

Burton Community Association General Committee Meeting on the 11th Nov 2019 (7.45pm) at The Old House at Home

Present

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

1. Apologies for absence: James Pearse & Jamie Sell
2. Notes of previous meeting on 7th Oct 2019 – Proposed by JB and seconded by PC – Notes approved
3. Actions

Action			
03.09.18/7	CB	Look at the safety issues for residents following the recent road traffic collision on the triangle – raise this with newly formed Road Safety & Crime Prevention Group	On-going
14.01.19/1	JT	Apply for a Costco card as principal user and add MS & PC as additional users	Completed
07.10.19/1	CB	Circulate Bobby van leaflets to residents	Completed
07.10.19/2	MS	Send Halloween flyers invites templates to AC	Completed
07.10.19/3	AC	Draft a Halloween flyer for this years event	Completed

Updates

Action 03.09.18/7 – CB reported there had been little change in the progress of this Action. NPC Cllrs. had attended the last Chippenham Area Transport Group (CATG) meeting on the 17th Sept and it was agreed the current 'white lining' around the junctions were suitable and no extra chevron/lane separation markings were required. It was also agreed there would be SLOW markings on the Nettleton road and a junction warning sign placed somewhere near to Ohmagen. Cllrs. also asked for a change of speed limit from 30mph to 20mph and extend this to a point close to the entrance to Burton Farm. CATG members asked Martin Rose Principal Highways Engineer to report back on this further. Next meeting of CATG takes place on the 19th Nov.

Action 14.01.19/1 – JT reported he had visited Costco and completed the registration process. JT was now in possession of a company card for BCA use. JT would make arrangements with AC for reimbursement of fees. It was also agreed that CW would be the additional named partner for use of the card.

Action 07.10.19/1 – CB reported copies of the Bobby Van Trust leaflets on safety had

been circulated by email and copies hand delivered to those residents not online. To date CB & CW has not received any response from residents who may be interested in having a group talk or personal visits. Following a short discussion by the members it was agreed to revisit this in Spring 2020 and arrange a village group meeting with a representative of the Bobby Van Trust to provide additional information on its services.

Action 07.10.19/2 – JB reported a flyer had been created by Claire Ball and circulated around the village. Also the Halloween event had taken place and would be reported on under item 6a below

Action 07.10.19/3 – AC reported this Action had been completed as above.

4. Treasurer's report – AC has produced in advance of the meeting and circulated to members a financial spreadsheet and reports for the end of Oct 2019. AC invited members to comment on the figures provided.

- Current total bank balance is £6,651.94p
- Unrestricted reserves of £3,494.01p

AC also mentioned he was still having problems with HSBC regarding the forms provided by the bank for authorised signatories. AC intends to make a personal visit to the branch in Chippenham to try and resolve the issue. AC also mentioned he was still having problems with access to the online facility, which had been an on-going problem. A general discussion then took place to decide if the BCA should look at alternative banking arrangements. AC proposed we look at this further towards the end of this financial year when changes may take place amongst the roles of trustees.

5. Health & Safety – CB stated there were no reports or incidents to consider. CB mentioned he had reviewed the Risk Assessment for the Halloween party event especially in view of the wet weather risks. The use of the gazebo to restrict movement around the garden proved beneficial.

6. Group updates:

a. Events –

- Halloween Party – JB reported the party went ahead on the 2nd November and despite wet weather was well attended. We had a total of 21 adults and between 15-16 children attending.

Firstly JB wanted to thank Claire Ball and Kerry Hawkins for their tremendous support in organising and the running of the party. It was great to see other residents outside of the BCA committee taking on such a role.

Secondly JB wished to thank the residents and helpers for the

erection of the gazebo, which proved invaluable during the poor weather conditions.

Thirdly JB thanked Al & Marje Caie for the use of their garden and the greatly needed use of the kitchen to make the event happen.

JB went on to say she had collected £122 from ticket sales and after costs the event made a small profit of £49.89p.

Members of the committee then expressed their thanks to JB for the hard work undertaken when organising and running of the event.

MS added the Halloween equipment was now stored at her home in sealed container. MS went on to say it was likely she would not be in the village for the next party in 2020 and we should consider an alternative storage area to enable access to the box. Events group to make alternative arrangements.

- Village Christmas Party 13th Dec 2019 – JB reported she had attended a meeting with Matt Warburton and Danny Ross to agree the format. The OHH pub had very kindly agreed to donating a 'meal for 2' deal to a lucky ticket and a bottle of wine for a prize draw on the night. The pub would also include a free drink (from agreed selection) on production of a ticket voucher. JB was still to discuss any 'happy hour' drink arrangements and would report back when done.

JB then mentioned the format of the tickets, which would include perforated 'tear off' vouchers for the meal and a drink to be presented to pub staff.

A general discussion then took place to decide the format of the tickets. JB stated we could get 50 done at Prontoprint in Yate for about £47 = VAT. Alternatively PC and MS agreed to meet on Saturday (16th) and design a ticket. MS also has access to a perforating machine. Members agreed to support second option.

