

Burton Community Association General Committee Meeting on the 20th Sept 2022 (7.30pm) at The Old House at Home

Present

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

1. Apologies for absence:
2. Notes of previous meeting on 24th May 2022 – Proposed by GH and seconded by PC – Notes approved
3. Actions

Action			
03.09.18/7	CB	Look at the safety issues for residents following the recent road traffic collision on the triangle – raise this with newly formed Road Safety & Crime Prevention Group	On-going
11.11.19/8	PC	Liaise with AC & CB to produce job description documents for BCA Chair, Treasurer and Secretary.	On-going
13.01.20/1	CW	Work on ideas for recipe book themes and send to CB for circulation to residents	On-going
13/10/21/1	CB	Make enquiries with local gardener contractors and obtain an idea on costs to maintain the village spaces	On-going
25/01/22/1	CW	Place all recipes into a folder on the 'Google' Shared drive	On-going
03/05/22/1	PC	Future projects and Green Footprint ideas	Withdrawn
24/05/22/1	PC	Review the finances within the Restricted & Unrestricted funds at the end of 2022	On-going

Updates

Action 03.09.18/7 – CB reported the next CATG meeting is scheduled for the end of Sept 22 and we await further updates. In addition, CB mentioned the Highways Dept had installed a black box monitoring device in the village a few weeks ago as part of the survey.

Action 11.11.19/8 – CB reported this was still work in progress, we needed to complete the roles of Chair and Treasurer.

Action 13.01.20/1 & 25/01/22/1 – CW reported there was no update. CB asked if the recipes had been placed within the Shared 'Google drive'? CW confirmed this had not taken place as the recipes needed to be scanned and her equipment was not functioning. JP offered to assist with creation of Pdf docs and transfer to the Shared Drive. Action remains on-going

Action 13/10/21/1 – CB reported there had been no significant progress on this and was planning a site visit with the contractor. Remains an on-going Action

Action 03/05/22/1 – PC reported the survey had been done and very little feedback on future potential Green Projects. The group discussed several suggestions but no members were prepared to Champion this item. PC asked this Action be withdrawn pending any future interest and ideas.

Action 24/05/22/1 – All noted this would be addressed towards the end of year.

4. Treasurer's report – CW reported the current balance is £7916.99p. The Restricted fund is £2,503.21p and Unrestricted is £5413.78p

PC suggested we increase funds to the Play Area and reduce our available Reserves. This would then cater for any immediate need for cash to be spent on this specific organisational objective. CW suggested we should progress the purchase of a Sun Shade for the play area, costing about £2.5k or more. PC mentioned any large expenditure, we could look for 'Match funding' from a number of sources, if needed.

Following a general discussion, it was decided we follow our plan in Action 24/05/22/1 and review our financial position towards the end of this year.

5. Health & Safety – CB reported there had been no reports of 'health and safety' issues

6. Group updates:

a. Events –

- Proposals for the Adults Christmas Party – CB suggested it was now time to look at options for the Christmas party. JP proposed we look at hiring a band called 'The Survey Monkeys' who have been used for other local events. A provisional cost would be estimated at about £1.3k. A general discussion took place amongst members and it was suggested we make provisional enquiries with the owners of Burton Farm Shop to gauge interest.
Action 20/09/22/1 – JP to speak with owners of the venue
- Halloween party – CB reminder members the local Farm Shop

hosted a lovely Halloween party last year for local children, if this was repeated then the BCA would not need to organise another. CB asked if JP could also speak with owners of the venue to check if this is something they are also planning. CB did propose the BCA coordinate the usual 'Trick or Treat' evening on the 31st Oct

- b. Community Safety & Crime Prevention (CSCP) + CSW – CB reported the CSW team are currently attempting to deploy x2 days per week, where possible. No further updates.

- c. Village Appearance Group – No updates

7. Report on other activities:

- Burton Calendar Support – CB asked to confirm if the BCA were supporting the village calendar project lead by Amanda Read. PC, GH & CW confirmed they had been asked to judge the photos.

- Defibrillator software recall – CB reported the manufacturer for our defibrillator had instigated a product recall, apparently there was a software problem relating to battery levels. CB confirmed the defibrillator had been collected by courier on the 16th Sept and they forecast a turnaround in x3 working days. Due to weekend/bank holiday we could have this returned later this week. CB also confirmed this had been reported to 'The Circuit' system as a device 'currently out of service'

8. Any other business –

- BCA Laptop computer – CB asked members to consider the purchase of a laptop computer. Currently all resident's personal data is held on personal hardware and if/when CB is not available (maybe on holiday) then any village communication can be difficult or not done. CB asked members to consider options. JP suggested the BCA email address for CB should have an 'Out of Office' facility which can be diverted to another trustee to deal with. The contacts list should be secure on our Microsoft One Drive facility.
Action 20/09/22/2 – CB to liaise with JP to arrange

- Dog Show – CB reported he had been approached to consider financial support for some equipment purchased for the event, this included metal poles and plastic netting used for fencing areas. CB didn't know the costs involved. Following a general conversation within the group it was thought the dog show was not a BCA organised event (although supported) and the organisers had not

asked in advance for funding. Trustees declined to cover the requested expenses for the dog show and that Trustees recommend event expenses would more appropriately be deducted from the proceeds of the event.

CB stated he would speak with the organisers and pass on this information.

- Future scheduling of meetings – CB asked members to consider revising the frequency of our meetings, did we really need to meet each month or could this be extended? CB also mentioned the trustees had made use of email approval for a number of issues, which proved positive. Following a discussion within the group, PC proposed meetings are held bi-monthly (every 2 months). Seconded by JP. All members approved this decision.

This scheduling would take place after the AGM

Meeting closed – 9.20pm

Next meeting - General Committee – AGM to be arranged