

Burton Community Association Trustees Meeting 21st May 2018 (7.30pm) at The Old House @ Home

Present

Cynthia Walsh (CW), James Pearse (JP), James Towers (JT), Al Caie (AC), Judith Bird (JB), Paula Coyle (PC), & Chris Bennett (Acting Chair and note taker)(CB)

1. Apologies for absence: Grant Cambridge (GC) & Missy Sell (MS)

CB began the meeting by proposing a formal thank you to all the Trustees who served on the Board and other committees throughout 2017-18 for the work undertaken and achievements made during that time.

All persons present endorsed this comment.

2. Notes of previous meeting on 8th January 2018

Approval was proposed by AC and seconded by JT – Minutes approved

3. Actions

Action			
02.10.17/5	CB	Contact solicitors for play area landowners and discuss a process of changing name on lease from individuals to the BCA	On-going
08.01.18/1	CB	Contact 'gift aid' donors and complete documentation	Completed
08.01.18/2	AC	GM to liaise with AC regarding provision of a camera installation at the play area	On-going
08.01.18/3	CB	Contact Paul Lortal with details of trustees' decision made on street lighting proposal	Completed
08.01.18/4	GC	Produce the BCA Annual Report for 2017-18	Completed
08.01.18/5	JT	Produce the Charity Tax Return	On-going
08.01.18/6	CB	Produce the Charity Annual Return	On-going
08.01.18/7	GC	Produce an article for next edition of The Bugle regarding the AGM	Completed

Action Updates

02/10/17/5 – CB reported he had continued to send a number of emails as reported at the last meeting. The latest response from the solicitors acting on behalf of the landowners was received on 16th April 2018 to confirm they had communicated our

proposal, however we are now informed that the owner Mr Lysley is extremely ill and it was not a suitable time to discuss this matter at the present time.

This remains an on-going Action and CB agreed to monitor this and send a reminder email in approx. 3 months.

08.01.18/1 – CB reported that he had obtained the signed gift aid declarations from our donors (still one to be obtained from Glynis Morris) and had passed them to the treasurer (JT) along with a spread sheet of donations made.

08.01.18/2 – AC reported he had not spoken with GM about this. It was proposed this could be included at a meeting arranged with the Police in July to cover aspects of crime prevention. On-going action

08.01.18/3 – CB reported that he had spoken with Paul Lortal to explain the proposal to look into street lighting around the triangle area was not something the BCA could undertake, as it fell outside the objectives as defined within the constitution. Funds could not be allocated for this purpose. CB did arrange for an article to be published in the Bugle newsletter asking for resident comments to be passed directly to Paul. It is believed there were little response and no direct support for this. This has been left for Paul to pursue if he felt strongly about it.

08.01.18/4 – CB reported on behalf of GC and confirmed the Annual Report for 2017-18 had been produced at the AGM and copies were made available to attendees. A copy of the report was also posted on the village website.

08.01.18/5 – JT reported there were still a number of problems with HMRC and the recognition of change of treasurer from Pip Gilbert to JT. Therefore a tax return was not possible to be completed by JT at present.

CB did remind JT that the Charity Commission also required a financial report as well as an Annual Return, which CB is currently completing. CB to liaise with JT to complete this action

08.01.18/6 – CB reported we had up to 10 months to complete this, although he hopes to complete this before next trustees meeting for approval. This remains an on-going Action

08.01.18/7 – CB confirmed an article had been published in the March edition of the Bugle newsletter to inform residents of the AGM held on 30th April

4. Treasurer's report – JT reported he was unable to access the bank accounts due to technical difficulties, although the current status is very much as published in the 2017-18 Annual Report submitted on the 30th April and is as follows:

- Current total balance is £5,241.08p
- Current balance of play area fund is £4,296.03p
- 100 Club balance of £600.71p
- Defib account £219.81p

5. Health & Safety – CB informed the trustees that this remains as a ‘standing agenda’ item and asked that if any potential hazards or risks were identified then it was important that as trustees we ensure they are identified, documented and where possible steps taken to prevent harm and/or minimise the risks. CB informed the trustees that all BCA activities have a published risk assessment, which is reviewed for each event/activity, and a copy is saved to the ‘shared Google drive’; details will be covered under agenda item 10 below.

6. Election of Chair/Treasurer/Secretary of trustees

A discussion took place amongst the attendees and the following decisions were made

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|--------------------------|----|----------------|----------------|
| a. Election of Chair | AC | Proposed by JP | Seconded by JB |
| b. Election of Treasurer | JT | Proposed by CW | Seconded by PC |
| c. Election of Secretary | CB | Proposed by CW | Seconded by PC |

All persons present voted in favour of the above election

7. CB provided a quick update on the activities of the below committees, and stated in future the updates would come from members of the committees at any future meetings. This agenda item does provide trustees with details of current matters undertaken:

- a. General Committee – currently responsible for the BCA objectives involving the defibrillator, speed watch and other Police issues. This committee also takes responsibility for the lottery club funding.
- b. Play Area Committee – the play area has still some work to be undertaken before completion, i.e. fit x2 commemorative benches and ground work at the roadside entrance. The date for the ‘official opening’ has still to be agreed with sponsors and grant providers, GC is taking the lead on this.
- c. Events Committee – This committee coordinates with church committee and the OHH pub management when organising events. The next village event is on 2nd June. AC asked this be covered under AOB.

