

## Burton Community Association Trustees Meeting 29<sup>th</sup> April 2019 (7.45pm) at The Old House at Home

### Present

Paula Coyle (PC), Judith Bird (JB), James Pearse (JP), Missy Sell (MS), James Towers (Treasurer)(JT) & Chris Bennett (Acting Chair)(Secretary)(CB)

1. Apologies for absence: Al Caie (AC) & Cynthia Walsh (CW)
2. Notes of previous meeting on 25<sup>th</sup> March 2019

Approval was proposed by JP and seconded by JT – 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 still awaiting a reply.

### 4. Treasurer's report – JT reported

- Current balance for the end of March 2019 is £5,026.41p
- Financial Reserves (Unrestricted) is £2,232.01p

CB expressed on behalf of the members a huge thanks to JT for the hard work and time he has devoted to performing the role of treasurer for the past 3 years. There has been an introduction of a system of accounting and presentation of information that has made it very easy to allow trustees to make quick informed decisions when allocating funding.

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

### 6. BCA Corporate Matters

- Election of Officers – Chair, Treasurer & Secretary

CB informed members present that this was the first trustee meeting since the Annual General Meeting and we were now required to elect the officers for the roles of Chair, Treasurer and Secretary for the coming year. CB confirmed that an email had been sent prior to the meeting asking for nominations and in the absence of both AC & CW confirmed AC had notified him he was prepared to take on any of the three roles, if not filled by others.

The election process then took place:

Chair – Paula Coyle (PC)	Proposed by MS and Seconded by CB
Treasurer – Alistair Caie (AC)	Proposed by CB and Seconded by JB
Secretary – Chris Bennett (CB)	Proposed by JB and Seconded by PC

All members present voted in favour of the above appointments.

CB then informed the members he was required to provide updates to the Charity Commission on the changes made.

**Action 29.04.19/1 – CB to update online records of the BCA with the Charity Commission**

- Approve formation of committees and groups

CB stated that now the trustees and officers had been appointed we should now consider the structure of the organisation in relation to committees and groups. This should be done before we hold the proposed General Committee meeting. A general discussion then took place between the members and it was agreed we should retain the same structure of committee/groups

All trustees present agreed to serve on the General Committee

#### 7. Any other business

- HSBC bank account – JT reported he was required by the bank compliance dept. to provide additional information before the 6<sup>th</sup> July 2019. CB agreed to assist JT with finding the required information  
**Action 29.04.19/2 – JT to liaise with CB and complete the information required by the bank.**

Meeting closed – 8.15pm

Next meeting - Trustees – 3<sup>rd</sup> June 2019