

Burton Community Association Trustees Meeting 24th May 2022 (follows General Committee meeting) at The Old House at Home

Present

Paula Coyle (Chair)(PC), James Pearse (JP), George Hockin (GH), Lydia Thornton (LT), Cynthia Walsh (CW) & Chris Bennett (Secretary)(CB)

1. Apologies for absence: Trystan Hitchens (TH)
2. Notes of previous meeting on 3rd May 2022

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

3. Actions

Action			
13/10/21/2	PC	Research banks to find an alternative account and suit our requirements	On-going
25/01/22/3	PC	Prepare BCA Annual Report	On-going
25/01/22/4	CW	Prepare Annual Financial accounts	On-going
03/05/22/1	CB	Research Starling Bank & Barclay's Bank for suitable Charity account	On-going
03/05/22/2	All	All trustees to ensure they have gained access to the Microsoft OneDrive system.	On-going
03/05/22/3	CB	Liaise with Amanda Read regarding a village survey about communication methods.	On-going

Action Updates

Action 13/10/21/2 & 03/05/22/1 – CB reported he was still in the process of trying to establish costs for the accounts and systems for dual authorisation. Action remains on-going

Action 25/01/22/3 – To be covered under agenda item 6 below

Action 25/01/22/4 – To be covered under agenda item 6 below

Action 03/05/22/2 – CB asked trustees to confirm they had obtained access to the newly set up Microsoft OneDrive system and the BCA corporate email account. LT reported she had not done this. JP agreed to assist LT to achieve this. A general discussion then took place to agree a timescale for the transfer of BCA Data from

Google to Microsoft platform. JP estimated this could take a couple of hours to achieve. Members agreed this could be done now.

Action 24/05/22/1 – JP to migrate BCA Data to Microsoft OneDrive

Action 03/05/22/3 – CB reported this had been discussed and agreed by the General Committee to proceed. Action has been completed.

AGM Actions

(CB) also asked the trustees to bear in mind the Actions which came about from the AGM (as listed below)

Action			
14/09/21/1	CB	Offer first aid session to residents for children.	On-going
14/09/21/8	PC	Make initial enquiries with Green Square Housing regarding proposals to use the land adjacent to the play area	On-going

Comments on the above Actions.

Action 14/09/21/1 – CB asked members if they thought this was something we should proceed with now COVID restrictions have been eased. Following a discussion amongst the trustees it was agreed to offer training to children in late July or early August. CB agreed to pursue this Action and gauge interest from our residents.

Action 14/09/21/8 – PC reported this was still an on-going Action and would update when done.

4. Treasurer’s report – CW reported the account has a current balance of £6,295.59p at the end of April 22

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

6. BCA Corporate Matters –

- Update on migration of BCA documents from ‘Google’ drive to Microsoft ‘Shared OneDrive’

CB reported this had now been covered under the above Actions and JP/CB would report back when migration of docs was completed.

- Update on plans for AGM & Financial Accounts External Examination

CW reported the financial accounts were ready for external examination and PC agreed to forward these to the examiner after the 4th June. Completion

of the examination was now likely to be late June, therefore the provisional date of 14th June for AGM was unrealistic. Following a general discussion it was more likely to become 28th June or 5th July, yet to be decided.

7. Any other business: None

Meeting closed – 9.05 pm

Next meeting - Trustees – Following AGM (date to be decided)