

## Burton Community Association Trustees Meeting 30<sup>th</sup> July 2018 (7.30pm) at The Old House @ Home

### Present

Al Caie (Chair)(AC), Missy Sell (MS), Paula Coyle (PC), James Towers (Treasurer)(JT), & Chris Bennett (Secretary)(CB)

1. Apologies for absence: Cynthia Walsh, Judith Bird & James Pearse
2. Notes of previous meeting on 25<sup>th</sup> June 2018

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

### 3. Actions

Action			
<b>02.10.17/5</b>	CB	Contact solicitors for play area landowners and discuss a process of changing name on lease from individuals to the BCA	<b>On-going</b>
<b>08.01.18/2</b>	AC	GM to liaise with AC regarding provision of a camera installation at the play area	<b>Completed</b>
<b>08.01.18/6</b>	CB	Produce the Charity Annual Return	<b>On-going</b>
<b>21.05.18/4</b>	JT	Progress Nettleton Road safety issue with newly formed committee	<b>On-going</b>

### Action Updates

02/10/17/5 – CB reported and with sadness the recent death of Mr Lysley. There was a lot to do for the family in relation to the family estate, etc. CB will continue to monitor this

08.01.18/2 – AC reported the advice from the Police was a CCTV system at the play area would not be appropriate. There were a lot of technical issues on site and the procedure for dealing with imagery was substantial. AC will inform Glynis Morris of this advice.

08.01.18/6 – CB reported the Trustees annual Report had been approved at last months meeting and was just awaiting the certified accounts from the auditor and submit them together. JT reported he had just received the report and would forward an electronic copy soon.

21.05.18/4 – AC asked this Action be assigned to the newly formed Community Safety & Crime Prevention group.

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

- Current balance is £7,166.44p
- Current balance of play area fund is £4,461.08p
- 100 Club balance of £2,300.71p
- Defib account balance of £158
- General fund balance of £243.30p

5. Health & Safety – CB reported no issues to discuss

6. BCA Corporate Matters:

- a. Approval of the General Data Protection Regulation Policy Document – CB stated the Charity Commission guidelines state we should have a GDPR policy document detailing how we are to manage personal data during the course of our activities. CB had produced a draft copy of a proposed policy document, which had been sent to all trustees for comment.

PC raised a point regarding the procedure for dealing with archived/deleted data, which doesn't seem to be covered in this document. CB agreed this needed further work and some CC guidance suggested having a separate document to exclusively deal with this issue. CB asked we consider this document and he would be working towards a separate/additional document/section to cover issues regarding archive material, etc.

AC asked CB to circulate a reminder to all trustees asking for a response on this before next meeting.

**Action 30.07.18/1 – CB to contact all trustees and remind them to provide feedback on proposed GDPR policy document**

**Action 30.07.18/2 – CB to research and produce a policy document regarding GDPR archive/deleted data, etc.**

7. Committee & Group Updates:

- a. General Committee update – Not subject of discussion at this meeting
- b. Police Liaison & Road Safety Group update– Not discussed
- c. Events Group update– Not discussed
- d. Village Appearance Group – Not discussed

8. Any other business

Meeting closed – 8.45pm

Next meeting - Trustees – 3<sup>rd</sup> Sept 2018