

Burton Community Association Trustees Meeting 30th Jan 2024 (follows General Committee meeting) at The Old House at Home PH

Present

George Hockin (Chair)(GH), Paul Hawkes (PH), James Pearse (Treasurer)(JP) Lydia Thornton (LT), Paula Coyle (PC) & Chris Bennett (Secretary)(CB)

1. Apologies for absence: Trystan Hitchens (TH) & Cynthia Walsh (CW)
2. Notes of previous meeting on 14th Nov 2023

Approval was proposed by (GH) and seconded by (LT) – Minutes approved

3. Actions

Action			
13/10/21/2	PC	Research banks to find an alternative account and suit our requirements	On-going
03/05/22/1	CB	Research Starling Bank & Barclay's Bank for suitable Charity account	On-going
14/11/23/1	GH	Compile a letter raising concerns for potential flooding/icing issues and send to Parish Council	Completed

Action Updates

Action 13/10/21/2 & 03/05/22/1 – (CB) reminded the trustees we had not completed the Bank Mandate for Authorised signatories and suggested this should be completed asap. (JP) responded and would research further options for doing this online as opposed to a visit to a branch of the bank, nearest being Bath or Devizes. Actions remain on-going.

Action 14/11/23/1 – (GH) reported a letter had been sent to the Parish Council outlining the concerns raised regarding surface water issues/potential icing of roads. A response was received directly from the Chair of NPC, although it wasn't raised on the meeting agenda. The content of the email response identified the measures they had in place with Wiltshire Council and the Parish Steward.

4. Treasurer's report – (JP) reported the account has a current overall balance for end of December of £7,903.61p

5. Health & Safety – No reports to consider

6. BCA Corporate Matters –

- Data Protection Audit – (CB) reported he had experienced some problems with residents providing written consent to allow the BCA to retain and use personal data. (CB) proposed we undergo an audit and research other ways (maybe online) to achieve this. (JP) suggested he could produce an online system using Microsoft Forms for approval.

Action 30/01/24/1 – (JP) to explore use of Microsoft Forms and produce a suitable system for recording data consent

7. Any other business: -

- (GH) raised a point regarding the recent changes to the x2 factor authentication using the @burtonvillage email, it was too frequent and could we extend the times. (JP) confirmed the need for this system to retain security of our system/data, however he has recently extended the need to authenticate every x2 weeks.

Meeting closed – 8.50 pm

Next meeting - Trustees – 5th March 2024