

Burton Community Association Annual General Meeting 30th April 2018 (7.30pm) at St Mary's Church

Present

Grant Cambridge (Chair) Missy Sell James Towers Rachel Scott Al & Marje Caie
Millie Riddell Paula Coyle James Pearse Annie Trubody Paul & Judith Bird
Trystan Hitchens Ian & Ann Wilson Lesley Broadhurst Cynthia Walsh
Chris Bennett

1. Apologies for absence: Paul Hawkes, David Staincliffe, Glynis Morris, Peter Broadhurst, Steve Symons, Peter Coyle, Derek Trubody, Victoria Hitchens

Grant Cambridge welcomed the residents and thanked everyone for attending. Introductions were made and persons present introduced themselves to include any roles performed within the current BCA

2. Notes of previous meeting on 24th April 2017 – Approved (Proposed by Al Caie and Seconded by James Towers)
3. Actions arising from previous meeting – none to be carried over

Action			

4. Chairman's Annual Report – copies distributed to attendees

Grant Cambridge referred to the annual report and summarised the main points

The journey: From Community Association to registered charity

Grant Cambridge stated the BCA was formed in 2014 and was registered as a charity in July 2014 with a current income of less than £5k. Very soon the finances of the BCA picked up and we crossed the threshold for income and exceeded the £5k. The consequences were the BCA had to draw up a new constitution to satisfy the requirements of the Charity Commission and register the list of trustees. Al Caie (previous Chair) to accomplish this did a lot of work, and on the 22nd February 2017 the BCA became a Charitable Incorporated Organisation (CIO), Grant stated that was a quick resume of the last 4 years.

A restatement: The objectives of the BCA as a CIO

Grant stated there are three objectives:

- The main objective and project was to establish and maintain a children's play area.
- 2nd objective was to promote good citizenship and greater public participation and solution to crime
- 3rd objective to preserve and protect health and relieve sickness

More details on how we achieve these objectives will be covered shortly

Brief overview: The trustees and their responsibilities

Grant stated in brief, the organisation as a charity has to appoint trustees and to have a minimum of 3 persons. The chair and Treasurer have specific roles although all trustees have a responsibility for the conduct of the charity. The duties of trustees is to make sure it does what it is set up to do and operate for the public (residents) benefit

Ongoing activities

Play area (objective1)

At last years AGM the announcement was made that the company Playforce from Melksham had been appointed contractor for the installation of equipment and at this time we had about half the funding to achieve this. In March 2017 a team of local volunteers had put up the play area fencing and gates.

Grant stated for this years AGM, I am pleased to announce the remaining funding was raised and Playforce were instructed to begin construction. The play area was completed on the 21st December 2017. We have had huge support from many members of the community, local and national bodies. The BCA is still to arrange a formal opening ceremony when we hope to gather as many sponsors and involved parties. The BCA has ensured they have adequate insurance coverage for the play area equipment, defibrillator and other activity liabilities; this costs currently £340 per year.

Grant reported there are still a few things to do at the play area, a draw or similar construction needs to fitted to the games table to house the game equipment, we have two commemorative benches to install

Grant stated it should all come together at the formal opening, hopefully within the next month. A date is yet to fixed and agreed.

Solution of crime: community speed watch & neighbourhood watch (objective 2)

During the last 12 months the speed watch team have had 63 sessions and reported 411 vehicles travelling over the 35mph threshold. If a driver gets three letters for exceeding the speed limit then they will receive a visit from a police Officer. Also any driver exceeding 44mph in a 30mph zone, they will also have a visit by the Police at their home. The team has currently 5 active volunteers and Judith bird is the lead on this. We are looking for more volunteers to perform speed watch and any persons interested should contact Judith. The community speed watch team is having a positive effect. We have also introduced a scheme of using 'wheelie bin' stickers to highlight the speed limit in the village; this has been a good visual reminder. Chris Bennett has more stickers available if residents wish to participate.

