

Burton Community Association Trustees Meeting 25th Jan. 2022 (follows General Committee meeting) at The Old House at Home

Present

Paula Coyle (Chair)(PC), James Pearse (JP), Trystan Hitchens (TH), George Hockin (GH), Lydia Thornton (LT), Cynthia Walsh (CW) & Chris Bennett (Secretary)(CB)

1. Apologies for absence:
2. Notes of previous meeting on 13th Oct 2021

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

3. Actions

Action			
13/10/21/1	CB	Register George Hockin as a BCA trustee with the Charity Commission	Completed
13/10/21/2	PC	Research banks to find an alternative account and suit our requirements	On-going
13/10/21/3	CB	Contact the Chair of NPC and seek views on hosting a joint meeting to meet each other	On-going

Action Updates

Action 13.10.21/1 – CB reported he had registered GH, TH and LT with the Charity Commission and confirmed he had deleted previous trustees who had stood down recently, i.e. Al Caie, Judith Bird, James Towers & Missy Sell

Action 13/10/21/2 – PC reported she had spoken with a relative who had some experience of sourcing a suitable bank providing no fee charitable accounts. Result was the following banks do such online accounts:

- Lloyds – currently suspended this account (to many applications)!
- Nat West – There was quite a lengthy process to open/transfer the account
- Barclays – Not checked yet.

A general discussion then took place amongst the members, other suggestions included Metro Bank and Monzo Bank. (PC) asked if anyone knew whether or not they provided charitable accounts online? Agreed these would be looked into along with other banks listed. Another suggestion was to use Paypal, linked to an account. It was considered although a small number of our members using the lottery did not have internet and may struggle to get payments made.

CB asked if we could discuss the HSBC account in more detail under agenda item 6 below

Action 13/10/21/3 (also linked to AGM Action 14/09/21/2) – CB reported he had sent an email to the Chair of NPC on the 6th January asking if they would like to take up the offer. So far CB has not had a response back. CB also confirmed he sent this to the NPC Clerk on the 12th for the attention of NPC Cllrs. and again, no response as yet.

Following a discussion, CB agreed to make an additional invitation to gauge any interest in participation.

AGM Actions

(CB) also asked the trustees to bear in mind the Actions which came about from the AGM (as listed below)

Action			
14/09/21/1	CB	Offer first aid session to residents for children.	On-going
14/09/21/2	CB	BCA trustees to discuss possibility of inviting NPC Cllrs to exchange and discuss roles within the community (we now have new Cllrs. and new trustees)	Withdrawn
14/09/21/3	CB	Speak with OHH management and offer CPR & Defib training to staff members.	On-going
14/09/21/4	CB	Speak with Burton residents to identify blocked gullies and liaise with Cllr. Dafforn to discuss road clearance request	Completed
14/09/21/5	CB	Circulate the offer of help in deciding whether to improve home/personal security	Completed
14/09/21/6	JP	Produce an article for the next Bugle newsletter on the installation of cameras he has used.	Completed
14/09/21/7	CB	Liaise with JP and complete the registration for the NHW Scheme, as required.	Completed
14/09/21/8	PC	Make initial enquiries with Green Square Housing regarding proposals to use the land adjacent to the play area	On-going
14/09/21/9	CB	Circulate details of the Green Dog Walkers Scheme to village residents to obtain views.	Completed
14/09/21/10	CB	Circulate details of MyWiltshire reporting App.	Completed

		As a means of raising community issues with the local authorities.	
14/09/21/11	CB	Produce an article for the village bugle newsletter covering nuisance incidents of dog barking and how to report them	Completed
14/09/21/12	PC	Produce a very short survey of ideas for Christmas Party and obtain feedback before booking a venue.	Completed
14/09/21/13	CB	Email residents and seek a volunteer(s) to organise the Children's Christmas Party event	Completed

Comments on the above Actions.

Action 14/09/21/1 – CB reported there was no update on this and would revisit when it was felt COVID restriction would be suitable

Action 14/09/21/2 – CB reported this would be linked to Action 13/10/21/3 above. This Action can be withdrawn

Action 14/09/21/3 – CB reported this would be revisited when COVID permits and participants feel safe to do so. CB confirmed new members of staff (managers) would find this useful.

