

Burton Community Association Trustees Meeting 19th November 2018 (9.15pm) at The Old House at Home

Present

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

1. Apologies for absence:
2. Notes of previous meeting on 15th October 2018

Approval was proposed by JT and seconded by CW – 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
03.09.18/3	AC	Order the donors/sponsor plaque for play area from Brunel Engraving	On-going
03.09.18/5	AC	Make enquiries and arrange an annual ROSPA inspection of the play area equipment for December 2018	Completed
15.10.18/1	CB	Update draft Financial Reserves policy and publish approved document	Completed
15.10.18/2	CB	Circulate current Equal Opportunities policy to members for review and feedback	Completed

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 and progress this after the Christmas period.

Action 03.09.18/3 – AC reported the feedback from members on the preferred option for wording of the plaque had been received. The members voted to agree the option. AC will now purchase the plaque.

Action 03.09.18/5 – AC reported he had booked an inspection of the play area for December and to be carried out by the Play Inspection Company.

Action 15.10.18/1 – CB reported he had updated the Financial Reserves policy document and was filed on the shared 'Google' drive for reference.

Action 15.10.18/2 – CB reported he had circulated the Equal Opportunities policy to members for review and some feedback had been received.

4. Treasurer's report – JT reported

- Current balance for the 1st October s £9,068.62p

JT went on to report he had also noted the increased expenditure as discussed in the earlier committee meeting.

AC asked the trustees to consider the below additional expenditure:

- An extra £50 from the play area fund to cover the planting on the embankment
Proposed by AC and Seconded by CW
- To approve the purchase of bark mulch for the planted verges along the main road, to an approx. cost of £160, which is still within the funds allocated to Village Appearance Group projects.
Proposed by CB and Seconded by PC
- To approve up to £150 for the purchase of a village Christmas tree and lights (in partnership with the OHH pub)
Proposed by AC and seconded by CB
- To approve the purchase of additional PIR lighting along the footpath from The Street to Toll Down Way up to £60.
Proposed by CB and seconded by PC
- To approve the purchase of an annual membership card for Costco.
Proposed by JT and seconded by AC

All members present voted in favour of all above expenditure.

5. Health & Safety – CB had nothing to report.

6. BCA Corporate Matters:

- a. Equal Opportunities (EO) policy document review – CB reported the current document had been circulated to members and there were a few minor amendments now included. CB asked the members to approve the reviewed policy document.

Proposed by AC and seconded by JT

All members voted to accept the policy document

- b. Discuss Safeguarding issues – CB informed the members that as a Charity it was considered good practice to have procedures in place to deal with Safeguarding issues. The guidance on Safeguarding is not purely restricted to interaction with children; it also covers vulnerable adults and aspects of how we protect the business of the charity, with particular mention on the possibility of radicalisation into terrorist activity. CB went on to say the events that we organise involving children are only permitted if the children are accompanied by the parent or recognised family member, guardian or approved person. The BCA does not take any parental responsibility for the child during our events, other than for Health and Safety reasons. The Government document on Safeguarding within Charities stipulates this is a responsibility of the Trustees. CB proposed we conduct further research and draft a policy document appropriate to our requirements.

AC stated he would liaise with the Small Charities Coalition that has been helpful in the past. AC agreed we should have procedures in place, and until the policy is finalised the reporting process for any Safeguarding issues should be channelled through the Chair, Treasurer or Secretary.

Action 19.11.18/1 – AC to produce a draft Safeguarding policy document

Action 19.11.18/2 – CB to circulate HM Govt. document on Safeguarding to members.

- c. Discuss renewal of BCA Insurance – CB informed the members he had received the renewal notice for the BCA insurance due on the 7th December, which had an increased cost of £100. The renewal policy did now cover the commemorative bench; even so the increase was thought to be exorbitant. CB had contacted our insurance broker to question the increase costs and was waiting for a reply back. CB mentioned the sourcing of a specific insurance for our needs was problematic, as we didn't have a building whereby we could then cover the play area under a building & contents insurance. CB suggested we look for alternatives and seek to lower our premium. The current policy has cost £340, but not including the bench.

AC stated he would contact the Small Charities Coalition and seek information on this.

CB will undertake to update members of progress with current providers.

AC proposed that in the likelihood we cannot lower the insurance premium costs we consider approval in advance to accept the current insurers quote of £440.

Proposed by AC and Seconded by CW

All members present voted in favour of this recommendation.

Action 19.11.18/3 – AC to liaise with Small Charities Coalition

regarding sources of suitable insurance.

7. Any other business - None

Meeting closed – 9.30 pm

Next meeting - Trustees – 14th January 2019