

Burton Community Association Trustees Meeting 9th Sept 2019 (follows General Committee meeting) at The Old House at Home

Present

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

1. Apologies for absence: Missy Sell & James Towers
2. Notes of previous meeting on 8th July 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
03.06.19/2	AC	Complete HSBC & HMRC requirements for changes of BCA trustees	Completed
08.07.19/1	AC	Communicate with Mrs Lysley regarding the proposal to change details on play area lease.	Completed
08.07.19/2	CB	Submit copy of Annual accounts and Annual Report to Charity Commission	On-going
08.07.19/3	AC	Check any legal requirements to obtain multiple quotes when tendering for services	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 still awaiting a reply.

Action 03.06.19/2 – AC reported the process had been completed and relevant documents have been submitted.

Action 08.07.19/1 – AC reported he had communicated with Karen Lysley by email outlining our plan to make changes to the terms of the lease. Mrs Lysley replied via email to confirm she would make contact with her legal professional and seek advice and added how please she was with the work undertaken to create this play area facility. A general discussion then took place amongst members to agree how best to progress this. PC proposed we forward a copy of Mrs Lysley's email to the solicitor

and ask for a response, however to leave this for a few more weeks.

Action 09.09.19/1 – CB to email solicitor outlining recent communication from our landlord, (leaving this until October).

Action 08.07.19/2 – CB asked for this to be covered under agenda item 6

Action 08.07.19/3 – AC reported he had checked the BCA Constitution and confirmed there were no requirements to seek several quotes when requiring services or goods for BCA activities.

4. Treasurer's report – AC reported he had sent details to members prior to meeting. There were no additional comments from members

- Current balance = £6,925.70p

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

6. BCA Corporate Matters

- Approve 2018-19 accounts for submission to Charity Commission – CB confirmed he had received a copy of the annual accounts for 2018-19 from JT and before they were submitted, asked members for comments and agreement. Once this is done then two members would need to sign them as correct and suggested this be PC & CB

AC stated he was unsure of some of the calculations and had no records to check the previous years calculations. AC had contacted JT for clarification and was waiting for a reply. In view of this members agreed we should wait until JT responds before submission of accounts.

PC also added she had an agreement from Mr & Mrs Tyler to perform an independent examination of our accounts for year 2018-19

7. Any other business –

- Approve increase lottery prize money allocation to £115 per month from the end of Sept draw.
CB outlined there had been a recent increase of membership numbers to 51 and in accordance with lottery rules and the split of prize money we should consider increasing prize allocation to be £55, £35 & £25 respectively.

Proposed by PC

Seconded by JP

All members present voted to agree the proposal.

Meeting closed – 9.15pm

Next meeting - Trustees – 7th October 2019