

Burton Community Association General Committee Meeting on the 15th Oct 2018 (7.30pm) at The Old House at Home

Present

Alistair Caie (Chair)(AC), Paula Coyle (PC), James Pearse (JP), 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 3rd Sept 2018 – Proposed by JB and seconded by CW – Notes approved
3. Actions

Action			
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	Completed
11.09.17/9	JB	Liaise with GC and make enquiries with CSW and arrange training for GC	Withdrawn
25.06.18/4	CW	Arrange photographs of village areas and liaise with Lackham college for advice on possible landscaping/planting around the village	On-going
25.06.18/7	JB	Discuss with Events committee the possibility of organising a treasure hunt on foot around the village	Withdrawn
30.07.18/4	PC	Produce a guidance document highlighting key crime prevention advice for circulation to village residents	On-going
30.07.18/5	AC	Produce an agenda of objectives for the Community Safety and Crime Prevention group	On-going
03.09.18/1	AC	Seek approval from trustees to purchase a donors/sponsors plaque for play area	Completed
03.09.18/2	JB	Produce a set of safety instructions for use during the village treasure hunt	On-going
03.09.18/3	JB	Liaise with CB and produce a risk assessment for the treasure hunt event	Completed
03.09.18/4	AC	Seek approval from trustees to agree costs for play area work, as quoted by Horton landscaping	Completed
03.09.18/5	CB	Coordinate next 'tidy up' event	Completed
03.09.18/6	CB	Pursue an insurance claim regarding damage to bench on 'The triangle'	On-going

03.09.18/7	AC	Look at the safety issues for residents following the recent road traffic collision on the triangle – raise this with newly formed Road Safety & Crime Prevention Group	On-going
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Updates

Action 11.09.17/5 – AC reported this had been completed, linked to Action 03.09.18/1

Action 11.09.17/9 – JB, reported she had not had any confirmation from Grant and suggested with his current work commitments he is unlikely to find sufficient time to participate in CSW activities. If in the future Grant's commitments change then we can revisit this. Action is withdrawn

Action 25.06.18/4 – CW asked this to be covered under item 6d

Action 22.06.18/7 – JB, reported this event was now on hold until Spring 2019. Action withdrawn

Action 30.07.18/4 – PC not present at this time to provide an update, action remains on-going

Action 30.07.18/5 – AC asked this be covered under item 6c

Action 03.09.18/1 – AC asked for this to be covered under item 6a

Action 03.09.18/2 – JB reported she had produced the safety instructions for distribution when we host the treasure hunt next year. Action completed

Action 03.09.18/3 – JB reported she had received the risk assessment for the treasure hunt event from CB and this action was completed

Action 03.09.18/4 – AC reported he had received approval from the trustees to accept the quote (£2,348) from Horton Landscaping to carryout work around the play area.

Action 03.09.18/5 – CB reported the Village Appearance Group had arranged a 'tidy up' on the 29th Sept and managed to dig out the weeds from the border opposite the triangle and get this ready for planting. We also managed to cut the very long grass opposite the Old Plume. A very big thank you to all those who gave their time.

Action 03.09.18/6 – CB reported he had contacted NFU Mutual, believed to be the drivers insurance company and submitted details of our claim for damage to the commemorative bench on 'The Triangle' After several phone calls and emails we have eventually received a response from NFU Mutual who have now asked for two quotes to replace the bench. CB reported he had obtained two quotes that had been sent to NFU Mutual. The claim has now been approved and we can expect to receive the cheque within the next 3-5 working days. Once payment is received then CB will order the replacement bench.

Action 03.09.18/7 – AC asked this to be covered under item 6c

4. Treasurer's report – JT has produced in advance of the meeting and circulated to members a financial spread-sheet, which provided overview details of all funds for each month. The intention is to provide this for every committee/trustee meeting, which will assist us when making, informed financial decisions. A general discussion then took place regarding the content.
AC thanked JT for his work in producing this.

All members confirmed they were able to receive an online Excel spreadsheet except JB who asked for a paper copy to be supplied for each subsequent month.

- Current total balance is £7,470.39p

AC proposed we seek approval from the trustees to do the following:

- Transfer £300 from the lottery fund to the VAG fund
- Transfer £1k from the lottery fund to the general fund

All members agreed to this proposal.

Action 15.10.18/1 – AC to seek approval from trustees to transfer funds as above.

AC also asked if the expenses for the play area opening ceremony had been receipted and paid. JT reported he hadn't received all receipts. AC to discuss further with JT after this meeting.

5. Health & Safety – CB reported it was time to review all risk assessments and would welcome any feedback on them.

Action 15.10.18/2 – CB to circulate risk assessments to relevant group members for review and feedback.

6. Group updates:

- a. Play Area – AC reported he had received feedback from MS regarding the increased cost for the plaque from Brunel engraving and could we obtain a sample from alternative supplier at reduced cost. AC then produced a sample of engraving from a company called 'Engraving World' which was significantly cheaper. Members present thought the quality of the product was suitable and we should now use them as a supplier.

