

## Burton Community Association General Committee Meeting on the 20<sup>th</sup> March 2023 (7.30pm) at The Old House at Home

### Present

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

1. Apologies for absence: Lydia Thornton (LT)
2. Notes of previous meeting on 24<sup>th</sup> Jan 2023 – Proposed by (JP) and seconded by (PH)– Notes approved
3. Actions

Action			
<b>03.09.18/7</b>	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	<b>On-going</b>
<b>11.11.19/8</b>	PC	Liaise with AC & CB to produce job description documents for BCA Chair, Treasurer and Secretary.	<b>On-going</b>
<b>13.01.20/1</b>	CW	Work on ideas for recipe book themes and send to CB for circulation to residents	<b>Withdrawn</b>
<b>25/01/22/1</b>	CW	Place all recipes into a folder on the 'Google' Shared drive	<b>Withdrawn</b>
<b>24/05/22/1</b>	PC	Review the finances within the Restricted & Unrestricted funds at the end of 2022	<b>Completed</b>
<b>20/09/22/2</b>	CB	Liaise with JP and work on a system to divert emails to Secretary to nominated trustees to cover absences	<b>On-going</b>
<b>24/01/23/1</b>	CB	Speak with village fete organisers to seek views on Police/Bobby Van visit during the event	<b>On-going</b>
<b>24/01/23/2</b>	CB	(Linked to 24/01/23/1 above) Communicate with Wiltshire Police and Bobby Van Trust to ask attendance at the village fete	<b>On-going</b>
<b>24/01/23/3</b>	CB	Circulate to village residents to seek a volunteer to organise 'Open Gardens' event	<b>Withdrawn</b>
<b>24/01/23/4</b>	CB	Plans for Coronation party - speak with landowners	<b>Completed</b>
<b>24/01/23/5</b>	CW	Produce a document to send to residents	<b>Completed</b>

		encouraging recipe submissions for book	
<b>24/01/23/6</b>	CB	Following the completion of Action 24/01/23/5 - circulate details to residents	<b>Completed</b>
<b>24/01/23/7</b>	PC	Research printing options and costs for the Burton cookbook	<b>On-going</b>
<b>24/01/23/8</b>	PC	Send a letter of appreciation to Amanda for work done/donation received on village calendar	<b>Completed</b>

## Updates

Action 03.09.18/7 – (CB) reported the next Local Highways & Footways Improvement Group (LHFIG) meeting was scheduled for the 13<sup>th</sup> March 2023 and we await further updates from them. (CB) also reported he had spoken with Jenny Minney the Chair of Nettleton Parish Council who informed (CB) the request to lower the speed limit (to 20mph) entering Burton village from Nettleton had been approved. The matter was also on the NPC agenda for their meeting tonight to finalise and approve funding. More details will be available for the next meeting.

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 – (CB) asked for these Actions to be withdrawn as this was now duplicated with more recent Action 24/01/23/5. Members present approved this.

Action 24/05/22/1 – (PC) asked (JP) for current details on the Restricted and Unrestricted funds to date. (JP) reported as of the end of Feb 2023:

- Restricted = £2,347.71p
- Unrestricted = £4,495.78p

Following a discussion amongst members it was approved to move £1,000 from the Unrestricted funds, as follows:

- £600 to the Play Area
- £200 to the Appearance Group
- £200 to the Defibrillator fund

*(Post meeting – (JP) confirmed this had been done, and the current balances in each fund are as per agenda item 4 below)*

Action 20/09/22/2 – (JP) confirmed he would compile an aide-memoir to show the process of diverting the [BCA@burtonvillage.org](mailto:BCA@burtonvillage.org) email to either (PC) or (JP) in the absence of (CB). (JP) also indicated he would also produce guidance on how to set up the 'Out of Office' facility. Action remains on-going until the guidance docs are created.

Action 24/01/23/1 – (CB) reported he had communicated with village fete organisers who indicated the church was being used for the fete and it wouldn't be possible to combine this with an invitation to Police and/or Bobby Van Trust, and suggested having a separate event. Members present discussed this response and wanted to

stress the idea was not to have a formal presentation but be in attendance with literature/expertise and respond to meet resident's and respond to questions. Members asked (CB) to speak again for views.

