

Burton Community Association General Committee Meeting on the 22nd Nov 2022 (7.30pm) at The Old House at Home

Present

Paula Coyle (Chair)(PC), James Pearse (JP), George Hockin (GH), Paul Hawkes (PH), Cynthia Walsh (Treasurer)(CW), & Chris Bennett (Secretary)(CB)

1. Apologies for absence: Trystan Hitchens (TH) & Lydia Thornton (LT)
2. Notes of previous meeting on 20th Sept 2022 – Proposed by GH and seconded by JP– 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
11.11.19/8	PC	Liaise with AC & CB to produce job description documents for BCA Chair, Treasurer and Secretary.	On-going
13.01.20/1	CW	Work on ideas for recipe book themes and send to CB for circulation to residents	On-going
13/10/21/1	CB	Make enquiries with local gardener contractors and obtain an idea on costs to maintain the village spaces	Withdrawn
25/01/22/1	CW	Place all recipes into a folder on the 'Google' Shared drive	On-going
24/05/22/1	PC	Review the finances within the Restricted & Unrestricted funds at the end of 2022	On-going
20/09/22/1	JP	Contact owners of Burton Farm Shop to discuss possibility of hosting a village Christmas Party	Completed
20/09/22/2	CB	Liaise with JP and work on a system to divert emails to Secretary to nominated trustees to cover absences	On-going

Updates

Action 03.09.18/7 – CB reported the next CATG meeting is scheduled for the end of 12th December 22 and we await further updates.

Action 11.11.19/8 – CB reported this was still work in progress, we needed to complete the roles of Chair and Treasurer.

Action 13.01.20/1 & 25/01/22/1 – CW reported there was no update on the book however she had been informed by the Bugle newsletter team they were going to introduce guest recipes into the newsletter which can be later transferred to a book.

Action 13/10/21/1 – CB reported he had considered the potential costs involved to assist with grass cutting around the village and felt it was not justifiable. Also, more help had been offered by volunteers including (PH) to maintain village areas. (PH) asked if we had a list of areas and work required? (CB) mentioned he had created a calendar/schedule of tasks for the Appearance Group and would try and resurrect it and discuss further with (PH) – Action is Withdrawn

Action 24/05/22/1 – Following a discussion within the group it was decided to revisit this action once the latest invoices have been paid and we have a clearer picture on cash available to move from Unrestricted into Restricted funds.

Action 20/09/22/1 – This action had been dealt with previously via email and conclusion was they were unable to offer this as a party venue

Action 20/09/22/2 – Not discussed at this meeting

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
16/10/22/1	CB	Discuss at the next BCA committee meeting - views to contacting Police and Bobby Van Trust and have a coordinated visit to the village.	On-going
16/10/22/2	CB	Contact residents to offer NHW window stickers	Completed
16/10/22/3	CB	Produce an article for the Bugle newsletter to bring the MyWilts online reporting system to the attention of the community	Completed
16/10/22/4	CB	Post the MyWilts Online reporting system details onto the community website	On-going
16/10/22/5	CB	Ensure BCA meeting dates are published and circulated to residents when known	On-going

Comments on the above Actions.

Action 14/09/21/1 – (CB) reported he intended to organise an event probably in the

first quarter of 2023

Action 16/10/22/1 – (CB) asked for this to be discussed under Agenda item 6

Action 16/10/22/2 – (JP) reported he had distributed a small number of window stickers and the general uptake from residents wasn't great.

Action 16/10/22/3 – CB reported this process had been published.

Action 16/10/22/4 – CB reported he had forgotten to complete this and would rectify

Action 16/10/22/5 – CB reported he had placed the event onto the website which populates an electronic calendar. This is not the same as 'posting' a blog' which automatically sends to emails. (CB) would look into the best method to publish meeting dates and discuss with website administrators.

4. Treasurer's report – CW reported the current balance for the end of October is £8,049.59p The Restricted fund is £2,503.21p and Unrestricted is £5,546.38p

(JP) reported he had already paid a deposit of £300 to the Salutation Inn for the Christmas party and £395 for the mini bus hire. The balance to pay for the Salutation Inn on the night is £420. All guest ticket money had now been paid and we have £180 for raffle prizes, any proceeds of the raffle will be returned to BCA funds and offset the transport costs.

(CB) reported the lawnmower had now been serviced (as previously agreed) and had paid the invoice of £129.75p.

5. Health & Safety – CB reported there had been no reports of 'health and safety' issues

6. Group updates:

a. Events –

- Update on the Adults Christmas Party – JP reported he had received permission from the Farm Shop management to use the entrance for the minibus pickup point. Also, he had negotiated with the minibus company for an extension on the time of last bus to be 1130pm. An updated email will be sent to attendees providing minibus details sometime over this coming weekend.
- Discuss Children's Christmas Party – CB reported the proposed date was 17th December and he had been waiting for other events to conclude before informing our residents on plans for the party. (CB) would seek details on numbers/names on likely attendance, to include details of any parents willing to assist.

- Village Christmas Tree – CB reported a tree had been ordered and would be delivered on Thursday 1st Dec. Aimee at the OHH pub had agreed to erecting the tree on the pub patio. (CB) went on to say he plans to get the erection/decorating done on Sunday 4th Dec (1030hrs) (weather dependent), maybe on the Saturday 3rd if better weather. A number of residents had volunteered to assist. (JP), (GH) & (PH) were also available.

(CB) also mentioned the OHH were planning to host a Christmas promotion for the village and suggested it could be combined with a Friday 'happy hour' and a Christmas singalong around the tree on the 16th Dec (tbc). Following a discussion within the group it was asked if the date could be moved to Friday 23rd Dec. (CB) agreed to ask Aimee at the OHH.

b. Community Safety & Crime Prevention (CSCP) + CSW –

- Discuss points raised at the AGM to arrange visit of Police & 'Bobby Van' - (CB) mentioned that during the last AGM a number of residents voiced a request for a visit of a local Police Officer to the village and discuss concerns and crime prevention advice, **AGM Action 16/10/22/1** refers. Following a short discussion, members agreed to revisit this idea in the early part of next year.

c. Village Appearance Group – No updates

7. Report on other activities: - (JP) confirmed the migration of BCA data from the 'Google' Shared Drive to our new Microsoft OneDrive had been completed with (CB). All trustees had been given access to this via the burtonvillage.org email system for login. Also, a separate folder for the Bugle had been created for use by the editorial team to store material.
(PC) reported she had tried to gain access to the data recently but had been unable to find the folder. (JP) stated he would check back and discuss further with (PC)
8. Any other business – None

Meeting closed 8.35pm

Next meeting - General Committee – (tba January) 2023