

Burton Community Association Trustees Meeting 15th Oct 2018 (9pm) 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 3rd Sept 2018

Approval was proposed by PC and seconded by JB – 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
03.09.18/1	CB	Liaise with JT and establish a figure to cover the sum declared as 'Reserves' for BCA accounts	Completed
03.09.18/2	AC	Contact Horton Landscaping approving their quote for work to be done around the play area	Completed
03.09.18/3	AC	Order the donors/sponsor plaque for play area from Brunel Engraving	On-going
03.09.18/4	CB	Liaise with JT (Treasurer) and agree a suitable figure for transfer from lottery fund into the Village Appearance Group (VAG) fund	Completed
03.09.18/5	AC	Make enquiries and arrange an annual ROSPA inspection of the play area equipment for December 2018	On-going

Action Updates

Action 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

Action 03.09.18/1 – CB asked this to be covered under item 6c

Action 03.09.18/2 – AC reported this had been completed

Action 03.09.18/3 – AC stated this was now being reviewed by the BCA committee for

amendment

Action 03.09.18/4 – CB reported he had spoken with JT regarding the transfer of funds to VAG and would be covered under item 4 below.

Action 03.09.18/5 – CB reported he had checked the documentation from Playforce regarding the annual inspections and the cost for the year was quoted as £500+, which was very expensive. CB had researched further with the ROSPA online services and we could get a quote of approx. £95+ to do the same job. Details were passed to AC for follow up. This was an on-going

4. Treasurer's report – AC informed the members he proposed to move cash between the funds to cover the on-going projects and forecasted expenditure, as outlined during the committee meeting.

AC proposed and seconded by JT:

Transfer £300 from lottery club funds to the Village Appearance Group
Transfer £1k from lottery club to the general fund

All members present voted to approve this transaction.

CB then requested the trustees approve the sum of £150 to be allocated for hosting the Halloween party to cover initial costs. It was expected ticket sales should meet this figure together with personal donations.

Proposed by CB and seconded by PC.

All members present approved this transaction

JT added

- Current balance for the 1st October s £7,470.39p

5. Health & Safety – CB reported the General committee were in the process of reviewing all BCA activity risk assessments.

6. BCA Corporate Matters:

- a. Approval of the draft Financial Reserves Policy document – CB reported this had been discussed at the last meeting and it was agreed to give more time for trustees to view the document and provide comments. We should also decide upon the appropriate figure to be recorded, although this is reviewable and we should also state the review period. A general discussion then took place amongst the members.

Members agreed the amount should be a range of £500 - £1,500 and reviewable annually, unless any significant changes occur in BCA funding

Action 15.10.18/1 – CB to amend draft policy document and published the approved document

- b. Equal Opportunities (EO) policy document review – CB reported the policy was due for review and there were a number of new trustees who may not be aware of the content. CB suggested all trustees should view the document, provide any feedback as part of the process

Action 15.10.18/2 – CB to circulate EO policy document to members for comment and provide feedback where needed.

7. Any other business - None

Meeting closed – 9.20 pm

Next meeting - Trustees – 19th November 2018