**Burton Community Association Trustees Meeting**

**8th Jan 2018 (7.30pm) at The Old House @ Home**

**Present**

Grant Cambridge (Chair)(GC), Glynis Morris (GM), James Towers (Treasurer)(JT), Rachel Scott (RS), Steve Symons (SS), Al Caie (AC) & Chris Bennett (Secretary)(CB)

Also Present: Missy Sell (MS)

1. Apologies for absence: Trystan & Victoria Hitchens and Judith Bird
2. Notes of previous meeting on 2nd October 2017

Approval was proposed by SS and seconded by AC – Minutes approved

1. Actions

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| **Action** |  |  |  |
| **02.10.17/1** | JB | Arrange purchase of Wheelie bin stickers for CSW campaign via the General Committee | **Completed** |
| **02.10.17/2** | GC | Obtain electronic version of revised plan for play area and circulate to members | **Completed** |
| **02.10.17/3** | CB | Contact Wiltshire Council (Sect 106) funds and Chippenham Area Board to obtain approved grant funding for play area | **Completed** |
| **02.10.17/4** | JB | Discuss with members of Events Committee a proposal to keep accurate records of expenditure for events | **Completed** |
| **02.10.17/5** | CB | Contact solicitors for play area landowners and discuss a process of changing name on lease from individuals to the BCA | **On-going** |

Action Updates

02.10.17/1 – CB reported that on behalf of JB he had purchased a total of 100 ‘Wheelie bin’ stickers as approved, and distributed between 2 and 3 stickers per household for houses on The Street. All residents in this area of the village accepted the offer and were prepared to place these on bins to help reduce vehicular speeds along the main B4039 through the village. We have about 20 stickers as spares.

02.10.17/2 – GC reported he had obtained the revised plan of the play area and had circulated this to members.

02.10.17/3 – CB reported he had completed the applications to receive the grant funding and confirmed payment had been received into the BCA account for payment to Playforce, from the below:

* Wiltshire Council - £10,137.04p
* Chippenham Area Board - £5,000
* Community First Landfill - £9,000 (we still have £1,000 to claim)
* Cotswold Homes - £484.95p for commemorative bench

02/10/17/4 – MS reported on behalf of JB that a spread sheet had been designed to record accounts/costs involved for events and would be maintained in the future alongside JT as Treasurer

02/10/17/5 – CB reported he had sent a number of emails beginning on 3rd October 2017 to the play area landowner’s solicitors, without much success of a reply. Eventually a reply came on 30th October to state they had contacted the landowners, nothing further. CB sent a further email on 28th December asking for update, an auto reply stated the office was closed until 2nd January over the Christmas period. This remains an on-going Action

1. Treasurer’s report – JT reported

* Current balance is £9,381.08p
* Current balance of play area fund is £4,296.03p
* 100 Club balance of £1,010, although prize money for the remaining 5 months will need to be retained in the account
* Defib account

A discussion then took place regarding the defibrillator account and CB stated the cost of replacing the electrode pads is approx. £60 and the eventual replacement of a battery could be about £150, although we wouldn’t know when this may take place. AC suggested we should allocate funds to the defib account as pre-authorisation.

Proposed by AC

Seconded by JT

GC authorised the transfer of £250 as a contingency in the defib account.

AC asked what progress had been made regarding the registration with HMRC for ‘gift Aid’ donations? JT reported he was still experiencing difficulties receiving documentation from HMRC as he was not the recognised official for BCA. Records at HMRC still have Pip Gilbert as the contact point. CB also reported he had been working with JT on this and had produced a list of donors according to our financial records. CB suggested the ‘gift aid’ would commence from the date we became a Charity in February 2017. AC stated this was incorrect as the BCA actually became registered with HMRC as having ‘charitable status’ in 2014. CB apologised for the error as he wasn’t aware of this and asked for documents to be forwarded to him to clarify position. GC had researched previous emails and had forwarded to CB.

CB reported he had obtained the ‘gift aid’ declaration forms and would be speaking to donors later this week to complete the forms.

