



**Burton**  
Wiltshire

Charitable Incorporated Organisation

Registered Charity Number 1171730

# Burton Community Association



## Annual Report 2018- 2019

# **BURTON COMMUNITY ASSOCIATION ANNUAL REPORT**

## **2018-2019**

### **1. Introduction**

The Burton Community Association (BCA) was formed in March 2014 and recognised by HMRC as a charity shortly afterwards. In February 2017 the Association was registered with the Charity Commission as a Charitable Incorporated Organisation (CIO). The area of its charitable activities is Burton in Wiltshire and its neighbourhood. This report covers the year April 2018 – March 2019

### **2. The Objectives of the Association**

#### **2.1 Statement of Objectives**

2.1.1 To promote the benefit of the inhabitants of the area without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together said inhabitants and such statutory authorities, voluntary and other organisations as appropriate in a common effort to provide facilities in the interests of health and social welfare, for recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants.

2.1.2 To promote good citizenship and greater public participation and solution of crime so that effective liaison between the Police and the Public can be achieved in order to promote the efficiency of the Police within the area of benefit.

2.1.3 To preserve and protect health and to relieve sickness by contributing to a reduction in the likelihood of premature and unnecessary sudden death resulting from heart attack and other life-threatening situations in particular but not exclusively by increasing the number of people trained in cardio-pulmonary resuscitation (CPR) and to use an automated external defibrillator (AED) and by providing and maintaining a public access defibrillator.

#### **2.2 Delivering the Objectives**

##### **2.2.1 Improving the conditions of life for the said inhabitants (Objective 2.1.1)**

The Association has a specific power under this objective to manage and maintain the Burton Play Area. These activities are reported in Section 5.1.

After consultation with the Small Charities Coalition, the Trustees decided that a Village Appearance Group was compatible with this objective, and the Group was formed in the

autumn of 2018. These activities are reported in Section 5.7.

2.2.2 To promote good citizenship and greater public participation and solution of crime (Objective 2.1.2).

The Association manages a Community Speed Watch Scheme, where volunteers trained by Wiltshire Police monitor traffic speeds on the B4039 in Burton, reporting those vehicles that exceed the speed limit by a threshold set by Wiltshire Police. This is reported in Section 5.2.

The Association promotes liaison with the police and circulates crime alerts, and crime prevention promotional material. This is reported in Section 5.3

Objective 2.3: To preserve and protect health and to relieve sickness

The Association owns and maintains a Public Access Defibrillator, and provides training to volunteers in its use and in CPR. It provides a communications structure to enable these to be deployed as rapidly as possible in an emergency. This is reported in Section 5.4.

### **3. The Organisation of the Association**

The Association has 8 Trustees (c.f. a statutory minimum of 3) who were appointed at the 2018 AGM. These are listed in appendix A. The Trustees are responsible for all statutory and governance issues. The officers of the Association are the Chair, the Secretary and the Treasurer. The officers do not have any additional powers or legal duties, and are appointed by the Trustees from their number. The Trustees meet typically monthly.

In accordance with the constitution, one-third of the Trustees shall retire from office at the 2019 AGM and an election will be held for those who wish to serve as Trustees.

A General Committee appointed by the Trustees undertakes the management of the day-to-day operation of the Association. The General Committee reports to each meeting of Trustees. Details of planned expenditure are submitted to the Trustees meetings, which may either approve items immediately or determine the approval process to be followed.

The General Committee is supported by more informal committees/groups. In 2018 the Play Area Group was disbanded because the Play Area had been completed and commissioned. The Events Committee continues its valuable work to promote activities to raise funds and develop further the village community ethos, which is central to the long-term future of the Association (see Section 5.6). A new Village Appearance Group was created in response to the enthusiasm, energy, and generosity of Association members for cultivating poorly maintained public areas of Burton (see Section 5.7).

### **4. Association Statutory Obligations**

The Trustees have made improvements to the arrangements for delivering the Association's statutory duties.

A reserves policy has been introduced. Partly to support that policy, the Trustees now receive improved financial reporting each month. This provides clear and detailed information on the position with regard to the various restricted and unrestricted funds, and the implications of committed expenditure and planned expenditure for those funds. This enables the Trustees to monitor and manage reserves and expenditure much more effectively.

A safeguarding policy has now been prepared and approved. A Safeguarding Officer has been appointed, and awaits the necessary confirmation of DBS clearance.

Health and Safety arrangements have continued unchanged. There have been no safety incidents during the year. Risk assessments have been reviewed and updated as necessary, and equipment maintained and inspected as required.