Action 14/09/21/4 – CB reported he had checked all surface water drains/gullies and noted a large number needing clearance. The full details were sent to NPC Cllr. Dafforn who has arranged for the tanker to visit the village in December, this has been delayed but is on the agenda, along with a full road sweep.

Action 14/09/21/5 & 6 – CB reported this had been done with assistance from JP

Action 14/09/21/7 – JP confirmed he had registered our NHW scheme with the regional coordinator.

Action 14/09/21/8 – PC reported this was still an on-going Action and would update when done.

Action 14/09/21/9 – CB reported this had been included as an article in the Bugle newsletter, however there was no interest from our residents in taking part.

Action 14/09/21/10 – CB reported this had been circulated to all residents

Action 14/09/21/11 – CB reported this was included in the above circulation

Action 14/09/21/12 – PC & LT reported they had met with management from the OHH and looked at options for the village Christmas party. Those options were circulated

via a survey to all residents. Result of survey revealed a preference to arrange a hot buffet style menu with the OHH. The party went ahead on the 3rd December when 40 residents attended. The overall feedback was very positive and well received.

Action 14/09/21/13 – CB reported he had received a number of offers to assist with the planning of the Children’s Christmas party which was held on the 18th Dec. Initially we had 18 children booked to attend but with recent COVID changes this was reduced down to 11 children.

4. Treasurer’s report – CW reported the latest bank statement for end of December shows a balance of £6,951.18p. CW presented a spreadsheet for the financial status of the individual funds (restricted & unrestricted)

5. Health & Safety – CB had no items to report, although mentioned the Annual Inspection for the play area is due and we await that report.

6. BCA Corporate Matters –

- Discuss trustees profile info on the website – CB reported he had previously circulated an email asking for comments on this. Generally, it was felt some personal data should not be divulged, although in principle thought providing names, roles and a corporate email address would be acceptable. Some members proposed a group photo (maybe at a meeting) and left to individuals if they wished to be included. A discussion then took place regarding BCA Corporate emails and how this could be achieved when we decide on the next website hosting company.

Action 25/01/22/1 – CB to compile a suitable document and circulate to members before posting on website

- Discuss options and agree changes to HSBC Banking ‘Terms and Conditions’ – (CB) reported he had received the first bank statement showing charges and it appears we pay 40p per cheque that is processed + £5 per month standard charge.

CB went on to say he was in the process of applying to change a personal HSBC charitable account to an online facility. According to info, the HSBC will do dual authority transactions and if we don’t use cheques then this would save costs. CB was unsure at the moment if this type of account incurs any charges, but would report back when the change was completed. Once done, he would be able to update on any changes proposed for the BCA account.

GH also mentioned the need to capture all records to ensure we don’t lose archive material, which is needed for BCA records (7 years of records)

- Discuss and approve the donation towards the HM Queens Platinum Jubilee Parish Event – CB reported he had spoken with the event

organisers (as per Committee Action 13/10/21/5) More details will be circulated by CB to trustees soon.

- Discuss payment of the website fees, effective from April 2022 – CB reported he had received details from Graham Read regarding the current costs for the website and some additional details of alternative hosting companies. CB circulated this document amongst members. Following a general discussion, it was suggested there might be alternatives which provide free facilities, including bespoke email addresses at no cost. JP proposed he have a meeting with Graham Read to discuss options.
Action 25/01/22/2 – CB to contact Graham Read and arrange a meeting with JP
- Look at content for next AGM Annual Report – CB reported the next AGM would normally be held in April to coincide with the annual returns to Charity Commission and the end of financial year accounts. If this was the case then work would need to begin on the report and to prepare the accounts for external examination.
Action 25/01/22/3 – PC to prepare the Annual Report
Action 25/01/22/4 – CW to prepare the Annual Financial Accounts for examination, to include paper copies of all documents.

7. Any other business:

Meeting closed – 9.30pm

Next meeting - Trustees – Tuesday 8th March 2022