Grant briefly mentioned the system of email communication regarding the Police neighbourhood watch scheme and Action fraud. Useful local information on such things as thefts is passed to residents.

Preserve and protect health and to relieve sickness (objective 3)

In 2015-16 the BCA managed a successful project to have a public access defibrillator in the village and a number of volunteers were trained in CPR and use of the defibrillator. Since this time further training has been delivered and we now have 32 residents trained. The Old House at Home pub holds a list of all those volunteers trained, and to act as a point of contact. We are always looking for more volunteers and if you are interested then please contact Chris Bennett

Village 100 Club

The lottery club was formed in 2015 and is now entering its fourth year, membership is due next month. As in previous years the membership subscriptions remain at £5 per month, and cash is split 50% for prizes and the other 50% used for BCA funding. The prize money is further split 1st prize (50%), 2nd prize (30%), and 3rd prize (20%). During the last year the lottery club has introduced a payment method of setting up 'bank standing order'

Annual finance report

Grant reported last years (2017-18) finances are shown as an appendix to the report. Income during the year was £38,625, achieved through grants, donations, events fundraising and the lottery club. £30k+ has been used to finance the play area, £2.6k has been used for lottery prize money.

Overall the current balance as at 31st March 2018 is £5,241.08p

We are still in the process of claiming 'gift aid' from HMRC for the period 2015-18

General Data Protection Regulation (GDPR)

Grant concluded the report by mentioning GDPR and how it will become law on 25th May 2018. The regulation will ensure the BCA deals with personal data of the members. The secretary is in the process of contacting all residents of the village to seek written consent allowing the BCA to hold certain personal data and the implications this may have.

Grant stated this was a quick recap and we can all look forward to the coming year

5. Election of 2018-19 Trustees

Grant Cambridge informed the attendees that as part of the registration process to become a CIO we had to submit the names of initial trustees, which at the time were the existing BCA Committee members. The CIO will start to operate with immediate effect and the trustees will now decide how it will go further. What happens next? The trustees will serve for a year, they will next meet in a week or so and decide what committees they want. Al Caie declared that he was standing down as Chairman and as a committee member. Al wished to thank everyone for his or her support.

Election

Chris Bennett stated that in accordance with the BCA constitution all trustees will be required to stand down at this meeting, they might seek re-election. For all subsequent

years the constitution stipulates that a third of trustees will be required to stand down on a rotational basis.

The election process then took place and results shown below:

The charity trustees elected and to be registered with the Charity Commission for the second year 2018-19 are:

Chris Bennett	Proposed by Marje Caie	Seconded by Lesley Broadhurst
Judith Bird	Proposed by James Pearse	Seconded by Grant Cambridge
Paula Coyle	Proposed by Missy Sell	Seconded by Cynthia Walsh
Cynthia Walsh	Proposed by Paul Bird	Seconded by James Towers
Alistair Caie	Proposed by Paula Coyle	Seconded by James Towers
James Pearse	Proposed by Missy Sell	Seconded by Marje Caie
James Towers	Proposed by Judith Bird	Seconded by Missy Sell
Missy Sell	Proposed by Paula Coyle	Seconded by Cynthia Walsh
Grant Cambridge	Proposed by Chris Bennett	Seconded by Lesley Broadhurst

All persons present voted unanimously in favour of electing the above named

Chris Bennett expressed thanks to all those persons who had volunteered to become trustees for the forthcoming year. Chris stated he would send an email to all those named with some useful information from the Charity Commission outlining the roles of trustees. Chris also stated he would shortly be seeking to arrange as early as possible the election of officers within the BCA trustees.

Action 30.04.18/1 – CB to email 2018-19 trustees with details of the roles of a trustee and set a date for the next trustee meeting to elect officers.

6. Open Forum

Grant invited the attendees to speak and the below was raised:

- Marje Caie asked if we could consider arranging a 'talk' from the Police on Crime Prevention, particularly in view of the problems with anti-social behaviour and recent thefts in the area?

