

Burton Community Association Trustees Meeting 18th March 2025 (follows General Committee meeting) at The Old House at Home PH

Present

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

1. Apologies for absence:
2. Notes of previous meeting on 7th Jan 2025

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

3. Actions

Action			
13/10/21/2	PC & (JP)	Research banks to find an alternative account and suit our requirements	On-going

Action Updates

Action 13/10/21/2 – (PC) reported she was in the process of arranging an appointment with the HSBC bank to complete the authorised signatory process and would report back when done.

4. Treasurer's report – (JP) reported the bank account details for end of Feb 2025 is as follows:

Current overall balance = £7,718.42p
Restricted fund = £3,311.54p (43%)
Unrestricted fund = £4,406.88p (57%)

The balance for end of year accounts would be circulated once the bank statement arrives at the beginning of April.

5. Health & Safety – No reports

6. BCA Corporate Matters –

- Preparation for Annual General Meeting (AGM) – (CB) invited members to discuss suitable date(s) for the AGM. Following a group discussion and subject to the Financial Accounts being externally examined we should aim for an AGM on the 18th May 2025.

(CB) also informed members that in accordance with our Constitution at the AGM a third of our trustees (by rotation) must step down and seek re-election, if that is their plan. The trustees who are next in rotation are:

George Hockin, James Pearse, Cynthia Walsh & Paul Hawkes

Action 18/03/25/1 – (CB) to speak with Farm Shop owners to seek permission to host event on this (prov.) date

Action 18/03/25/2 – (GH) to produce an Annual Report for the AGM

- Preparation of Financial Accounts for submission to Charity Commission – (JP) reported he should have the bank statement early April 2025 and it wouldn't take too long to complete. Plan to meet with (CB) on the 12th April to complete the CC16a form and forward this to Mr Tyler for examination via (PC)

Action 18/03/25/3 – (JP & CB) to meet on the 12th April

7. Any other business: - None

Meeting closed – 8.30pm

Next meeting - Trustees – 18th May 2025 scheduled to be the AGM (tbc)