

Burton Community Association General Committee Meeting on the 25th June 2018 (7.30pm) at The Old House at Home

Present

Alistair Caie (Chair)(AC), Missy Sell (MS), James Pearse (JP), Cynthia Walsh (CW), James Towers (Treasurer)(JT), Judith Bird (JB), & Chris Bennett (Secretary)(CB)

1. Apologies for absence: Paula Coyle
2. Notes of previous meeting on 26th February 2018 – Proposed by JB and seconded by MS – Notes approved
3. Actions

Action			
06.02.17/8	JT	Coordinate information from committee and update Burton village 'welcome pack'	Withdrawn
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10.07.17/13	JB	Liaise with MS & RS regarding suggestions for a 'residents cookbook'	Withdrawn
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enquiries with both Yatton Keynell and Acton Turville schools to ask if BCA could place notice on their noticeboards	Withdrawn
11.09.17/5	AC	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
11.09.17/9	JB	Liaise with GC and make enquiries with CSW and arrange training for GC	On-going
13.11.17/2	AC	Compose an opening paragraph for inclusion on the BCA marketing notice	On-going
13.11.17/6	CB	Produce a risk assessment for play area activities once opened	Completed
08.01.18/1	AC	To arrange the official 'opening day' for the play area	On-going
08.01.18/2	AC	Draft details of a new sign for play area to indicate no smoking, no alcohol and no excessive noise	On-going
08.01.18/3	CB	Liaise with MS and consider refresher training for defibrillator and train additional residents who volunteer	Completed
26.02.18/1	JB	Speak with Wiltshire Police CSW regarding eligibility of Nigel Wheeler (previously trained in	Completed

		Gloucester) to join the Burton team	
26.02.18/2	CB	Purchase an additional set of defib pads	Completed
26.02.18/3	CB	Arrange dates for defib training	Completed
26.02.18/4	CB	Circulate details of forthcoming Parish council vacancy to residents	Completed

Updates

Action 06.02.17/8 – AC reported this had been a long standing Action and proposed this be withdrawn pending any future development. AC also stated the local church already has a welcome package which includes similar local information. MS also stated we have enough details on the website, and social media sites.

Action 10.07.17/12 – Linked to Action 13.11.17/1 AC asked to confirm JT had the details and access to the system. JT responded by stating he couldn't submit the details yet. AC requested JT to have this done before the next meeting

Action 10.07.17/13 – JB reported that this had been an on-going Action and following a discussion with other persons suggested this be postponed until later this year, a plan to have something before Christmas was a proposal. Action to be withdrawn

Action 11.09.17/3 – Linked to Action 13.11.17/2 AC agreed to take on this Action and produce a form of words to be included on the BCA marketing flyer. AC will produce a draft and send to members for comment.

Action 11.09.17/5 – AC stated he would now take this on and will speak with GC to confirm what had already been done with possible suppliers, etc. Action remains on-going.

Action 11.09.17/9 – JB reported she thought GC had booked a place on a training day with the Police. AC asked JB to contact GC to confirm this. Action remains on-going

Action 13.11.17/6 – CB reported a risk assessment for persons using the play area had been completed and a copy circulated to all committee members for comment.

Action 08.01.18/1 – AC asked this to be covered under agenda item 6

Action 08.01.18/2 – AC proposed this be deferred until the Crime Prevention meeting on the 3rd July when questions can be put to the Police regarding the recent spell of anti-social behaviour.

Action 08.01.18/3 – CB reported two CPR & Defibrillator training sessions had been delivered with assistance from MS on the 18th March. A refresher session was delivered to 9 residents and a later session for 5 residents was delivered to train new members in these skills. The details of current trained residents has been placed on the website and a copy handed to all those trained and a further copy provided to the Old House at Home pub.

Action 26.02.18/1 – JB reported Wiltshire Police had notified her that Mr Wheeler would be required to undergo training with Wiltshire Police before being allowed to work with CSW team. JB had informed Mr Wheeler and has not received a follow up response. Action is completed.

Action 26.02.18/2 – CB reported a set of defib pads had been purchased and placed within the cabinet. Costs had been reimbursed. Action completed.

Action 26.02.18/3 – CB asked this be linked to Action 08.01.18/3. A small number of OHH staff are to complete refresher training and AC and Marje Caie have also requested a session. Action remains on-going

Action 26.02.18/4 – CB reported having circulated details via website and email to residents. Action completed.