PC, CW, JB and Rachel Scott would meet next Monday (18th) to write out personal invitations for all residents. CB to provide details of names and addresses for the invitations.

Members then had a short discussion regarding the circulation of details for the event and the collection of ticket money. In view of the problems AC was having with online banking access we would be unable to allow ticket purchase by BACS and therefore agreed we should only accept cash or cheque for the full amount by Friday 6th Dec to either JB or CB.

Action 11.11.19/1 – PC to meet with MS and produce Christmas party invitations and tickets.

Action 11.11.19/2 – CB to circulate details of event to village residents when full details are known and when flyer/ticket design has been completed

Action 11.11.19/3 – CB to circulate personal invitations to all Burton residents

- Children's Christmas Party 21st Dec 2019 – JB reported the event will take place between 3.30pm and 5pm. Wrapped Christmas presents from parents to be brought along on the day and passed to Santa's helpers. JB also mentioned we may have to seek a replacement Santa, which AC agreed to do. JB asked for replies from parents on numbers attending to be received by 12th Dec.

Action 11.11.19/4 – CB to circulate details of Children's Christmas Party

- b. Community Safety & Crime Prevention (CSCP) + CSW – JB reported she had not received any notification from Lesley Hodges or Joyce Watson to confirm they had been contacted by Wiltshire Police regarding registration as a CSW volunteer.

CB asked if she had received any acknowledgements from the CSW coordinator of Wiltshire Police recently? JB confirmed she hadn't. It was felt this was unusual and perhaps they had problems receiving emails from JB's email account. JB to make telephone call direct and chase this.

Action 11.11.19/5 – JB to make contact with CSW team at Wiltshire Police and clarify position regarding our volunteers.

- c. Village Appearance Group

- Village Christmas tree - CB reported he had been in communication with our Christmas tree supplier and we would have a similar tree for this year. CB also confirmed he had spoken with Matt Warburton was happy for us to place tree at front of pub (as last year). This is planned for delivery on 6th Dec.

Action 11.11.19/6 – CB to arrange Christmas tree delivery and decorating event

A brief discussion then took place regarding additional decorations, which MS agreed to provide some extras. It was also agreed we should also plan to host an evening for village children to come along and decorate tree with baubles, etc. and plan to have some carol singing and refreshments, (date to be arranged).

7. Report on other activities – None declared

8. Any other business

- Role and tasks of BCA Secretary – PC reported she had recently held a meeting with CB and discussed the variety of tasks undertaken by the Secretary, etc. CB confirmed brief details had been circulated to members prior to this committee meeting.

CB firstly referred to the document that contained details of contacts used when conducting BCA business and asked for any additions to be sent for inclusion. AC stated the inclusion of using the NCVO was probably not applicable now and we had received better support from The Small Charities Coalition (Mr Brian Seaton). AC was asked to forward contact details to CB for inclusion. CB then referred to a document which provided brief details of current functions undertaken, some of which were not necessarily a role that is pertinent to the Secretary.

Other useful contacts to be added included:

- Bobby Van Trust
- Crime Prevention Officer at Wiltshire Police
- Local Police Community Support Officers

CB went on to say he was concerned that the work currently undertaken by him was probably in excess of what could be described as the role of a Secretary and perhaps it would be healthier for the BCA committee members to have more involvement and roles to ensure a smooth continuity of business should anything happen to prevent CB performing the role. It was probably wrong for someone to have such responsibility without backup processes in place.

Members briefly discussed this issue and agreed CB probably did involve himself in more roles/work than was applicable to the job as Secretary. Members asked to see more details of each function performed with a view to sharing appropriate roles.

Action 11.11.19/7 – CB to circulate to committee members more details of job/role undertaken and processes involved.

PC proposed we create a document for each of the officer roles (Chair, Treasurer & Secretary) outlining job descriptions and functions, etc. This could then be extended later to cover such other roles as Events coordination. The purpose being we have available some form of reference to ensure we can continue business should a key person suddenly become unavailable.

Action 11.11.19/8 – PC to liaise with CB & AC to produce appropriate documents (job descriptions) for discussion at next meeting.

- Bugle – CB reminded members the next edition of the newsletter would be due for publication at the end of December. We should consider suitable articles and ensure they get to JT before the Christmas period, where possible.
- Dog fouling – CB reported there had been an increase of incidents of dog

fouling in public places around the village, even though we had already reported on this in the Bugle newsletter and via email circulation. As a consequence CB had reported approx. 12 instances of dog fouling via the online reporting system to Wiltshire Council. This was something Wilts Council fed back previously by stating they treat this as incidents of litter and would only act where it could be proven this was a regular occurrence. CB had received notification the matter had now been referred to the Dog Warden, although we don't know at this stage what action that person may take.

AC added this was not a matter for the BCA and Nettleton Parish Council, who is the appropriate authority, should deal with this type of problem.

CB added that now it was recorded with Wilts Council he intended to go along to the next NPC meeting as a concerned resident (not BCA committee member) and raise the problem with them. Next meeting is on the 14th Nov.

Meeting closed – 9.30pm

Next meeting - General Committee – 2nd December 2019 (1945hrs)