

## Burton Community Association Trustees Meeting 13<sup>th</sup> Jan 2020 (follows General Committee meeting) at The Old House at Home

### Present

Judith Bird (JB), Cynthia Walsh (CW), James Towers (JT), Al Caie (Treasurer)(AC) & Chris Bennett (Secretary)(CB)

JT performed the role of Acting Chair for the meeting.

1. Apologies for absence: Paula Coyle (Chair)(PC) Missy Sell (MS) & James Pearse (JP)
2. Notes of previous meeting on 2<sup>nd</sup> Dec 2019

Approval was proposed by JB and seconded by AC – Minutes approved

### 3. Actions

Action			
<b>02.10.17/5</b>	CB & AC	Contact solicitors for play area landowners and discuss a process of changing name on lease from individuals to the BCA	<b>On-going</b>
<b>08.07.19/2</b>	CB	Submit copy of Annual accounts and Annual Report to Charity Commission	<b>On-going</b>
<b>07.10.19/1</b>	JT & AC	Submit financial accounts for 2018-19 to external examiners	<b>On-going</b>

### Action Updates

Action 02/10/17/5 – AC reported that following earlier approval he had communicated with McCloy's Solicitors to commence work on this. AC reported he had received communication prior to Christmas period to confirm McCloy's had been in contact with Thring's Solicitors (representing our leasing landowners) to begin the process of transfer of title to BCA.

Action 08.07.19/2 – CB reported this is linked to Action 07.10.19/1 and we await examination of accounts before submission to Charity Commission.

Action 07.10.19/1 – AC asked for this to be covered under agenda item 4 below.

4. Treasurer's report – AC reported on behalf of PC that the external examiners had notified us our 2018-19 accounts had completed their examination and were happy to sign the declaration. AC then produced the final version of the CC16a accounts document and circulated to members. AC accepted it was probably unfair to ask trustees to approve the document without a period of time allowing members to read it. It was agreed members would be given until Sunday 19<sup>th</sup> January to provide any feedback and where applicable approval for submission to The Charity Commission (CC).

**Action 13.01.20/1 – AC to circulate details of 2018-19 examined accounts document to all trustees for comment and approval for submission to CC**

A brief discussion then followed regarding the recording of Assets on the accounting document. CB asked if we should include the defibrillator and cabinet as an asset (£1,400), although this wouldn't have any impact on the content for submission of the document.

AC proposed CB forward him a copy of the BCA Asset Register of equipment and he would take ownership for accounting purposes in future.

**Action 13.01.20/2 – CB to provide AC with copy of equipment asset register**

AC reported the current bank balance = £6,411.22p

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

6. BCA Corporate Matters – None to report

7. Any other business –

- Approval to purchase defibrillator pads – CB reported that following the earlier committee meeting he now asked for approval to purchase a set of defibrillator pads (approx. cost of £61) to comply with our accreditation procedure and minimise any potential failure of our equipment in an emergency situation.

Proposed by CB

Seconded by JB

All members present approved of the purchase

**Action 13.01.20/3 – CB to purchase a replacement set of defibrillator pads.**

**Meeting closed – 9pm**

**Next meeting - Trustees – 10<sup>th</sup> February 2020**