**Action 08.01.18/1 – CB to contact ‘gift aid’ donors and complete documentation.**

1. Health & Safety – GC reported the post installation inspection of the play area had taken place and was valid for 12 months. Play force have quoted about £150 for an annual inspection as required by ROSPA. AC commented this was an amount he had expected. CB reported that GC and CB had been shown how to carryout daily/weekly/monthly checks of the equipment and CB had created a record of inspections. This was also a requirement of the Insurance Company.

AC asked to be included in the routine checking of the equipment, GC was happy for the support in doing this.

1. Update from:
2. General Committee – GC reported there was no update.
3. Play Area Committee – GC reported the play area was open and is being used by our residents. An official opening ceremony would be scheduled for about 6-8 weeks time, possibly early March. The Events committee would be asked to organise a suitable function and would be allocated funds to do this. CB also suggested the opening day should be on a date the children can attend. CB had begun to create a list of donors/interested parties for the official opening ceremony. Following a discussion amongst the group a number of additional parties were added to the list.

CB also reminded the members that a further £1k was still due to be paid by Community First Landfill once they had attended the opening ceremony and inspected the completed project.

A discussion then took place regarding a few instances of ‘anti-social’ behaviour by some youths (not from Burton), which included smoking and drinking alcohol in the play area. GM suggested we could install a PIR camera that might help deter the persons involved, or at least record any evidence of the activities. AC agreed to assist with this suggestion.

**Action 08.01.18/2 – GM to liaise with AC regarding provision of a camera installation at the play area.**

GC also reported x2 commemorative benches were yet to be placed in the play area and would be done once the weather improved.

1. Events Committee – MS reported the Halloween and ‘Trick or Treat’ events went very well. The Christmas party, attended by 47 persons was held at the pub and the majority of feedback was very positive. Should the next Christmas event take place at the pub then a few changes may be made. MS stated a meeting would be arranged soon with Church Events committee to plan the year ahead. BCA events are likely to be a ‘wine tasting’ and a quiz night in the next few months, more details to follow. AC responded by stating the next church events were pancake supper and the village fete usually held on first Saturday of June.
2. Street Lighting – CB reported he had received a communication from resident Paul Lortal regarding a suggestion the installation of some form of lighting in the vicinity of The Triangle, based on health and safety grounds. CB reported that he had prepared an article for the next edition of the Bugle newsletter seeking the views/comments of our residents.

AC responded and stated the Bugle newsletter was a BCA publication and nothing outside of the functions of the BCA should be included. The issue of street lighting would not fall under the category of the BCA objectives as set out in the Constitution.

AC proposed the article be withdrawn from the Bugle and the BCA do nothing regarding the provision of lighting. AC asked that GC look into this further.

GC responded by stating he was happy for information to be gathered from the community and CB could assist with a mailing list of residents. GC suggested that if Paul wished to take this on as a project, then there would be no financial assistance/expenditure from the BCA.

**Action 08.01.18/3 – CB to contact Paul Lortal with details of trustees’ decision made during this meeting.**

1. Preparation for Annual General Meeting – CB reported as well as the usual Annual Report there was a mandatory requirement to complete a number of additional reports for Charity Commission, as follows:

* Charity Tax Return
* Charity Annual Return
* BCA Annual Report

**Action 08.01.18/4 – GC to produce the BCA Annual Report**

**Action 08.01.18/5 – JT to produce the Charity Tax Return**

**Action 08.01.18/6 – CB to produce the Charity Annual Return**

1. Formation of next Board of Trustees 2018-19 – CB wished to remind members that in accordance with the current BCA Constitution, that after the first year **all** trustees would ‘stand down’. The trustees could ask to be re-elected and the election process would be open for any other residents of the village. The process for subsequent years would mean annually a third of the trustees should ‘stand down’

GC informed the members that an article would be placed in the end of March edition of the Bugle highlighting this process, and to encourage new members to participate and notification of the next AGM on 23rd April 2018.

**Action 08.01.18/7 – GC to produce an article for next bugle newsletter regarding AGM**

1. Any other business – Nothing declared

**Meeting closed – 8.30pm**

**Next meeting - Trustees Committee – This will be the AGM 23rd April 2018**