

## **Burton Community Association General Committee Meeting on the 2<sup>nd</sup> Dec 2019 (7.45pm) at The Old House at Home**

### **Present**

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

AC requested we cover the financial report first as he had to leave the meeting early – all members agreed.

AC reported:

- HSBC banking – the authorised signatory document had now been accepted by the bank, PC, CB & AC are now the signatories. AC also confirmed he had re-established Internet banking availability.
- BCA annual insurance – this had been previously approved and had now been paid £372.83p
- A response from McCloy's solicitors confirmed they could act for the BCA during the transfer of title of lease for the children's play area. They estimated about 2 hours work (if straight forward) at a reduced cost of £350
- Current finances- JT had yet to cash the cheque for the COSTCO registration. We have a current balance of £6,156.22p. AC will circulate end of Nov financial report to members following this meeting.

PC asked AC if the accounts/documents for 2018-19 were available for the external examination. AC informed the meeting this was the responsibility of JT.

**Action 02.12.19/1 – CB to contact JT and arrange for relevant documents to be sent to PC**

PC also confirmed with AC that he would be able to issue a cheque to OHH pub for payment of part costs of Christmas party, to cover those residents who had already paid by cheque into BCA account. AC confirmed he would do this once final figure had been provided.

CB informed members he had been asked to contact Mowbray Woodwards Solicitors regarding the play area title transfer of lease. A response had been received which suggested this company could only act for either the transferor or the transferees (not both) A general conversation took place amongst members who queried this response and couldn't see why the solicitor couldn't act for both. CB was asked to check the content of the email with the solicitor.

8.05pm – AC departed from the meeting.

1. Apologies for absence: James Towers

2. Notes of previous meeting on 11<sup>th</sup> Nov 2019 – Proposed by JB and seconded by CW – Notes approved

3. Actions

Action			
<b>03.09.18/7</b>	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	<b>On-going</b>
<b>11.11.19/1</b>	PC	Meet with MS and design the Christmas party flyer and invitations	<b>Completed</b>
<b>11.11.19/2</b>	CB	Circulate details of Christmas party event when additional details known & flyer produced	<b>Completed</b>
<b>11.11.19/3</b>	CB	Distribute personal Christmas party invitations to residents homes	<b>Completed</b>
<b>11.11.19/4</b>	CB	Circulate details of Children's Christmas Party	<b>On-going</b>
<b>11.11.19/5</b>	JB	Contact CSW coordinator at Wiltshire Police and establish position regarding our volunteers registration and training	<b>Completed</b>
<b>11.11.19/6</b>	CB	Arrange Christmas tree delivery and tree decoration event	<b>Completed</b>
<b>11.11.19/7</b>	CB	Circulate to committee members details of tasks undertaken by CB	<b>Completed</b>
<b>11.11.19/8</b>	PC	Liaise with AC & CB to produce job description documents for BCA Chair, Treasurer and Secretary.	<b>On-going</b>

Updates

Action 03.09.18/7 – CB reported a CATG meeting took place on the 19<sup>th</sup> Nov. CB contacted David Kerr Chair of Nettleton Parish council to enquire about result. CB was informed David Kerr did not attend meeting as the principal Highway Engineer was not attending and therefore nothing would have been progressed. Action remains on-going

Action 11.11.19/1 – PC reported the Christmas Party invitations had been produced and passed to JB

Action 11.11.19/2 – CB reported he had circulated details of event to village residents

Action 11.11.19/3 – CB reported he had collected the personal invites for party and hand delivered to all residents.

Action 11.11.19/4 – CB asked for this to be covered under agenda item 6a

Action 11.11.19/5 – JB reported she had received a response from Wiltshire Police

with a link to the relevant webpage. JB would forward this to our volunteers.

Action 11.11.19/6 – CB reported he had spoken with the Christmas tree supplier who would deliver a tree to the OHH on either Wednesday or Thursday this week.

Action 11.11.19/7 – CB confirmed he had circulated to all members the BCA Secretary tasks document.

Action 11.11.19/8 – PC reported this had not been completed to date.

4. Treasurer's report – See the above.

- Current total bank balance is £6,156.22pp

5. Health & Safety – CB stated there were no reports or incidents to consider.

6. Group updates:

a. Events –

- Village Christmas Party 13<sup>th</sup> Dec 2019 – JB reported the tickets had been on sale and we had currently about 40 residents coming. JB, PC & CW are to meet with Matt Warburton on Wednesday to finalise arrangements.  
JB & Pete Coyle were arranging the quiz.  
CW was arranging the pass-the parcel
- Children's Christmas Party 21<sup>st</sup> Dec 2019 – JB reported arrangements were well under way. JB would produce details of the event and pass to CB for circulation to parents.  
**Action 02.12.19/2 – JB to provide details of the event for circulation by CB**

b. Community Safety & Crime Prevention (CSCP) + CSW – No updates

c. Village Appearance Group

- Village Christmas tree - CB reported the tree had been ordered and provided the weather was ok to have it erected am on Saturday 7<sup>th</sup> Dec.  
A general conversation then took place to decide on date for children's tree decorating and the carols evening. It was proposed we hold this at 5pm on Sunday 15<sup>th</sup> Dec.  
**Action 02.12.19/3 – CB to circulate details to village residents.**

7. Report on other activities –

- Lottery club (6 monthly membership renewal due) – CB reported 11

members of the lottery were due to renew their lottery subscription before the end of this month. At this stage it is not known how many will remain members.

#### 8. Any other business

- Role and tasks of BCA Secretary – CB reported he had circulated details of individual tasks performed by Secretary and invited comments.

JB suggested someone other than the Secretary could do the following roles, Health & Safety, Play Area, Defibrillator, Appearance Group and Bugle.

PC suggested the role of minute taking at meetings could be rotated amongst members.

CB thanked JB & PC for those comments and proposed this be discussed in more detail early next year when all committee members are present.

- Dog fouling update – CB informed members that he had now reported over 20 separate incidents of dog fouling via the Wilts Council online App. As a consequence the dog warden had visited the village and stated he would commence patrols and speak with dog owners/walkers. CB was also now in possession of a small number of posters which could be distributed to key areas. A general discussion then took place to decide next steps. Members agreed we should inform village residents of this update.

**Action 02.12.19/4 – CB to circulate details of Dog Warden visits to village residents.**

**Meeting closed – 8.55pm**

**Next meeting - General Committee – 13<sup>th</sup> January 2020 (1945hrs)**