

Burton Community Association Trustees Meeting 3rd May 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 25th Jan 2022

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

3. Actions

Action			
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	Completed
25/01/22/1	CB	Create a document for the Trustee's profile header page on the website	Completed
25/01/22/2	CB	Contact Graham Read and arrange a meeting with James Pearse to discuss transition of website to BCA	Completed
25/01/22/3	PC	Prepare BCA Annual Report	On-going
25/01/22/4	CW	Prepare Annual Financial accounts	On-going

Action Updates

Action 13/10/21/2 – CB reported he had made enquiries (via an online application) to move our current account to a fully online process with dual authorisation processes. Although CB had been verbally informed by a local branch this was available, the online reply from Business Banking was clear in that it is not feasible to have this system. HSBC suggested the way forward was to have just one nominated person to authorise online transactions.

PC also recalled Barclays Bank may still provide a free service and had dual authority practices.

Following a short discussion, it was suggested having an account with one authorisation was not ideal and we seek other sources for banking.

JP suggested we take a look at Starling Bank who do provide an online service (free of service charges) to charities which are registered with Charity Commission and Companies House, which applies to the BCA. Members agreed we should look at alternatives and would favour dual authority processes.

Action 03/05/22/1 – CB to research Starling Bank and Barclays Bank products

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. A response came back from NPC asking if there were a lot of items to discuss could we list them and the Chair would be happy to meet. CB confirmed he had responded further and re-iterated this was proposed to be an informal gathering and get to meet. CB noted this had also appeared on draft notes of Parish council meeting but no agreement. No further communication had been made on this.

Action 25/01/22/1 – CB reported he had compiled a document outlining the background and work of the BCA for inclusion on our website page, members had been sent a copy previously. The article also includes a group photo of the trustees.

Action 25/01/22/2 – JP reported he had met Graham Read and over the last few months resulting in a new look and refreshed website, which was now operational.

Action 25/01/22/3 – To be covered under agenda item 6 below

Action 25/01/22/4 – To be covered under agenda item 6 below

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
14/09/21/3	CB	Speak with OHH management and offer CPR & Defib training to staff members.	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

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 14/09/21/3 – CB reported he had provided training to x2 duty managers at the OHH pub, which would increase our capability to cover longer hours should the need

arise.

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

4. Treasurer's report – CW reported the account has a current balance of £6,518.58p at the end of March 22

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

6. BCA Corporate Matters –

- Discuss possible issue with the new BCA email system
CB reported that he had begun to use the new corporate email address for communicating to residents. He had received a number of reports the emails had gone into recipients 'SPAM' and in some cases wasn't sure our members had seen them.
CB also mentioned he would discuss further other issues about communication methods and asked for this to covered as AOB
- Discuss migration of BCA documents from 'Google' drive to Microsoft 'Shared OneDrive'

CB reported the BCA currently store all documents on a 'Google' Shared Drive, however with the introduction of our access to a Microsoft system it is proposed we moved our library of documents to Microsoft OneDrive, once it has been confirmed all trustees have access to this system.

JP reported he had sent out a quick aide memoir to trustees providing information on how to set this up on devices. JP confirmed he was happy to assist trustees with this.

Following a short discussion, it was agreed trustees would be given two weeks to ensure access is available before we begin the migration of data.

Action 03/05/22/2 – All trustees to ensure they have gained access to the Microsoft OneDrive system.

- Discuss plans for AGM & Financial Accounts External Examination

CB suggested it was usual practice for AGM'S to be held just after the financial year and accounts have been externally examined (May), although our last AGM was in Sept, due to COVID restrictions.

Following a short discussion PC proposed we aim to hold the AGM on the 14th June, subjected to the accounts examination and the annual report completion. The trustees meeting on the 24th may would provide sufficient time to approve them and to give the required 14 day notice for the AGM.

Trustees also discussed options for a venue to hold the AGM and although the church was normally used, we could also make enquiries with the new Farm Shop to gauge possibility.

PC also suggested the choice of venue could be canvassed with residents and we could include a question regarding suggestions for future projects and options to consider for promoting environmental issues.

CB offered to assist CW with preparation of accounts, if required.

7. Any other business:

- Approve donation towards the HM Queen's Platinum Jubilee Event

Committee members had previously discussed this matter and were asking Trustees to approve the sum of £500 (capped) towards the cost of hosting the event.

Proposed by PC

Seconded by JP

All members approved this unanimously

- Discuss issues raised by Amanda Read concerning 'Village Communications'

CB informed trustees that he had been part of meeting with Amanda Read (website administrator) and Sue Clark (Bugle editorial team) regarding the current/future methods of communication. In general, the topics of discussion centred on issues of accessibility, inclusivity, efficiency, resources and mode. Do we use the correct medium for the topic and to explore more efficient methods.

CB stated he would send a copy of the meeting notes to trustees for comment.

CB also reported the group meeting proposed we hold a village survey to gauge preferences from our readers. Amanda read had volunteered to prepare a draft survey questionnaire.

Trustees agreed this would be useful exercise, especially as we had so many new arrivals to the village.

Action 03/05/22/3 – CB to speak with Amanda Read and liaise regarding a village survey.

Meeting closed – 9.55 pm

Next meeting - Trustees – 24th May 2022