4. Treasurer's report – JT reported

- Current balance is £5,234.89p
- Current balance of play area fund is £4,296.07p
- 100 Club balance of £655
- Defib account balance of £160
- General fund balance of £120

JT also mentioned there had been a recent problem with the login for Internet banking. The bank now required JT to complete a form to authorise him to be the primary user of the account. JT produced the form that was signed by AC & CB.

JT also confirmed the audited accounts were with our auditor Mr Murphy.

5. Health & Safety – CB reported there had been no reported H & S issues. CB confirmed he had continued to perform safety checks on the play area equipment but was now doing this on a monthly basis. CB also added we should also remember a full ROSPA check will be required by the end of the year.

6. Play Area – AC reported the two commemorative benches had been installed into the play area and bolted to the ground. The fixings will required further security measures and proposes we add security straps which are placed over the lower bar and concreted to the ground, as done for the bench on The Triangle. The costs is likely to be £45 per bench and postcrete of approx. £15, a total cost of about £120. AC proposes we ask the trustees to authorise this payment. AC also proposes we should also get on with a plan to improve the approach to the main road gates area.

Action 25.06.18/1 – AC to obtain authorisation from Trustees to spend £120 for work to secure benches in play area.

7. Events - MS reported there had been a few changes at the pub with Ness leaving

to work at another venue, so the proposed pub quiz had been on hold, did we still want to go ahead with it? After a brief discussion it was agreed the quiz was a very good idea and to make plans. JB said she would be happy to assist with the quiz and suggested it be held in September. MS also stated the Halloween party was also planned for October. MS then stated she was not going to arrange/host a 4th July party and wanted to give it a break from the social calendar. We need to organise the play area opening event, at a previous meeting it was suggested the donors and Jane Scott would be provided with a couple of dates and it was felt either a Thursday or Friday early evening was the best time, to ensure children and parents could attend, also any sponsor wishing to come would do so on a work day, it was felt if it was held on a weekend then we might not get so many attending. The important part is to ensure we have the community there. A general discussion then took place amongst the members to decide on the event detail. It was agreed the event should take place on:

- Friday 20th July 6pm onwards, with an opening ceremony at 6.30pm.
- Prosecco and glasses would be sourced from the OHH and we provide nibbles/snacks
- Children's colouring competition had been agreed and three winners would be asked to take part in the opening ceremony
- AC volunteered to donate soft drinks and nibbles
- A proposed cost of £150 should be requested from trustees

Action 25.06.18/2 – AC to arrange invitations for sponsors and donors

Action 25.06.18/3 – MS to arrange invitations for community residents

AC stated Annie Trubody who wished to join the Events group had approached him, and also he would like to join.

8. Report on Activities

- a. Lottery 100 Club – CB reported Wiltshire Council had granted the lottery licence for another year. The membership subscriptions for the next lottery year had to be completed by 28th June and there were still a few residents to call upon to confirm continued support of the lottery. CB expected there would be a similar number for the coming year maybe one or two less.

9. Any other business

- a. Village Appearance Group proposal – CB stated this was envisaged to be a new group to have links and support from the BCA without the need for specific funding as this didn't seem to fit any of the charity objectives. This would also encompass any work done previously by the 'Burton in Bloom' group. CB stated a few residents had already asked to be part of this initiative. CW went on to say she had spoken with a horticultural advisor/lecturer at Lackham College who was keen to offer help and suggestions for taking on such a project/task. The tutor had asked for some photographs of the areas

concerned. A general discussion took place amongst the members who agreed this would be a very welcome offer, and CW should continue to progress this. CB went on to state he would arrange a meeting with volunteers for the group once we had received responses to the earlier circulations for volunteers

Action 25.06.18/4 – CW to obtain photographs of village areas and discuss further with Lackham College

Action 25.06.18/5 – CB to arrange a meeting with group volunteers

- b. Crime Prevention meeting 3rd July – CB reminded everyone about the meeting to be held at 7pm at the church and asked for support of attendance where possible. This had been circulated throughout the village and was likely to be a feature on the next edition of the Bugle

Action 25.06.18/6 – CB to speak with Marje Caie regarding refreshments for this event

- c. Treasure Hunt – JB proposed we could consider holding a treasure hunt on foot around the village, there are plenty of interesting areas/facts to visit and it could last for about 1½ hours, free entry and maybe in late September.

Action 25.06.18/7 – JB to discuss with events group and progress organising a treasure hunt on foot.

Meeting closed – 9pm

Next meeting - General Committee – 30th July 2018