Grant responded by saying this was another way in which we could improve our participation with the Police to deal with crime and was a very good suggestion

Action 30.04.18/2 – Chris Bennett to liaise with Marje Caie and communicate with local Police to arrange a visit.

- Missy Sell asked if the new CIO was allowed to make investments to increase funds?

Al Caie referred to the new constitution and responded by saying yes in accordance with Section 4 – Para 5

- Paul Bird suggested we could consider the purchase of CCTV at locations near the problem areas?

Chris Bennett responded by saying this may have an impact on privacy and the legal requirements to have this installed

Action 30.04.18/3 Chris Bennett to research the legal implications on installation of CCTV around public areas

- Al Caie enquired as to current position regarding the Neighbourhood Watch scheme (NHW)?

Chris Bennett responded by stating he had taken over the role from Al, received only a few emails from the Police but had not attended any NHW forums or meetings. Chris also stated he was unsure if and when any NHW coordinators still met, but would make enquiries into this.

Grant also asked if we could get any more NHW signs for the village?

Action 30.04.18/4 – Chris Bennett to speak with Police regarding NHW scheme

- Paula Coyle asked if we could introduce a sticker system which could be placed in the windows of trained CPR/Defibrillator volunteers for ease of identification to our residents should the need arise.

Chris Bennett responded that he was not aware of any scheme used by the British Heart Foundation (BHF) which was the sponsor for our scheme, although it wouldn't take much to create our own, provided volunteers agreed to this.

Action 30.04.18/5 – Chris Bennett to research with BHF and other sources for similar schemes

- Millie Riddell asked if we could look into the problems for vehicles travelling from the main road and turning left into Nettleton Road, the visibility was poor and dangerous. Could we consider the option of having a mirror at the junction to improve the view? It would also be a visible project for the BCA to undertake?

Al Caie added this had been raised as an issue before with the council and in general they are not great supporters of such a system.

Cynthia Walsh stated there are a number of issues regarding any liabilities should the mirrors actually cause problems.

Grant also mentioned this was also an issue encountered when we were looking into the installation of bollards.

Missy Sell added, we could consider asking the Council to replace the 'give way' road marking with a 'stop' sign

Millie Riddell stated she was happy to be involved in the project

Action 30.04.18/6 - Chris Bennett to raise this issue at the next Trustees meeting and allocate to nominated committee member

- Grant Cambridge mentioned the removal of the phone box, which is outside the remit of the BCA.

Chris Bennett provided an update on this, the actual phone has been removed and the latest response from BT was the phone box is scheduled to be removed sometime before September this year. It was acknowledged as being unsatisfactory bearing in mind the length of time taken to resolve this. Paula Coyle suggested we could make more use of 'social media' and encourage our residents to increase the comments made.

Action 30.04.18/7 – Chris Bennett to communicate with other residents to raise this issue with BT

- Grant Cambridge mentioned the use of the Wiltshire Council App to deal with pot hole issues
- Grant Cambridge mentioned village 'tidy up' days and was an excellent way of getting together and improve the look around the village. There is a countryside scheme next month that is encouraging communities to get involved. It was also mentioned the Parish Steward could be used for certain tasks
- Missy Sell asked if we could do more regarding the issue of dog fouling of footpaths?

Chris Bennett responded by stating he had raised this as an issue with Wiltshire Council (WC) on behalf of the village. The response from WC was not very helpful, stating it would only deal with an issue when they had multiple reports of such incidents (with photo evidence) and then they would consider use of a dog warden to visit the area. Chris went on to say he had published this detail in an issue of the Bugle newsletter and it was now up to our residents to make reports. There was not a lot more the BCA could do with this

Meeting closed – 8.45pm

Post meeting

Acceptance of the Annual Report

- Proposed by Grant Cambridge
- Seconded by Chris Bennett
- Vote – No vote taken

Next AGM – To be arranged for April 2019