

Burton Community Association Trustees Meeting 25th June 2018 (7.30pm) at The Old House @ Home

Present

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

1. Apologies for absence: Paula Coyle
2. Notes of previous meeting on 21st May 2018

Approval was proposed by JT and seconded by JP – 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
08.01.18/2	AC	GM to liaise with AC regarding provision of a camera installation at the play area	On-going
08.01.18/5	JT	Produce the Charity Tax Return	Withdrawn
08.01.18/6	CB	Produce the Charity Annual Return	On-going
21.05.18/1	CB	Review all Terms of Reference documents for committees formed	Completed
21.05.18/2	JT	Arrange access to 'Google' shared drive for all trustees elected	On-going
21.05.18/3	JP	Forward details of the One Note software product to CB	Completed
21.05.18/4	JT	Progress Nettleton Road safety issue with newly formed committee	On-going
21.05.18/5	AC	Research implications of Burton in Bloom activities and impact on our charitable objectives and constitution	On-going

Action Updates

02/10/17/5 – CB reported there was no further information from the solicitors acting on behalf of the landowner for the play area lease. The owner was reported to be extremely unwell and the solicitor would update us when more was known. CB will continue to monitor this

08.01.18/2 – AC reported he had spoken with Glynis Morris and proposed this be

raised at the forthcoming Crime Prevention evening on the 3rd July. Action remains on-going.

08.01.18/5 – AC reported a tax return was not required for the Charity Commission and this Action to be withdrawn.

08.01.18/6 – CB reported he had circulated the draft Annual Report for the Charity Commission and indicated there were a few amendments to be made. This included the addition of AC, Grant Cambridge and Philippa Gilbert as Custodian Trustees for the play area land lease. CB also asked the members to consider the section on our financial reserves policy. After a brief discussion it was agreed to hold limited financial reserves of £1,500. JT stated the actual reserves available for the last financial year were £700. CB stated he would add the amendments and additions before submission to Charity Commission.

21.05.18/1 – CB reported he had circulated the draft ToR's to committee members for comments. CB asked to propose the documents for the forthcoming year. AC suggested they remain as a draft version to deal with on-going changes. CB confirmed they would remain as a reviewable 'living document' and subject of an annual review. Action completed.

21.05.18/2 – JT reported he had completed this task and only had to assist CW with gaining access to the system. Action is completed

21.05.18/3 – CB reported he had received from JP a link to information of the software programme One Note, as an alternative to the use of Google drive. CB had not proceeded any further on this pending the outcome of Action 21.05.18/3 above. AC proposed we look at this again once we have tried to get everyone working on the Google share drive system. The Action is completed pending any future developments.

21.05.18/4 – JT reported this would be raised once the Community safety Group had been formed and met. Action remains on-going

21.05.18/5 – AC proposed the initiative of Burton in Bloom is an important task to encourage the residents to take ownership of the appearance of the village and it had brought about results. The BCA could act, as a source of guidance and encouragement and it was a low cost initiative with funds provided by donors freely. The BCA was not in a position to offer specific funding for this.

4. Treasurer's report – JT reported as per the committee meeting just held.

- 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

5. Health & Safety – CB reported no issues to discuss
6. BCA Corporate Matters
 - a. Resignation of Grant Cambridge from BCA Board of Trustees – CB reported that he had received official notification of the resignation of Grant Cambridge. CB confirmed he had notified the Charity Commission to remove the name from list of Trustees.
 - b. Approval of Trustees annual Report for Charity Commission Return 2017-18 – CB stated the report had been circulated to members for comments and asked the Trustees to approve the content.

Proposed by AC and Seconded by MS – All members present voted in favour
 - c. Review and approval of ToR'S for revised committees & groups. – CB asked the members to consider the documents and sought approval. Proposed by CB and Seconded by AC. All members present voted in favour.
7.
 - a. General Committee update – Not subject of discussion at this meeting
 - b. Police Liaison & Road Safety Committee update– Not discussed
 - c. Events Committee update– Not discussed
 - d. Burton in Bloom – Not discussed
8. Any other business
 - a. Approve funding for play area opening ceremony – MS asked for approval for £150 to cover expenditure for ceremony.
All members present approved this cost
 - b. Approve funding for play area commemorative benches anchor straps at a cost of approx. £120
All members present approved this cost.

Meeting closed – 9.10pm

Next meeting - Trustees – 30th July 2018