

Burton Community Association Trustees Meeting 2nd Dec 2019 (follows General Committee meeting) at The Old House at Home

Present

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

1. Apologies for absence: James Towers
2. Notes of previous meeting on 11th Nov 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
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
11.11.19/1	AC	Contact Patrick McCloy (Solicitors) Bradford on Avon and obtain a quote for professional services to transfer title of lease for Children's play area	Completed
11.11.19/2	CB	Circulate to trustees details of document reviews undertaken	Completed

Action Updates

Action 02/10/17/5 – CB reported this had been discussed at the earlier General Committee meeting and this remains on-going

Action 08.07.19/2 – CB reported we now had 58 days to submit the accounts online to the Charity Commission. CB would be contacting JT for relevant documents and arranging delivery to PC.

Action 07.10.19/1 – CB reported on behalf of JT, no update and this remains outstanding

Action 11.11.19/1 – PC reported AC had discussed this at the earlier committee

meeting, this action had been completed

Action 11.11.19/2 – CB reported he had circulated to trustees prior to the meeting.

4. Treasurer's report – AC had departed the meeting earlier.

Current balance = £6,156.22pp

- BCA Insurance renewal quotation – PC reported on behalf of AC, members have approved this and the insurance had been renewed for 12 months.

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

6. BCA Corporate Matters - None

7. Any other business – None

Meeting closed – 8.55pm

Next meeting - Trustees – 13th January 2020