

Burton Community Association General Committee Meeting on the 13th Jan 2020 (7.45pm) at The Old House at Home

Present

Judith Bird (JB), Cynthia Walsh (CW), James Towers (JT), Al Caie (AC)(Treasurer) & Chris Bennett (Secretary)(CB)

JT performed the role of Acting Chair for the meeting.

1. Apologies for absence: Paula Coyle (Chair)(PC), Missy Sell (MS) & James Pearse (JP)
2. Notes of previous meeting on 2nd Dec 2019 – Proposed by AC and seconded by JB – Notes approved
3. Actions

Action			
03.09.18/7	CB	Look at the safety issues for residents following the recent road traffic collision on the triangle – raise this with newly formed Road Safety & Crime Prevention Group	On-going
11.11.19/4	CB	Circulate details of Children's Christmas Party	Completed
11.11.19/8	PC	Liaise with AC & CB to produce job description documents for BCA Chair, Treasurer and Secretary.	On-going
02.12.19/1	CB	Liaise with JT to obtain relevant documentation for external examiners and pass to PC	Completed
02.12.19/2	JB	Produce details of Children's Christmas party event and pass to CB for circulation	Completed
02.12.19/3	CB	Circulate details of Christmas tree decoration and carols event	Completed
02.12.19/4	CB	Circulate to all residents details of dog warden visit	Completed

Updates

Action 03.09.18/7 – CB reported there had been no updates from either CATG or Nettleton Parish Council. Last information was Martin Rose from CATG was still absent from work and nothing would progress until his return.

Action 11.11.19/4 – CB reported this had been completed – linked to 02.12.19/2

Action 11.11.19/8 – CB reported on behalf of PC – This was an on-going Action and the tasks had been documented and placed on a matrix by JP. A copy of this document was circulated amongst members present to provide an idea as to how things would be recorded. AC also reported he had sent details of the Treasurer tasks to PC previously and could be added.

Action 02.12.19/1 – CB reported he had liaised with JT and with AC to obtain specific receipts for submission to external examiners of financial accounts. Those documents have been forwarded to PC.

Action 02.12.19/2 – JB reported details of the party have been collated and sent to CB for circulation to residents. CB confirmed those details have been forwarded via village email list and on village website.

Action 02.12.19/3 – CB reported the details for event have been circulated for the 15th Dec. The event had taken place and was thought to be successful and attended by about 20 adults and 10 children.

Action 02.12.19/4 – CB reported he had sent an email to village residents with details of the dog warden visit.

4. Treasurer's report – AC reported he had circulated the end of December 2019 monthly summary to members prior to the meeting and asked for comments. All members present agreed with the summary provided.

AC also added the External Examiners had completed the accounts for 2018-19 and would soon be available to send to Charity Commission. This would be covered in more detail under Agenda item 4 for the Trustees meeting to follow.

AC also mentioned the cheque for repayment of Costco card had yet to be presented by JT. JT confirmed he had only just recently done this and it would shortly be debited to the account.

- Current total bank balance is £6,411.22p

5. Health & Safety – CB reported that following all the recent events, nothing had been reported of an H & S nature.

AC mentioned the annual inspection of the children's play area was due to be done this month by the contractors Play Inspection.

6. Group updates:

- a. Events – JB reported she had received good feedback on both the adult and children's Christmas parties. The children particularly liked the personal invitations from Santa. JB went on to say in future we would need to agree

and publish the village party earlier and ensure we agree the venue should be exclusive to the residents only.

JB mentioned we should revisit the suggestion to produce a village 'recipe book' and get some material from our residents. JB also added there were no events within the immediate future planned as yet.

Action 13.01.20/1 – JB to work on ideas for themes for book and send details to CB for eventual circulation to our resident(s)

AC raised a point regarding children's events and would like the events group to consider providing something more appropriate for the older children (maybe over 7-8 year olds). This was also something the church PCC were aware of. AC proposed we liaise with the church PCC and combine ideas and look at options.

Action 13.01.20/2 – JB to liaise with church PCC and arrange a suitable meeting with Marje Caie.

CW commented on the food available at the Christmas party and suggested it was very much meat (chicken) orientated and perhaps it would have been nice to have more vegetarian options, etc.

b. Community Safety & Crime Prevention (CSCP) + CSW – No updates

c. Village Appearance Group

- Footpath/steps between Nettleton Road and The Street – CB reported that he had been contacted prior to Christmas by our Parish Council, asking if we had any work that could be done by parish steward. CB asked the parish council to look at the steps leading from Nettleton Road onto The Street, as they were slippery and potentially dangerous. Cllr. Newman supported this by email. The steps were subsequently cleared.

CB also mentioned that Cllr. Newman had suggested we could look at a potential joint working arrangement with NPC and seek ways of improving the area and hopefully minimise the tree debris and allow more sunlight on the area. During this discussion CB said he would like to speak with adjoining property owners and seek their views before proceeding any further. This was at an early stage and more investigation needed to be done. CB would keep the committee informed of any developments.

7. Report on other activities –

- Defibrillator Accreditation Scheme Renewal – CB informed members the accreditation period (2 years) with South West Ambulance Service Trust (SWAST) had expired on the 31st December 2019. Prior to this CB had been in communication with SWAST to seek a renewal of accreditation. CB was informed changes were in progress with the scheme and it was

expected in April 2020 all accreditation nationally would be administered by The British Heart Foundation (BHF). Until such time they would not be renewing any accreditation and we should await further developments with BHF. CB confirmed we were still reporting monthly online to SWAST the readiness and availability of our defibrillator.

AC asked what the current position was in relation to the expiry dates for the defibrillator pads. CB confirmed that one set had gone beyond the expiry date. A general conversation took place within the group regarding potential issues regarding out of date equipment. All agreed we should seek approval from trustees to purchase a replacement set of pads (approx cost £61)

Action 13.01.20/3 – CB to seek approval from trustees for purchase of replacement one set of defibrillator pads

- CPR & Defibrillator Refresher Training – CB reported we should be considering annual refresher training for our village volunteers and maybe seek additional volunteers to train. Historically we have done this in January/February. CB asked if anyone would like to take the lead on this?

Action 13.01.20/4 – CB to circulate to committee members asking for dates and volunteers for training delivery.

8. Any other business

- BCA documents 'shared' access – AC informed members that he had recently discovered that his access to the 'Google' drive was not 'set up' in the same way as CB for instance. AC went on to say he was unable to see documents posted by others since 2017 and anything posted by AC since 2017 were not available to CB and maybe others. JT suggested this could be the result of synchronisation of the drive and he would need to come and check AC's computer settings.

CB suggested it might be appropriate for all members to check their individual access to the shared drive and report back findings. Previous discussions had suggested we consider looking at alternative providers for this service. After a brief conversation it was agreed we continue looking into the 'Google' problem and consider options later, if applicable.

Action 13.01.20/5 – JT to liaise with AC and check computer settings for Google

Action 13.01.20/6 – CB to circulate details to all trustees/committee members for checks on access to BCA 'Google' drive and report back.

Meeting closed – 8.35pm

Next meeting - General Committee – 10th February 2020 (1945hrs)