

## Burton Community Association Trustees Meeting 11<sup>th</sup> February 2019 (9.00pm) at The Old House at Home

### Present

Al Caie (Chair)(AC), Paula Coyle (PC), Cynthia Walsh (CW), Judith Bird (JB),  
 & Chris Bennett (Secretary)(CB)

1. Apologies for absence: James Pearse Missy Sell & James Towers (Treasurer)
2. Notes of previous meeting on 14<sup>th</sup> January 2019

Approval was proposed by AC and seconded by CW – 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>

### 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 3<sup>rd</sup> January 19 and was awaiting a reply.

4. Treasurer's report – AC reported on behalf of JT
  - Current balance for the end of January 2019 is £5,061.41p
5. Health & Safety – CB had no items to report
6. BCA Corporate Matters:
  - a. Discuss draft Safeguarding policy document – AC informed the members he had circulated the draft document asking for comments. The document also required the trustees to nominate a Lead Safeguarding Officer who should be suitably trained and approved. AC proposed in view of the absence of a number of members this should be addressed at the next meeting.  
**Action 11.02.19/1 – CB to send a reminder email asking members for comments on draft document by Friday 15<sup>th</sup> Feb.**

7. Any other business - None

Meeting closed – 9.15pm

Next meeting - Trustees – Monday 18<sup>th</sup> March 2019

DRAFT