

## Burton Community Association Trustees Meeting 2<sup>nd</sup> Sept. 2021 (follows General Committee meeting) at The Old House at Home

### Present

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

1. Apologies for absence: James Pearse (JP)
2. Notes of previous meeting on 28<sup>th</sup> July 2021

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

3. Actions

Action			
<b>29.06.21/2</b>	CB	Submit the Annual Report and Financial report to the Charity Commission when online system is made available	<b>Completed</b>
<b>28/07/21/1</b>	PC	Produce an Annual Report for the AGM	<b>Ongoing</b>

### Action Updates

Action 29.06.21/2 – CB reported the Charity Commission online reporting system was now working correctly and he had submitted the Annual Report and Financial Report. This had been acknowledged by CC and this had been forwarded to members prior to this meeting.

Action 29.06.21/3 – PC reported this would be covered under item 6 below

4. Treasurer's report – CW reported

CW provided details of current balance = Not produced

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

6. BCA Corporate Matters –

- Approve Annual Report for AGM – PC produced a ppt. presentation which

had been broken down into a number of sections. The intention was to project this presentation onto a screen at the meeting. Members present viewed the ppt. slides and provided some comments. PC agreed to update the presentation and circulate to trustees tomorrow for comment and approval.

- Notices for AGM – CB confirmed he had circulated online the notice for the AGM and had hand delivered copies to those residents not using internet.
- AGM Refreshments – CB proposed we provide suitable refreshments at the AGM, following a discussion members present agreed to provide wine and a mixture of savoury snacks.

7. Any other business – CB asked the trustees to accept the resignation of Judith Bird as a trustee of the BCA, as discussed at the earlier committee meeting.

All members present agreed to accept JB's resignation with immediate effect.

**Meeting closed – 9.35pm**

**Next meeting - Trustees – to be agreed following the AGM 2021**