

Burton Community Association Trustees Meeting 10th February 2020 (follows General Committee meeting) at The Old House at Home

Present

Paula Coyle (Chair)(PC), Judith Bird (JB), Cynthia Walsh (CW), James Towers (JT), & Chris Bennett (Secretary)(CB)

1. Apologies for absence: James Pearse (JP), Missy Sell (MS), & Al Caie (Treasurer)(AC)

2. Notes of previous meeting on 13th January 2020

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

3. Actions

Action			
02.10.17/5	AC	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	Completed
07.10.19/1	AC	Submit financial accounts for 2018-19 to external examiners	Completed
13.01.20/1	AC	Circulate final draft of examined accounts to members for approval to submit to Charity Commission.	Completed
13.01.20/2	CB	Provide AC with copy of BCA Asset register	Completed
13.01.20/3	CB	Purchase a replacement set of defibrillator pads	Completed

Action Updates

Action 02/10/17/5 – CB reported there had been no update from AC regarding this.

Action 08.07.19/2 – CB reported this is linked to Action 07.10.19/1 & Action 13.01.20/1– CB reported the Annual Report and financial accounts had been submitted online to the Charity Commission.

Action 07.10.19/1 – As above.

Action 13.01.20/1 – As above.

Action 13.01.20/2 – CB reported he had forwarded a copy of the BCA Asset Register to AC

Action 13.01.20/3 – CB reported he had purchased a new set of defibrillator pads and they had been placed inside the defib cabinet.

4. Treasurer's report – CB reported in the absence of AC to say a copy of the monthly accounts had been provided to members prior to this meeting. There were no additional comments from members present.

AC reported the current bank balance = £6,260.82p

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

6. BCA Corporate Matters –

- Discuss and agree date of Annual General Meeting (AGM) – A general discussion took place to propose the date for the meeting.

Trustees present opted for the 20th April 2020

- Preparation of Annual Report 2019-20 – PC reminded members the annual report would need to be prepared and circulated for comments before the 16th March, if possible. Ideally trustees at this meeting should approve the report, so that it is ready for the AGM in April.

Action 10.02.20/1 – PC to produce a draft annual report and circulate to trustees for comments.

7. Any other business –

Meeting closed – 9pm

Next meeting - Trustees – 16th March 2020