Action 24/01/23/2 – (CB) reported he will await an update from church fete organisers before any contact/invitation is made with the Police & Bobby Van Trust.

Action 24/01/23/3 – (CB) reported that following the points raised during our last meeting and potential issues raised, together with insufficient time to organise, reported being unwilling to coordinate the task for organising this particular event. (CB) asked for this Action to be withdrawn. Members present agreed it was impractical to expect such an event could be hosted in such circumstances.

Action 24/01/23/4 – (CB) reported he had spoken with Freddie Clark who had agreed to let us use the field adjacent to the church for the Coronation event on the 7<sup>th</sup> May. CB also informed members he had been approached by Alastair McKee who had also very kindly offered the use of the Old Rectory gardens for the event as an addition for some activities. More details on the event will be covered under agenda item 6 below.

Action 24/01/23/5 & Action 24/01/23/6 – (CW) reported a document had been produced for circulation to residents asking for recipes. (CB) confirmed the document had been emailed to residents.

Action 24/01/23/7 – (CB) asked for an update on the appeal for recipes. (CW) she had spoken personally to some residents who promised to provide a recipe, although there were no actual direct replies to the email request.

A general discussion then took place to provide a 'timeline' for completion of this project. Members felt it would be good to get this done in time for the village fete on the 3<sup>rd</sup> June. Members also asked in what format, how many prints and costs were proposed? (PC) stated she would need more information before researching likely costs. (CW) noted the above and would move this forward. Action remains on-going.

Action 24/01/23/8 – (PC) reported a letter of appreciation had been sent to Amanda thanking her for the donation and work done on the village calendar.

### **AGM Actions**

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

<b>Action</b>			
<b>14/09/21/1</b>	CB	Offer first aid session to residents for children.	<b>On-going</b>

### **Comments on the above Actions.**

Action 14/09/21/1 – (CB) this remains on-going.

4. Treasurer's report – (JP) reported the current balance to the end of February is:
  - Restricted = £3,347.21p
  - Unrestricted = £3,495.78p
  
5. Health & Safety – CB reported there had been no reports of 'health and safety' issues
  
6. Group updates:
  - a. Events – HM Kings Coronation Party – (CB) informed members a small group of volunteers had met to discuss plans for the event, which were now underway.

(CB) reported he had sent an email (and hand delivered letter for residents not online) with initial details for the event. So far about 40 adults and 15 children were likely to come along, but anticipating more. As part of the event, it is hoped to include the attendance of a local company 'Clayzer' which offer a specialist laser styled clay pigeon shooting activity. The owners of the company are willing to do a discounted cost for our event. (CB) asked members for financial support to cover this cost in principle (no actual fee has been discussed yet)? There would be no additional costs for the BCA. Following a discussion amongst the group, it was agreed this would be a great addition to the party and would allow (CB) to negotiate with company for a reasonable overall cost, that would need to be eventually approved by trustees.

(CB) also asked members to agree to support the event, in particular agreement to provide the Liability Insurance cover for the event. A full risk assessment would be conducted and circulated to members for prior approval.

**Action 20/03/23/1 – (CB) to produce an event risk assessment for approval**

**Action 20/03/23/2 – (CB) to update on likely costs.**
  
  - b. Community Safety & Crime Prevention (CSCP) + CSW – (CB) reported another volunteer had joined the team and was nearing the end of Police training.
  
  - c. Village Appearance Group – (CB) reported - along with a volunteer had replenished the village 'gateway planters' and produced a receipt for £91.94p for payment (as approved in the January meeting)
  

(CB) also mentioned the national 'Great British Spring Clean' was underway and should we organise a village tidy up? Members present indicated a willingness to take part and do it during April. No date(s) were fixed and (CB) agreed to email members for suggested date.

**Action 20/03/23/3 – (CB) to email members for suggested ‘tidy up’ date**

7. Report on other activities: - None.

8. Any other business – None

**Meeting closed 9.05pm**

**Next meeting – The Annual General Meeting – (prov) Sunday 21<sup>st</sup> May 2023**