

## Burton Community Association Trustees Meeting 3<sup>rd</sup> Sept 2018 (7.30pm) at The Old House @ Home

### Present

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

1. Apologies for absence: Missy Sell
2. Notes of previous meeting on 30<sup>th</sup> July 2018

Approval was proposed by JT and seconded by AC – 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>08.01.18/6</b>	CB	Produce the Charity Annual Return	<b>Completed</b>
<b>21.05.18/4</b>	JT	Progress Nettleton Road safety issue with newly formed committee	<b>Transferred to CSCP group</b>
<b>30.07.18/1</b>	CB	Contact all trustees and remind all to review the draft GDPR policy document	<b>Completed</b>
<b>30.07.18/2</b>	CB	Research and produce a policy regarding deletion and archiving of data	<b>Completed</b>

### Action Updates

02/10/17/5 – CB reported there had been no update from the solicitors acting on behalf of the Lysley family estate following the death of Mr Lysley. CB will continue to monitor this

08.01.18/6 – CB reported the Trustees Annual Return, Annual Report and Financial Accounts had been submitted to the Charity Commission via the online services system. As indicated by our auditor, unless our income exceeds the £25k threshold in future years we will not be required to send our accounts and external auditors report to the Charity Commission.

30.07.18/1 – CB reported he had circulated an email to all trustees to ensure they had received a copy of the amended GDPR policy

30.07.18/2 – CB reported he had produced an amended GDPR policy that now included the addition of a procedure to deal with deleted and archive personal data.

This document was yet to be approved by the BCA trustees.

4. Treasurer's report – JT reported as per the committee meeting just held.
  - Current balance is £8,232.44p
  - Current balance of play area fund is £5,461.08p
  - 100 Club balance of £2,385
  - Awaiting HMRC 'gift aid' claim of £900+
  
5. Health & Safety – CB noted the discussion held at the earlier General committee meeting regarding the proposed future treasure hunt event, and the associated risks to be outlined.
  
6. BCA Corporate Matters:
  - a. Approval of Village Appearance Group 'Terms of Reference' document – CB reported he had conferred with members of the Appearance Group and produced the document which had been previously circulated to trustees prior to this meeting for any comment. CB had received responses but no suggested amendments.  
CB asked the trustees to consider adopting this document.  
Proposed by AC and seconded by CW - All trustees present voted to approve the document
  
  - b. Approval of the General Data Protection Regulation Policy Document – CB reported this document had been discussed at the last trustees meeting and it was suggested we include, or have an additional section to cover the deletion/archiving of personal data. CB had now included this within the document and had circulated to all trustees prior to this meeting for comment.  
Following a discussion, CB asked the trustees to consider and agree the policy document,  
Proposed by JP and seconded by PC – All trustees present voted to approve the document.
  
  - c. Discuss the draft Financial Reserves Policy document – CB outlined the requirement under Charity Commission guidelines, that the BCA should include a policy to cover financial reserves when submitting the CC Annual Return. A discussion then took place by the trustees regarding the process of establishing a monetary figure applicable for our reserves. The discussion included items that were essential to maintain our commitment to supporting village projects and relevant insurances/licences, etc.

**Action 03.09.18/1 – CB to liaise with JT and establish a figure to cover the sum declared as 'Reserves'**

CB asked the trustees to consider the document and he would ask the

trustees to approve the policy document at the next trustees meeting.

## 7. Committee & Group Updates:

### a. General Committee update

- AC asked that a request to approve the funding of work to be carried out by Horton landscapes around the village play area to a cost of £2,348 be approved. AC confirmed a number of requests for quotes had been obtained and this particular quote was more favourable to our requirements.

JT proposed we approve the cost, seconded by CB

All trustees present voted to approve the cost

- AC asked the trustees to approve the costs of placing a plaque within the play area that denotes the details of sponsors/donors for the project. The cost of a plaque is approx. £300.

PC proposed we approve the cost, seconded by JB

All trustees present voted to approve the cost.

**Action 03.09.18/2 – AC to contact the contractor and agree the quote for work on play area**

**Action 03.09.18/3 – AC to order a plaque from Brunel engravers, as agreed.**

b. Police Liaison & Road Safety Group update– Not discussed

c. Events Group update– Not discussed

d. Village Appearance Group – CB reported that following the general committee meeting, it was proposed we re-name the previous ‘Burton in Bloom’ group and transfer the associated funds to the newly formed Village Appearance Group. CB proposed the name change, seconded by AC  
All trustees present voted to approve this proposal.

CB asked the members to consider transferring funds into the Appearance Group fund in preparation for the work they are due to undertake.

A discussion then took place amongst the members who agreed to do this, once we establish the surplus funds available within the 100-club fund. The figure of £500 was agreed, subject to approval being sought if a purchase exceeded £100.

**Action 03.09.18/4 – CB to liaise with JT and agree a suitable figure for transfer from lottery fund into Village Appearance Group fund.**

## 8. Any other business

- PC reminded members that the play area requires an annual inspection,

which should also be factored into the accounts and included in a sum when establishing our Reserves figures.

**Action 03.09.18/2 – AC to make suitable arrangements for the play area annual inspection, which is due in December.**

Meeting closed – 8.45 pm

Next meeting - Trustees – 15<sup>th</sup> October 2018