

Burton Community Association Trustees Meeting 29th June 2021 (follows General Committee meeting) at The Old House at Home

Present

Paula Coyle (Chair)(PC), Judith Bird (JB), Cynthia Walsh (Treasurer)(CW), James Pearse (JP), & Chris Bennett (Secretary)(CB)

1. Apologies for absence:
2. Notes of previous meeting on 10th February 2020

Approval was proposed by PC and seconded by JB – Minutes approved

3. Actions

Action			
02.10.17/5	AC	Contact solicitors for play area landowners and discuss a process of changing name on lease from individuals to the BCA	Completed
13.01.20/1	AC	Circulate final draft of examined accounts to members for approval to submit to Charity Commission.	Completed

Action Updates

Action 02/10/17/5 – PC reported the transfer of lease from Custodian Trustees to the BCA had been completed. CB produced a copy of the Leasehold Title.

Action 13.01.20/1 – CB reported this had been done by AC and asked this be covered under agenda item 6.

4. Treasurer's report – CW confirmed she had taken on the role of temporary treasurer and had yet to complete the accounts to date. However, once they had been done she would email updates to trustees.

CW didn't provide details of current balance.

5. Health & Safety – CB had no items to report

6. BCA Corporate Matters –

- Discuss and agree date of Annual General Meeting (AGM) – A general discussion took place to propose the date for the meeting. A provisional date was agreed to be 14th September and more details would be discussed at the next trustees meeting in July.

Action 26.06.21/1 – CB to place a provisional date for AGM in the next Bugle newsletter

- Agree the Charity Commission (CC) Annual Report 2020-21 – CB reported the draft Annual Report had been previously circulated to members and no additional changes or comments were received. CB also mentioned the Charity Commission online reporting portal was not available as it was undergoing some updates and CC would inform charities when it was next available.

PC proposed we agree the Annual Report, seconded by JP and agreed by all members present.

The report was endorsed by JB and JP

Action 26.06.21/2 – CB to submit the annual Report to CC when the online system was available.

- Approve Charity Commission Annual & Financial Reports for 2020-21 – CB reported the end of year accounts had been submitted by Al Caie to the external examiners and they had been returned as complete. CB proposed by accept the accounts as accurate, seconded by JP, all members agreed. The financial report was endorsed by JB & JP.

Action – as per 26.06.21/3

- Safeguarding Lead person – CB reported since the departure of Missy Sell the position of Safeguarding Lead needed to be filled. Following a brief discussion, it was agreed this should be included in the AGM process
- Neighbourhood Watch Scheme Coordinator Vacancy – This would also be addressed at the AGM
- New BCA Trustees – Agreed to be dealt with at the AGM
- Note transfer of Play Area Lease – All trustees acknowledged the play area leasehold title was now in the name of the BCA
- Chippenham Area Board Grant funding 2021-22 – CB reported he had not submitted any requests for funding and stated the Area Board had funds available for projects within specific criteria. CB suggested we look again at this provision and agreed to re-circulate details of criteria and discuss at a future meeting.

Action 26.06.21/4 – CB to research criteria for funding and circulate to members.

7. Any other business –

- PC proposed the trustees acknowledge the work undertaken by Al Caie for his outstanding work as a trustee, a former Chair and Treasurer. All members supported this with thanks.
- Approval to purchase another set of defibrillator pads – CB asked the trustees to approve the costs to purchase another set of pads to a cost of approx. £50.
Proposed by CB and seconded by PC, all members approved the purchase.

Meeting closed – 9.15pm

Next meeting - Trustees – 27th July 2021