

Burton Community Association Trustees Meeting 28th July 2021 (follows General Committee meeting) at The Old House at Home

Present

Paula Coyle (Chair)(PC), Cynthia Walsh (Treasurer)(CW), James Pearse (JP), & Chris Bennett (Secretary)(CB)

1. Apologies for absence: Judith Bird
2. Notes of previous meeting on 29th June 2021

Approval was proposed by PC and seconded by JP – Minutes approved

3. Actions

Action			
29.06.21/1	CB	Publish provisional date for BCA AGM in the next Bugle newsletter	Completed
29.06.21/2	CB	Submit the Annual Report and Financial report to the Charity Commission when online system is made available	On-going
29.06.21/3	CB	Research criteria for obtaining funding from Chippenham Area Board and circulate to trustees	Completed

Action Updates

Action 29.06.21/1 – CB reported an article will appear in the next bugle newsletter due to be published at the end of the month.

Action 29.06.21/2 – CB reported the Charity Commission online reporting system was still not functioning, although there are no

Action 29.06.21/3 – CB reported he had circulated Wiltshire Council guidance document to members prior to the meeting and produced a printed copy of guidelines for funding at the meeting (See agenda item 6 below).

4. Treasurer's report – CB asked the trustees to approve a transfer of funds from the lottery fund into the defibrillator restricted fund to cover the recent purchase. Suggested we transfer £100 to cover the current minus balance with an amount to

purchase a further set of pads when required.

Proposed by CB, Seconded by PC and approved by members present.

CW provided details of current balance = £8,032.26p.

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

6. BCA Corporate Matters –

- Preparation of Annual Report for AGM – A general discussion took place regarding content and how the Charity Commission official report was a bit too formal and less interesting to read.

Action 28.07.21/1 – PC to produce a suitable report for residents

- Agree any nomination(s) for requesting funds from Chippenham Area Board
JP reported he had researched a number of suppliers for a suitable sun shade for the play area. There were a number of potential products which could be utilised, although we should recognise the size and design might be limited by the available space available. JP suggested CB accompany him to the play area on Sunday and look at space options, etc. CB also reminded members there were regulations on how much space was required between play equipment and we may need to consult Play Force to seek advice.

7. Any other business – Nothing further to discuss

Meeting closed – 9.30pm

Next meeting - Trustees – 31st August 2021