitable time to contact our past treasurer Pip Gilbert and arrange handover of taxation processes. CB also reported the gift aid declaration form had been circulated to all residents who had made cash donations to the BCA and were now signed and filed for our records.

Action 10.07.17/13 – JB reported that this was an on-going Action and asked MS & RS to consider suitable dates for meeting to progress this.

Action 11.09.17/3 – SS reported he would contact the schools once the poster/flyer as per Action 13.11.17/2 had been produced.

Action 11.09.17/5 – GC stated he was now awaiting costings from two companies and would circulate to trustees for approval, before the AGM, this was still on going.

Action 11.09.17/9 – JB reported she now had the dates from the Police for training new members and would circulate this to GC via email soon.

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

Action 13.11.17/6 – GC reported he was still to complete the risk assessment. CB agreed to take on this Action and report back when completed.

Action 08.01.18/1 – GC reported this needed to be progressed soon and asked MS & RS for dates to meet and discuss requirements. Decided to meet at 7.30pm on Thursday 1<sup>st</sup> March 2018. Meeting would also look at proposed dates and check back with sponsors/donors availability, etc. GC confirmed he now had the contact list of donors to work from.

Action 08.01.18/2 – GC reported this was still outstanding.

Action 08.01.18/3 – CB asked this to be covered under Agenda item 9c below.

## 4. Treasurer's report – JT reported

- Current balance is £5,426.08p
- Current balance of play area fund is £4,296.07p
- 100 Club balance of £800
- Defib account balance of £219.81p
- General fund balance of £100

5. Health & Safety – CB reported there had been no further social events/activities since the last meeting. The play area currently has a weekly check and at present CB is maintaining records of visits and any remedial work done. CB mentioned there were no mandatory rules regarding frequency of checks and we could decide to change schedule to monthly. There is still however a need for an annual ROSPA inspection of the site, to be arranged for December 2018.

RS asked if there had been any further reports of anti-social behaviour at the play area, as she had seen the group of teenagers at the site and overheard them swearing when young children were playing. CB reported he was maintaining a record of any incidents and had not received any complaints recently. GC stated the Police Community Support Officers were aware and were undertaking patrols of the area. GC asked that any sightings or incidents should be forwarded to CB for collation. CB also reported this was also an Agenda item for Parish Council who were seeking a meeting with Police over this issue.

6. BCA Corporate matters –

a. Preparation for AGM – GC reported he would be seeking help from members for specific articles to be compiled during the next few weeks. A draft publication would be circulated to BCA trustees for approval prior to AGM on 23<sup>rd</sup> April.

7. Play Area – GC reported this item had been covered and more details would be available following meeting with MS & RS on 1<sup>st</sup> March. Following this other tasks would be assigned to members in support of the event. GC also mentioned there were still x2 commemorative benches to be installed and would seek to complete this once weather and ground conditions improve.

8. Events

- a. Future events – JB asked the members to consider another ‘ladies evening’ to be held soon at the OHH, probably after the Easter holiday break. JB also asked this be more widely circulated for all female residents. GC re-iterated all BCA events would be an open invitation to all residents accordingly.

MS reported the next events yet to be planned were likely to be:

- Wine tasting
- Pub quiz night
- Fourth of July party
- Halloween
- The next Christmas party at the OHH had been discussed

MS suggested the next events should be used to increase cash in our General

Fund and Defibrillator project.

CB mentioned he had been given details of a 'Treasure Hunt', which had been used about 20 years ago, the route and clues were still to be checked by CB for current accuracy, etc. This included both a vehicle and pedestrian activity. Members thought this was a good idea although we should consider having a more local activity around the village, which was more suitable for families.

## 9. Report on Activities

- a. Community Speed Watch – JB reported the team now shared the equipment with Luckington only and we rotated possession every 2 weeks for a 2-week period. This will increase our capacity to deploy equipment more frequently. Andy King from Hillside was now trained and had participated in a session of CSW. Another resident Nigel Wheeler from Nettleton Road had recently expressed an interest in joining the team. It is believed he was a previous member of a team in Gloucestershire.

**Action 26.02.18/1 – JB to liaise with Wiltshire Police regarding eligibility**

JB also mentioned the 'wheelie bin stickers' were in use along The Street and had a continuous visible reminder to drivers about the speed limit.

- b. Highways – naming of Toll Down Way – CB reported this had been escalated to Wiltshire Council and was also on the agenda for next NPC meeting on 8<sup>th</sup> March. Although this is not a BCA matter per se, it was raised by a resident seeking assistance with BCA to progress the matter. CB and the residents concerned would be attending this meeting.
- c. CPR & Defibrillator training - CB reported he had discussed with MS potential dates and was looking for either 18<sup>th</sup> and/or 25<sup>th</sup> March. CB has also spoken with Marje Caie to request use of church for training events and was agreed. CB also reported a very good response for the refresher course, which had about 8 persons volunteering, and we also had about 6 residents wanting to join the group.  
CB stated the defibrillator required a spare set of pads at a cost of approx. £60 and the next likely expense would be a battery replacement approx. cost of £130. BCA trustees have approved the expense.

**Action 26.02.18/2 – CB purchase a set of defib pads.**

**Action 26.02.18/3 – CB to circulate details of training dates**

## 10. Any other business

- a. Parish Councillor vacancy – CB reported a vacancy had become available on Nettleton Parish Council following resignation of a member. Closing date for nominations was 8<sup>th</sup> March and any potential nominee would require at least 10 residents to support them. CB suggested our residents may not know this, and recommended this be circulated via email.

**Action 26.02.18/4 – CB to circulate details to Burton residents**

- b. Bugle Newsletter – CB reminded members the next edition of the Bugle was due by the end of March. Articles to JT by mid March if possible. GC suggested the lead article would be the announcement of date for play area official opening ceremony. A discussion also took place within the group to suggest an article regarding the use of our defibrillator and associated cost may prove useful and informative to our residents.

**Meeting closed – 8.30pm**

**Next meeting - General Committee – Following the BCA AGM on 23<sup>rd</sup> April 2018**