AC also reported a point had been raised regarding the wording for the plaque. Currently the proposal was to include the names of all corporate sponsors and the individual names of persons who had donated a significant sum of money towards the project (£100+) The feeling was this

was potentially unfair and there were many others who could be included in the list. AC agreed this was a valid point and should be discussed further at a future meeting. A general discussion then took place regarding the options available, which resulted in the following suggestions:

- The wording includes details of all corporate sponsors (including the landowners), together with named individuals who have made a significant financial donation (initially set as above £100)
- The wording includes details of all corporate sponsors (including the landowners), together with a list of all individuals who have contributed, either financially (no matter how much) or in any other supportive way
- The wording includes details of all corporate sponsors (including the landowners), together with a catch all sentence such as, 'and with the generous support from members of the Burton village community' (or something similar - open to suggestions)
- We decide not to have a commemorative plaque installed

AC went on to mention this Action was raised prior to him re-joining the BCA and taking on the role of Chair.

Action 15.10.18/3 – CB to circulate the options above to members for consultation, then revisit this at next meeting.

AC reported the work on the play area slopes was due to commence on the 5th Nov.

b. Events –

- Halloween - PC reported on behalf of MS to say she had not received many replies for tickets and they were due to purchase food and other items soon from Costco.

CB asked if we should consider having a Costco card for the BCA now that we are a registered charity. PC stated she would make enquiries with Costco, although there might be an annual fee to consider

Action 15.10.18/4 – PC to make enquiries with Costco regarding the BCA acquiring a card.

CB also mentioned on behalf of MS that we should approve £150 to come from BCA funds to cover the costs for Halloween party. The eventual sale of tickets should eventually cover this amount together with any individual cash donations. All items would be purchased and receipted to provide an accurate figure for hosting the event.

Action 15.10.18/5 – CB to seek approval from trustees to provide £150 to cover initial expense of hosting the Halloween event.

- Children's Christmas party – JB reported this would be held on

Saturday 22nd Dec at 3pm onwards.

- Village Christmas party – PC confirmed the party had been booked at the OHH pub for Friday 7th Dec. MS was in the process of finalising details.

- c. Community Safety & Crime Prevention (CSCP) – AC reported he had tried to organise a meeting of this group but had not received much response. AC went on to say there had been a proposal to open this up to other members of the village and seek additional volunteers to join the group.

PC also mentioned she was in the process of liaising with parents regarding the school bus collection point since the recent accident. A general discussion then took place about the wider community safety issues.

Action 15.10.18/6 – AC to circulate more details about the Community Safety Group to the village residents and seek more support

Action 15.10.18/7 – CB on behalf of PC to contact the parents of school children about the suggestion to move the bus collection/drop off point, and other safety issues around the Triangle area.

- d. Village Appearance – CW reported she had maintained a liaison with Lackham College although they remain keen there had been some changes and resourcing was now an issue. The amount of support was likely to be less than anticipated. CW stated she had received online linked information regarding the planting of wild flower areas. CW also mentioned she was researching the possibility of a known charity who offer to come along to villages and give advice on planting/landscaping.

CB reported he was planning to have a meeting with the group sometime this week to discuss planting options. He was awaiting responses from members on their preferred night.

7. Report on other activities

- a. None to be reported on.

8. Any other business

- a. Pub quiz night – JP reported that following the last quiz night it had been suggested we should consider changing the night of the week to suit other persons. JP suggested we should have another event and maybe in mid November, yet to be arranged.

- b. Use of the Parish Steward – CB reported he had been in communication with

Nettleton Parish Council (NPC) regarding the use of the Steward. Apparently someone within the village had approached the Steward to ask him to carry out work which had not been approved by NPC.

CB had reported back to NPC to assure them it was not something that had been instigated by the BCA. A general discussion then took place regarding the protocols for employing the Parish Steward and how his work is generated.

- c. Community First Awards – CB stated on behalf of the BCA how we are very pleased to announce that Al Caie has been awarded a prestigious award for services to a community project that was presented by the Lord Lieutenant of Wiltshire last week. Congratulations to Al. All members present endorsed this sentiment.
- d. Footpath lighting – CB reported the solar lighting along the footpath adjacent to Top Cottage was unlikely to be effective during the darker months. CB had contacted Trystan from Top Cottage to seek his views on the subject. Last year we were considering the installation of PIR battery operated lighting to supplement the solar option. CB had yet to receive a reply from Trystan and would chase this up. JP also confirmed he had also been considering the same issue and some ideas on what we could install.

Action 15.10.18/8 – CB to research issues regarding the lighting along the footpath concerned

- e. Damaged bench insurance claim – CB reported the damaged bench, which was situated on The Triangle, was not an item he had included on the Insurance contents cover. CB proposes that when we get the new bench installed we should add this to our insurance policy, no doubt at an additional cost.

Action 15.10.18/9 – CB to contact insurance company and add the bench to contents.

- f. Church toilet – AC reported the compostable toilet for the church was being installed tomorrow.

Meeting closed – 9pm

Next meeting - General Committee – 19th November 2018 (1945hrs)