

**Burton Community Association
 Trustees Meeting
 8th July 2019 (follows General Committee meeting) at
 The Old House at Home**

Present

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

1. Apologies for absence: James Pearse & Missy Sell
2. Notes of previous meeting on 3rd June 2019

Approval was proposed by PC and seconded by JB – 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
03.06.19/1	AC	Speak with Adrian Packer to make contact with Karen Lysley	Completed
03.06.19/2	AC	Complete HSBC & HMRC requirements for changes of BCA trustees	On-going

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 still awaiting a reply.

Action 03.06.19/1 – CB reported he had also spoken with Adrian Packer who confirmed he was not in current contact with the Lysley family. Adrian suggested we contact Mrs Lysley direct

Action 08.07.19/1 – AC to communicate with Mrs Lysley to seek comments on proposal to change details of play area lease.

Action 03.06.19/2 – AC reported he had completed the HMRC documentation and only needed the signature of PC to complete the action. Arrangements made for PC to complete this.

AC asked for HSBC requirements to be covered under item 6 below

4. Treasurer's report – AC reported he had sent details to members prior to meeting.

- External examination of accounts 2018-19 – AC reported the current external examiner Jim Murphy was now unable to complete our annual checks. AC proposed we look for an alternative person and asked for suggestions. PC stated she might be able to help with this, although they were not a qualified accountant. AC indicated it was not a requirement to have a qualified person to examine our accounts and merely to ensure we are transparent and it supports the treasurer, also ensuring the processes are suitable for our requirements. CB asked if the accounts produced that were not externally examined should be submitted to the Charity Commission? AC stated bearing in mind our turnover, there was no legal requirement for our accounts to be examined, and therefore we should submit un-examined accounts.

Action 08.07.19/2 – CB to submit annual accounts for 2018-19 to Charity Commission via online process.

- Approve £60 loss on 2018 Christmas Party payment – JT stated this came about when x2 person hadn't paid for their tickets in advance, although we had paid the OHH pub. AC reported the loss needs to be shown on accounts and in view of the circumstances proposed we take 'no further action'

Comments during the conversation suggested this was an important lesson to learn and the events group should seek to avoid this on any future occasion.

Proposal to approve the loss of £60

Proposed by PC

Seconded by CW

All members present voted to support this.

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

6. BCA Corporate Matters

- Approve resolution for HSBC Banking conditions – AC reported he had sent details of the conditions to members prior to the meeting. The reporting form needs to be done online and we need to sign the resolution has been passed. Also the signatories to the account are CB, PC & AC. In brief they are:

5.1 That the HSBC bank accounts be continued and the Bank is authorised to act on any Instructions provided they have been given by those persons named in the Specimen Signature section (or authorised by such persons in accordance with the applicable authorisation requirement(s)) as follows: Any two persons listed together

5.2 That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.

5.3 That the Secretary is authorised to supply the Bank, as and when necessary, with lists of all persons who are authorised to give instructions on behalf of the Association, and that the Bank may rely on such lists.

5.4 That the Association accepts the account(s) and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions (a copy of which has been provided) as amended from time to time, together with any terms and conditions in respect of specific products and services requested by the Society/Club/Association*.

5.5 That these resolutions be communicated to the Bank and remain in force until cancelled by notice in writing to the Bank, signed by the Chairperson or Secretary from time to time acting or claiming to act on behalf of the Association, and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.

The proposal is to agree a resolution to accept the terms outlined by HSBC

Proposed by JB

Seconded by JT

All members present voted in favour.

7. Any other business – Approve the proposal to use Play Inspection Company for the next annual inspection of children’s play area equipment at same cost as this year. CB asked if we are obliged to seek other quotations in line with some practices to ensure ‘value for money’ etc.

After a brief discussion and clarification that last year we did seek other quotes and this came out as the most suitable, there was no reason to suggest otherwise for this year.

Proposal to use approve payment to use Play Inspection Company for the forthcoming inspection.

Proposed by PC

Seconded by CW

All members present voted in favour.

Action 08.07.19/3 – AC to check on requirements to obtain quotations when bidding for services, etc.

Meeting closed – 9.35pm

Next meeting - Trustees – 9th September 2019