

Burton Community Association Trustees Meeting 11th Nov 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 7th Oct 2019

Approval was proposed by AC and seconded by PC – 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
07.10.19/1	JT	Submit financial accounts for 2018-19 to external examiners	On-going

Action Updates

Action 02/10/17/5 – CB reported he had now spoken by telephone to Honor Gilbert from Thrings Solicitors regarding the transfer of lease from named trustees to the BCA as a CIO. Guidance had been given and an email circulated to all members in advance of this meeting. A general discussion then took place regarding the use of legal representation to complete the transfer of title.

Trustees agreed a trained legal professional should undertake this.

AC mentioned he had used a company from Bradford on Avon and it would be useful to get a quotation for this type of work.

Action 11.11.19/1 – AC to contact Patrick McCloy (solicitors) in Bradford on Avon and obtain quotation for work to transfer and register the lease.

Action 08.07.19/2 – Not discussed at this meeting

Action 07.10.19/1 – Not discussed at this meeting.

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

There were no additional comments from members

Current balance = £6,651.94p

- Insurance renewal quotation – AC asked that this item now be dealt with via email, as he had not yet received sufficient details on the quotation.

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

6. BCA Corporate Matters - None

7. Any other business –

- CB reported he had now conducted a review of all governance documents and risk assessments. Details would be forwarded to trustees by email.

Action 11.11.19/2 – CB to circulate details of documents reviewed.

Meeting closed – 9.40pm

Next meeting - Trustees – 2nd December 2019