8. Agree formation of committees for 2018-19

CB reported the current formation of committees was as shown above in agenda item 7. Each of the committees has a trustee(s) and in some cases other members of the community. CB asked if the current committees were to remain or should we look to reorganising?

A general discussion took place amongst members present and the following proposals were made:

- The General committee and Play Area committee to be combined and to be known as the General committee.
- A Police liaison committee formed to cover the BCA objectives relating to

'promotion of good citizenship and greater public participation and solution to crime'. This to include Community Speed Watch, Neighbourhood Watch, Anti-social behaviour and crime prevention.

- Events committee to remain

A discussion then took place to identify which trustees were willing to join each of the proposed new committees. Further updates will be provided when GC and MS are consulted:

- General committee – AC (Chair), JP, PC, CW, JB, JT, CB
- Police Liaison & Road Safety committee – AC, JB, CW, JT (chair to be elected)
- Events committee – MS, JP, JB, PC (chair to be elected)

CB informed the newly joined trustees that each committee had a formal 'Terms of Reference' (ToR) document, which outlines the delegation of responsibilities by the BCA Trustees. This includes the decision that any financial matters will be referred to trustees for approval.

Action 21.05.18/1 – CB to review ToR's in view of changes to formation of committees.

CB reminded members that when any committee meetings take place they should have a Chairperson, and notes of the meeting are recorded, to include such decision-making processes and outcomes. Copies of notes are to be stored/downloaded onto the BCA 'Google' drive.

9. Agree frequency and dates for trustee meetings 2018-19

A general discussion took place amongst the members and it was agreed the trustee meetings will remain quarterly, and as all trustees are members of the General committee then those meetings could be combined for the same evening. The General committee meetings to be scheduled monthly and all agreed to remain on a Monday evening.

Dates of trustee meetings:

- 25th June (trustees and general committee)
- September (date to be fixed)
- December (date to be fixed)
- March (date to be fixed) and approve the annual Report for April AGM

10. Google drive – CB informed the trustees (particularly those new to the position) that all BCA documents were stored on a shared 'Google' drive which enables all trustees to have access and to save any documents required for BCA purposes.

Action 21.05.18/2 – JT to arrange appropriate access for all trustees to the shared drive

JP also mentioned the use of a Microsoft product 'One Note' which is available and extremely easy to use. A general discussion took place regarding this suggestion and how it could replace the use of 'Google' product.

Action 21.05.18/3 – JP to forward details of One Note product to CB

11. Any other business –

- a. CB reported the General Data Protection Regulation (GDPR) process was on-going. At present we have about 50% return rate from the community. CB stated he would begin chasing up the returns during this week and it was very likely he would need to knock on doors to capture everyone.
- b. CB reported that as a result of a discussion during the AGM a meeting has been scheduled with the Police to discuss a number of crime issues. It is believed the date will be Tuesday 3rd July (date yet to be agreed with Police). Once we have the date confirmed CB will inform the resident(s).
- c. CB reported that during the AGM a suggestion was made to have window/door stickers for those trained in CPR/Defibrillator, which will assist other residents to identify which houses have assistance available. CB has researched this with British Heart Foundation and they do not such resources available. CB to continue researching for a suitable product.
- d. The BT phone box remains in situ and a suggestion was made to encourage our residents to utilise 'social media' and place additional pressure on BT to progress this long-standing issue. PC stated she would begin the process on Twitter/Facebook.
- e. CB mentioned the discussion during the AGM regarding the danger to traffic turning left and travelling up Nettleton Road from the main road. This has been actioned and will be allocated to a member of the Police and Road Safety committee once formed.

Action 21.05.18/4 – JT to progress this once the committee is formed

- f. Burton in Bloom – CB stated the planters at each end of the village required attention and we had not had a 'tidy up' day recently. This activity isn't currently covered under the Constitution and Charity Commission guidelines; therefore the trustees may wish to consider how we can support this important village initiative in the future. CW suggested we should try and encourage other residents outside of the committee members to participate and maybe a group formed to manage this. CB asked the members if they might be interested in helping out with this maintenance. JP, JT, CW, AC, PC and CB all voiced an interest.

AC proposed we look into forming another committee to address this. Further research will need to be done prior to authorising this.

Action 21.05.18/5 – AC to research how this activity can be incorporated into future BCA business.

- g. Village Fete – AC confirmed the village fete is scheduled for the 2nd June commencing at 2.30pm. AC asked members if they could assist with organising and running of some of the tasks at the fete. The following offers were made:

- JP will assist CB with tower duties
- CB confirmed Rachel Scott has offered to assist with ice cream and Pimms.
- PC will assist Rachel when CB is doing teddy bear parachuting
- JB and Paul will do the teddy bear registration process

Meeting closed – 9.15pm

Next meeting - Trustees Committee – 25th June 2018