

## Burton Community Association Trustees Meeting 20<sup>th</sup> Sept 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), Trystan Hitchens (TH), Cynthia Walsh (Treasurer)(CW) & Chris Bennett (Secretary)(CB)

1. Apologies for absence:
2. Notes of previous meeting on 24<sup>th</sup> May 2022

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

3. Actions

Action			
<b>13/10/21/2</b>	PC	Research banks to find an alternative account and suit our requirements	<b>On-going</b>
<b>25/01/22/3</b>	PC	Prepare BCA Annual Report	<b>On-going</b>
<b>25/01/22/4</b>	CW	Prepare Annual Financial accounts	<b>On-going</b>
<b>03/05/22/1</b>	CB	Research Starling Bank & Barclay's Bank for suitable Charity account	<b>On-going</b>

### Action Updates

Action 13/10/21/2 & 03/05/22/1 – CB asked for these Actions to be addressed following the AGM when there could be a change in roles. 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

### AGM Actions

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

Action			
<b>14/09/21/1</b>	CB	Offer first aid session to residents for children.	<b>On-going</b>
<b>14/09/21/8</b>	PC	Make initial enquiries with Green Square	<b>Withdrawn</b>

		Housing regarding proposals to use the land adjacent to the play area	
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### Comments on the above Actions.

Action 14/09/21/1 – CB reported he would be progressing this towards the end of the year

Action 14/09/21/8 – PC reported the staff who come along and cut/maintain the grassed area were happy for our children to use the area.

4. Treasurer's report – CW reported the account has a current balance of £7916.99p at the end of August 22

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

6. BCA Corporate Matters –

- Approve 2021/22 Financial accounts and Annual Report – PC confirmed the financial accounts had been externally examined, signed and returned. CB proposed we pass on our grateful thanks to the examiners who provided invaluable feedback, all members agreed. PC stated she would pass on our thanks.  
Financial accounts were endorsed by GH & JP

CB apologised for not bringing the Annual Report to the meeting for endorsing, prior to submission. CB arranged to see PC tomorrow and get this done. CB confirmed copies of the Annual report had been circulated to trustees several weeks ago.

- Update on plans for AGM – PC stated we need to agree a suitable date for the AGM and asked members for options. Following a discussion, the possible dates are 16<sup>th</sup> or 17<sup>th</sup> October, the venue preference was also agreed to be the Farm Shop if available. CB confirmed he had provisionally spoken with the owners who seemed keen to support this once a date is agreed.

**Action 20/09/22/1 – CB to check these dates with owners of the Farm Shop and report back**

CB also reminded members the AGM also included the statutory requirement for one third of trustees on rotation are to 'Stand down', although they may seek re-election. The next trustees to follow this requirement are:

CW & JP who were elected on 30<sup>th</sup> April 2018. If a third trustee is required to do this then CB is next.

7. Any other business: None

**Meeting closed – 9.45pm**

**Next meeting - Trustees – Following AGM**