## **5. Reports on Association Activities**

### **5.1 Burton Play Area**

The Association owns and maintains the Burton Play Area. It is sited on land in Nettleton Road kindly leased to us by the late Paul Lysley of Castle Combe at a peppercorn rent. It was commissioned in December 2017 with a variety of play equipment primarily aimed at children of 10 or younger, and also with a games table and a picnic table. The Play Area is proving popular, attracting youngsters not only from Burton but also neighbouring villages.

In June 2018 two memorial benches were installed at the site, mainly for the benefit of adults and carers. One of these was funded by the Association, in memory of Sallie Belcher, a founding member of the Association and an early champion of the Play Area, and the other by Cotswold Homes, who supported the project in various ways including a major financial contribution.

Baroness Scott of Bybrook kindly officiated at the grand opening ceremony in July 2018, organised by the Association's Events Committee, where residents gathered together to celebrate the success of the project and to thank the project sponsors.

In recognition of the work undertaken, Wiltshire Community First presented an award to the Association Chair for the best project (out of 31) funded through the Landfill Communities Fund in 2017/8.

When the Play Area was brought into service, it was identified that there needed to be improvements to the profiling of the land leading to the entrance gate and service gate on Nettleton Road. To deal with this, a contract was placed with Horton Landscaping of Sherston, who built up the approach to these gates with topsoil and sowed it with grass seed. Since the

approach is frequently used for parking by Play Area users and as a passing place by road users, reinforcement was provided to make the approach less vulnerable.

Alistair Caie

## **5.2 Community Speed Watch**

Traffic speeds on the B4039 continue to be a major concern in the village. To address this, BCA operate a Community Speed Watch Scheme, where trained volunteers use a speed gun at sites approved by the police.

In 2018-2019 there have been over 40 sessions, with a total of over 250 cars being reported as over the 35mph threshold. Drivers exceeding the threshold receive a warning letter from the police. They also receive a police visit either on the third occurrence, or if the driver has exceeded 44mph.

There is clear evidence of a substantial reduction in the percentage of drivers speeding during a CSW session. One can only speculate to the extent of the benefit at other times. Nevertheless, speed watch observers do feel there has been a significant overall improvement since the scheme started.

The scheme currently has 5 active volunteers, but to make it easier to arrange sessions and share the load, we need more volunteers, particularly if you are available on a weekday. Please contact Judith Bird on 01454 218686 or [nnebsrnm@gmail.com](mailto:nnebsrnm@gmail.com)

The Association has a wheelie-bin sticker initiative – ‘It’s 30 for a reason’; which has a very visible presence along the main roads to remind drivers of the speed restriction through the village. Should you require replacement stickers, or indeed would like to join in this visible scheme, then please contact Chris Bennett on 01454 218354 or email [chriswatkinbennett@supanet.com](mailto:chriswatkinbennett@supanet.com).

Judith Bird

## **5.3 Crime Prevention Support**

The Association circulates alerts and advice from the Wiltshire Police, Action Fraud and Neighbourhood Watch Schemes by circulating details of incidents that may impact upon our residents.

The Association organised a meeting with the Wiltshire Crime Prevention Officer who made an interesting and thought provoking presentation on Home Security. The guidance has been circulated to all the village households.

Alistair Caie

## **5.4 Village Defibrillator**



The Association has provided a Public Access Defibrillator (PAD) for the village since 2015. A PAD is an electrical device that tries to return the heart to its normal rhythm after a cardiac arrest. The PAD is fitted to the outside wall of The Old House @ Home, with the continued kind and generous permission of the Warburton family, owners of the pub. Since it was installed there have been 3 medical emergencies in which the PAD has been used or deployed to be available for use.

The defibrillator is registered with The South West Ambulance Service Trust (SWAST) as part of a network around the region to ensure the device is made available to any member of the public should the need arise. Part of our registration procedure is to ensure the Association check the device once a month, and keep SWAST informed of its operational status.

The Association provides training to volunteers from the village in Cardiopulmonary Resuscitation (CPR), which includes use of the PAD. This uses training videos and resuscitation dummies from the British Heart Foundation. We currently have 30 residents trained which are widely spread around the village areas. Although refresher training is not a mandatory requirement for our volunteers, a short refresher course is offered periodically to our volunteers. In February 2019 a total of 13 residents completed the refresher which was well received and helped to raise confidence levels amongst the participants should they need to administer this type of first aid.

Details of those volunteers can be found on the village website [www.burtonvillage.org.uk](http://www.burtonvillage.org.uk). and residents are encouraged to download and hold this for emergency use. In addition The Old House at Home pub (01454 218277) holds a copy of this list and will assist in identifying and contacting trained volunteers.

