

Burton Community Association Trustees Meeting 7th Oct 2019 (follows General Committee meeting) at The Old House at Home

Present

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

1. Apologies for absence: James Pearse
2. Notes of previous meeting on 9th Sept 2019

Approval was proposed by PC and seconded by CW – 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
08.07.19/2	CB	Submit copy of Annual accounts and Annual Report to Charity Commission	On-going
09.09.19/1	CB	Email Solicitors (play area lease) outlining recent communication from our landlord Mrs Lysley	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. CB proposed this should now be flowed by a direct phone call to the Solicitors office and begins the process of changing the play area lease.

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

Action 09.09.19/1 – CB reported that he had sent an email to Trings Solicitors on 30th Sept and awaiting a reply – linked to Action 02.10.17/5 above

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

- Current balance = £6,865.70p

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

6. BCA Corporate Matters

- Approve 2018-19 accounts for submission to Charity Commission – CB reported at the last meeting we had a query from AC regarding some of the figures and had contacted JT for clarification. This had now been done and we should now approve the accounts.
AC reminded everyone that we had also agreed to have the accounts independently examined before we submit them.
After a brief discussion it was agreed that JT would make contact with Mr & Mrs Tyler to arrange sending material to them for examination. Once the accounts had been examined then the nominated trustees should sign the Charity commission document and submit online.
Action 07.10.19/1 – JT to submit accounts to the external examiner.
- Discuss implications of Brexit – e.g. GDPR – CB informed members that following Brexit (whenever that might be), we will need to ensure that we comply with UK law on data information. GDPR would no longer be applicable and we would need to ensure compliance with Data Protection Act 2018. In general terms there is no difference to this process as they are linked already.
CB informed members that there had been a number of changes within the village and we had still to obtain written consent to hold some data for these residents. CB proposed we wait until Brexit and then begin the process of obtaining consent, etc. CB also suggested at this time we inform residents that following Brexit there had been a change in our responsibility to comply with DPA 2018.
- Note prior approval of funding request for Appearance Group (£143.76p) – CB asked members to note the earlier email exchange for approval of the recent funding application so that it is recorded in the minutes. All members present confirmed their prior approval.

7. Any other business – None

Meeting closed – 9.25pm

Next meeting - Trustees – 11th October 2019