

Burton Community Association Trustees Meeting 14th January 2019 (9.15pm) at The Old House at Home

Present

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

1. Apologies for absence: Paula Coyle
2. Notes of previous meeting on 19th November 2018

Approval was proposed by JP and seconded by JT – 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	Completed
19.11.18/1	AC	Produce a draft Safeguarding policy document	Completed
19.11.18/2	CB	Circulate the Govt. Safeguarding guidance document to all trustees for reference	Completed
19.11.18/3	AC	Contact Small Charities Coalition for information on suitable insurance companies to cover play area equipment, etc.	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. CB confirmed he had sent a reminder email to the solicitors on the 3rd January 19 and was awaiting a reply.

Action 03.09.18/3 – AC reported the sponsors/donors plaque had been purchased and was now affixed to the play area fencing adjacent to the pedestrian gate.

Action 19.11.18/1 – AC reported the draft policy had been circulated to all trustees.

Action 19.11.18/2 – CB reported he had emailed all trustees with a copy of the Govt. guidelines on Safeguarding.

Action 19.11.18/3 – AC reported he had contacted the Small charities coalition for advice on insurance cover. AC went on to say that suitable insurance cover had now been sourced from ADS Insurance services and the annual fee of £352.80p was paid.

4. Treasurer's report – JT reported

- Current balance for the end of December 18 is £5,051.41p

JT mentioned the low balance within the Village Appearance Group fund and should we consider placing additional funds into this? CB stated there were no immediate plans to spend any money and he would be arranging a meeting of this group in the near future to discuss next steps/projects for the early part of this year. Once we had a clear idea of what is to be done then CB would inform the committee regarding funding.

5. Health & Safety – CB reported the General Committee were considering the acquisition of road signs and traffic bollards to be used on the roadside when work was being done by volunteers such as the Appearance Group..

6. BCA Corporate Matters:

- a. Discuss draft Safeguarding policy document – AC informed the members he had only recently circulated the draft document and proposed members should have more time to read this and provide comments where necessary. AC to raise at the next trustees meeting

7. Any other business - None

Meeting closed – 9pm

Next meeting - Trustees – Monday 11th February 2019