The Association would welcome any other residents of our village to undergo the training, if you are interested or require further information then please contact Chris Bennett on 01454 218354 or email [chriswatkinbennett@supanet.com](mailto:chriswatkinbennett@supanet.com)

The defibrillator battery has a limited life, and it is necessary to hold adequate supplies of the single use connection pads. For this reason there is a specific defibrillator fund to ensure adequate resources are earmarked and readily available to obtain replacement parts, at short notice if necessary.

The BCA has also circulated details of a useful mobile phone app. produced by the St. John's Ambulance, which provides first aid advice direct to the user

Chris Bennett

## **5.5 Village 100 club lottery**

The 100 club lottery was formed in May 2015, providing a monthly draw in which 50% of the

subscription payments are used for cash prizes, and 50% are assigned to the Association General Fund, whence the Trustees can assign them to Association charitable projects and activities (in line with lottery club rules). The lottery licence is subject to annual renewal by Wiltshire Council.

Members enter the lottery for 6 or twelve months at a time ending in May or November each year, and may pay on-line, or by standing order, cheque or cash. The monthly prize money is split into three on a sliding scale of approximately 1<sup>st</sup> (50%), 2<sup>nd</sup> (30%), and 3<sup>rd</sup> (20%), which to simplify the payments is 'rounded up' to the nearest five pounds. The monthly draw continues to take place during 'happy hour' on the last Friday of each month at the Old House at Home public house.

For the current year, ending May 2019, the subscriptions total £3000. Of this, £1440 is prize money and £20 is the licence fee payable, making £1540 available to the Association.

The lottery club remains a key part of providing regular funding for BCA activities, and the Trustees are hopeful that residents will continue to subscribe to the lottery and ensure that funds are available for meeting the Association's on-going commitments (e.g. maintenance, insurance) and also to support new community projects.

If you would like to join the lottery, please contact the Association's Lottery Club Promoter Chris Bennett on 01454 218354 or email [chriswatkinbennett@supanet.com](mailto:chriswatkinbennett@supanet.com)

Chris Bennett

## **5.6 Events Team**

The Events Team has remained active in planning and executing regular community functions for Burton. In the 2018 calendar year, the BCA worked closely with the OHH pub that hosted many of the events. Pub quizzes, a children's Easter Egg Hunt, and the adult's Christmas party were all successful team efforts. A children's Christmas party, the annual Halloween party, and the grand opening of the Children's play area were all smashing successes. The Events Team continues to plan multiple regular events for the community and has a treasure hunt, a bbq, the Halloween party, the Christmas parties, and a recipe book all in the works for 2019. As usual, the Team is excited for people to participate and are always open to ideas and suggestions.

Missy Sell

## **5.7 Village Appearance Group**

The introduction of the Village Appearance Group into the activities of the BCA is an evolution of the former work undertaken by 'Burton in Bloom' volunteers and to encapsulate this work within the charitable work of the Association.

The formation of the Group was agreed and village residents were invited to become part of the Group to discuss ideas that would benefit our local community. In August 2018 an initial meeting took place to pool ideas and formulate a plan that included the following ideas:

- Landscape the embankment adjacent to the play area
- Cultivate key areas around the village and plant shrubs, plants, bulbs, and wild flower areas, etc.
- Seek ways to protect grass areas from vehicular damage
- Encourage more participation in village 'tidy up' and maintenance of such areas
- Address litter problems
- Provide assistance with maintaining areas around the church
- A village Christmas tree for decoration by children

During the autumn of 2018 the group organised the clearance of perennial weeds from some of the roadside verges along the B4039 and planted a large number of shrubs and plants. The cost of providing the plants, compost and mulch was met by a generous local donation, some lottery club funds and support from Mark Jackson at West Kington Nurseries.

Members of this group also undertook work to improve the external boundary of the children's play area by again removing brambles, nettles and weeds from the adjoining embankment and planting a variety of low growing shrubs and plants. This was linked to the work undertaken by contractors to improve the accessibility of the Nettleton Road entrance.

Thanks to the generosity of a resident, a large Christmas tree from a local source was erected outside the Old House at Home public house. The location of the tree was chosen for security, safety and the supply of electricity provided by the pub. Just prior to Christmas the Association invited village children to come along and help decorate the tree, whilst the parents enjoyed some mulled wine and minced pies. The tree looked very festive and initial feedback from villagers was very positive, even to the point of suggesting next year we also include some carols singing around the tree.

