

Burton Community Association Trustees Meeting 25th March 2019 (9.00pm) at The Old House at Home

(Change from scheduled meeting date of 18th March)

Present

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

1. Apologies for absence: Missy Sell (MS)
2. Notes of previous meeting on 11th February 2019

Approval was proposed by CW and seconded by PC – 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
11.02.19/1	CB	Circulate a reminder for trustees to provide comments on Safeguarding draft policy	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 11.02.19/1 – CB reported he had sent a reminder email to trustees asking for comments on the draft Safeguarding policy document.

4. Treasurer's report – JT reported

- Current balance for the end of February 2019 is £4,996.41p

5. Health & Safety – CB had no items to report

6. BCA Corporate Matters:

- a. Discuss draft Safeguarding policy document – AC confirmed he had received some feedback from MS that had been included in the latest draft document. AC also confirmed he was pleased to announce MS had volunteered to become the nominated Lead Safeguarding Officer, subject to DBS checks.

AC asked for the approval of the Safeguarding Policy

Proposed by CW

Seconded by PC

All persons present voted in favour

- b. Approve Annual Report 2018-19 – AC reported he had completed the majority of the BCA Annual Report (only awaiting the end of year financial details) and produced copies for members to peruse. AC stated the report needed to be circulated in the next couple of days.

7. Any other business – AGM - AC reported the BCA Constitution document stipulated at the next AGM a third of trustees must stand- down by rotation, although they could seek re-election. The longest serving trustees are CB, JT and JB and should be the trustees to stand-down on the 15th April.
AC also reminded the members the notice for the AGM should include the names of any persons seeking election or re-election. The notices ask any potential candidate should contact AC or CB with details by the 1st April.

CB confirmed he had produced the notices for circulation to residents and this should be completed within the next couple of days.

Meeting closed – 9.35pm

Next meeting - Trustees – 29th April 2019