

## Burton Community Association Trustees Meeting 20<sup>th</sup> March 2023 (follows General Committee meeting) at The Old House at Home PH

### 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> January 2023

Approval was proposed by (PH) and seconded by (JP) – Minutes approved

### 3. Actions

Action			
<b>13/10/21/2</b>	PC	Research banks to find an alternative account and suit our requirements	<b>On-going</b>
<b>03/05/22/1</b>	CB	Research Starling Bank & Barclay's Bank for suitable Charity account	<b>On-going</b>

### Action Updates

Action 13/10/21/2 & 03/05/22/1 – (JP) reported the change of primary user had been completed, although authorised signatories had yet to be completed. This Action would be progressed when this had been achieved.

#### Post meeting note:

The above notes are to be amended following a review by (JP). The present situation with HSBC is as follows:

- Updated the treasurer details (James P)
- Updated the address details for statements
- Added (JP) as a signatory for cheques
- Granted access to the account.

Al Caie is still the primary user as the form was rejected due to change of (PC) signature. We need to visit a branch (with ID) to finalise the switch.

4. Treasurer's report – (JP) reported the account has a current overall balance for end of February of £6,842.99p
5. Health & Safety – CB had no items to report.

## 6. BCA Corporate Matters –

- Preparation of Annual Report 2022-23
- Preparation of Financial Accounts 2022-23  
(CB) asked trustees to consider a timeline for completion of documentation/examination so that we can schedule an AGM for May. (JP) indicated the financial accounts should be ready for mid-April (once the March bank statement arrives). (PC) indicated the financial accounts external examiner would be available for April. (PC) also indicated the Annual Report for 2023-23 would be done in April for eventual approval.  
**Action 20/03/23/1 – (JP) to produce financial accounts for 2022-23**  
**Action 20/03/23/2 – (PC) to produce Annual Report 2022-23**
- Discuss date and venue for Annual General Meeting  
Trustees then discussed the date and potential venue for the AGM. It was agreed to ask the owners of the Burton Farm Shop & Kitchen if this could be done on the Sunday 21<sup>st</sup> May.  
**Action 20/03/23/3 – CB to contact BFS&K to agree use of premises for AGM for provisional date.**

7. Any other business: - None

**Meeting closed – 9.20pm**

**Next meeting - Trustees – Annual General Meeting in May 2023 (date t.b.c)**