The village appearance group has also 'signed up' to take part in the 2019 nationwide campaign The Great British Spring Clean, which invites everyone to take ownership of the problem of plastic waste and general litter around our countryside. At the time of writing this article we anticipate hosting our village event on the 6<sup>th</sup> April.

Other group objectives will be started this year once the weather improves and the Association has secured the necessary funds.

If you have any ideas/suggestions, or would like to become more involved in this group or require further information on this, then please contact Chris Bennett on 01454 218354 or email



[chriswatkinbennett@supanet.com](mailto:chriswatkinbennett@supanet.com)

Chris Bennett

## **6. Annual Finance Report**

The BCA has had another financially successful year, in which it has carried out a number of fund raising events and activities. The following comments are based on provisional accounts, which are subject to external examination.

Overall the current balance was £5026.41 as at 31 March 2019 (see Appendix B.1) which also shows its allocation to the various funds.

Appendix B.2 shows the profit and loss for each of the funds. It also identifies which funds are restricted (i.e. granted only for the specific purpose of the fund) and the reserves available from the unrestricted funds after allowing for committed expenditure. During the year £1000 was transferred from the 100 Club to the General Fund, and £300 to the Village Appearance Group.

Income during the year was £ 7252 of which major items were £3000 from 100 Club subscriptions, £1524 from grants and donations, £1080 from tickets to the Xmas dinner, £959 from a Gift Aid claim for 2015-2018, and £540 from the insurance claim to replace the memorial bench on the Triangle.

The total reserve available to the Association is £2092. This is judged by the trustees to be an appropriate level for its operations.

## **7. Acknowledgements**

The Trustees wish to record their thanks to all those who have given so generously of their time, energy and money to the Association, without which the work of the Association would simply not be possible.

## **APPENDIX A: ASSOCIATION TRUSTEES**

Christopher Bennett (Secretary)	Retires by rotation
Judith Bird	Retires by rotation
Alistair Caie (Chair)	
Paula Coyle	
James Pearse	
Malissa Sell	
James Towers (Treasurer)	Retires by rotation
Cynthia Walsh	

## APPENDIX B: FINANCIAL REPORT 2017-2018

### Appendix B.1 – Balance sheet as at 31 March 2019 (provisional)

<b>Burton Community Association - Balance sheet as at 31st March 2019</b>			
		<b>2018 / 2019</b>	<b>2017 / 2018</b>
<b>Fixed Assets</b>			
	Gazebo	£100.00	£150.00
	Strimmer	£68.40	£85.50
Totals		<b>£168.40</b>	<b>£235.50</b>
<b>Bank account</b>			
	General funds	£1757.70	£121.80
	Play Area	£2213.47	£4296.03
	Defibrillator	£158.62	£219.81
	100 Club	£850.71	£600.71
	Village Appearance Group (formerly Burton in Bloom)	£45.91	£2.73
Totals		<b>£5026.41</b>	<b>£5241.08</b>
Profit and loss	Balance at start of financial year	£5241.08	£1888.76
	Net profit	<b>-£214.67</b>	£3352.32
Total cash assets		<b>£5026.41</b>	<b>£5241.08</b>
Net end of year assets		<b>£5194.81</b>	<b>£5476.58</b>
Year on year difference			<b>-£281.77</b>

## Appendix B.2 – Profit and Loss Account for 2018/9 (provisional)

### Burton Community Association - Profit & Loss by account 2018-2019

Account	Balance on 01/04/2018	Money In	Money Out	+/-	Balance on 31/03/2019	Notes
General funds	£121.80	£3887.23	£2251.39	<b>£1635.84</b>	<b>£1757.64</b>	<i>£1681.30 available reserve at 1/3/2019</i>
Play Area	£4296.03	£1165.05	£3247.61	<b>-£2082.56</b>	<b>£2213.47</b>	<i>Restricted - not included in reserves</i>
Defibrillator	£219.81	£0.00	£61.19	<b>-£61.19</b>	<b>£158.62</b>	<i>Restricted - not included in reserves</i>
100 Club	£600.71	£3000.00	£2750.00	<b>£250.00</b>	<b>£850.71</b>	<i>£410.71 available reserve at 1/3/2019</i>
Burton in Bloom	£2.73	£500.00	£456.82	<b>£43.18</b>	<b>£45.91</b>	<i>Restricted - not included in reserves</i>
<b>Total</b>	<b>£1888.76</b>	<b>£8552.28</b>	<b>£8767.01</b>	<b>-£214.73</b>	<b>£5026.35</b>	<i>£2092.01 total reserve at 1/3/2019</i>