

Burton Community Association Trustees Meeting 22nd Nov 2022 (follows General Committee meeting) at The Old House at Home PH

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

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	Completed
25/01/22/4	CW	Prepare Annual Financial accounts	Completed
03/05/22/1	CB	Research Starling Bank & Barclay's Bank for suitable Charity account	On-going
20/09/22/1	CB	Contact owners of Burton Farm Shop and agree date for the AGM	Completed

Action Updates

Action 13/10/21/2 & 03/05/22/1 – (CB) asked for these Actions to be covered under Agenda item 6

Action 25/01/22/3 & 25/01/22/4– (CB) reported the Annual Report had been signed/approved and submitted online to the Charity Commission along with the Financial Report. These documents were also presented at the AGM held on the 16th October 22

Action 20/09/22/1 – (CB) reported the AGM took place on the 16th Oct and using the Farm shop as a venue proved to be popular.

4. Treasurer's report – CW reported the account has a current balance of £8,049.59p for the end of October 22

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

6. BCA Corporate Matters –

- Confirm roles of Chair, Treasurer & Secretary following the AGM and Election – (CB) stated the BCA Constitution requires that following an AGM the trustees should confirm the roles of Chair, Treasurer and Secretary for the forthcoming year.
(PC) asked members present if any one wished to take on any of these roles.
(JP) stated he was prepared to accept the role of Treasurer. (CW) was very happy to acknowledge this proposal and agreed to pass this role to (JP)
All members present thanked (CW) for her service in the role of Treasurer and accepted this proposal
There were no other offers made. In view of this (PC) agreed to continue with the role of Chair and (CB) agreed to continue with role of Secretary. Members present voted to accept these nominations.
- Bank Account – Primary/Secondary Users & Update Mandate Process –
(PC) stated with the change in Treasurer now was a good time to update the bank mandate. This will require the primary user (currently Al Caie) to complete documentation to reflect the new primary user as (JP). Once this is done (PC) proposed we have x3 authorised signatories who would be (PC), (JP) & (CB). And we then have x2 signatories for payments from the three named.
Following a brief discussion all members present voted in favour to accept this proposal
Action 22/11/22/1 – (JP) to liaise with Al Caie and begin the process for transfer of named users on the HSBC Account
- Renewal of BCA Insurance – (CB) reported he had received details of the renewal costs for annual insurance. The quote from ADS Insurance Brokers for the same coverage has increase by 10% (index linked) to £420.44p. (CB) proposed we accept this renewal quotation and seconded by (PC). All members present voted in favour
- Charity Commission Online Portal – CB asked members to consider changes to the online access, at the moment this is limited to Al Caie (previous Chair) and (CB). Following a quick discussion it was agreed to update this and access should be done by (PC) & (CB)
Action 22/11/22/2 – CB to amend access permissions/password to Charity Commission Online Portal

7. Any other business: None

Meeting closed – 9.10pm

Next meeting - Trustees – (tba in January 2023)