

## Burton Community Association Trustees Meeting 5<sup>th</sup> Mar 2024 (follows General Committee meeting) at The Old House at Home PH

### Present

George Hockin (Chair)(GH), Paul Hawkes (PH), Cynthia Walsh (CW), Paula Coyle (PC) & Chris Bennett (Secretary)(CB)

1. Apologies for absence: James Pearse (Treasurer)(JP), Trystan Hitchens (TH) & Lydia Thornton (LT)
2. Notes of previous meeting on 30<sup>th</sup> January 2024

Approval was proposed by (GH) and seconded by (PC) – 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>
<b>30/01/24/1</b>	JP	Explore use of Microsoft Forms and produce a suitable system for recording data consent	<b>On-going</b>

### Action Updates

Action 13/10/21/2 & 03/05/22/1 – (CB) reminded trustees we need to progress this to enable us to have online payment facilities. Actions remain on-going.

Action 30/01/24/1 – (CB) reported on behalf of (JP) who had researched Microsoft Forms and believes a system can be implemented online to facilitate Data Protection requirements. (CB) & (JP) yet to formulate a template.

4. Treasurer's report – (CB) reported the account has a current overall balance for end of February of £7,747.81p
5. Health & Safety – No reports to consider
6. BCA Corporate Matters –

- Preparation for Annual Report 2023-24 – (CB) reminded everyone a report will need to be prepared and approved prior to the AGM  
**Action 05/03/24/1 – (GH) to prepare the Annual Report 2023-24**
- Preparation for Financial Report & External Examination – (GH) confirmed he had arranged to meet (JP) on the 2<sup>nd</sup> April to examine accounts. (PC) will confirm the availability of the External Examiner for early April period.  
**Action 05/03/24/2 – (JP) to produce the 2023-24 Financial Accounts for external examination**
- Dates for Annual General Meeting – Following a brief discussion, it was suggested we aim for Sunday 9<sup>th</sup> June. Dependent upon completion of Financial Accounts Examination and Annual Report. The time and venue to be arranged.
- Proposed Changes to Data Protection Records – (CB) and (JP) to produce an online system via Microsoft.

7. Any other business: - None

**Meeting closed – 9.20pm**

**Next meeting - Trustees – 7<sup>th</sup> May 2024**