

Burton Community Association Trustees Meeting 24th Jan 2023 (follows General Committee meeting) at The Old House at Home PH

Present

Paula Coyle (Chair)(PC), Cynthia Walsh (CW), Paul Hawkes (PH), Lydia Thornton (LT), James Pearse (Treasurer)(JP) & Chris Bennett (Secretary)(CB)

1. Apologies for absence: Trystan Hitchens (TH) & George Hockin (GH)
2. Notes of previous meeting on 22nd Nov 2022

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

3. Actions

Action			
13/10/21/2	PC	Research banks to find an alternative account and suit our requirements	On-going
03/05/22/1	CB	Research Starling Bank & Barclay's Bank for suitable Charity account	On-going
22/11/22/1	JP	Liaise with Al Caie and arrange change in bank mandate to reflect change of Primary User and authorised signatories	Completed
22/11/22/2	CB	Amend access permissions/password to Charity Commission Online Portal	Completed

Action Updates

Action 13/10/21/2 & 03/05/22/1 – (CB) reported this was an ongoing action and would be revisited once we had completed the update on Primary User for HSBC and updated the mandate form for authorised signatories. (CB) confirmed the Starling Bank wouldn't be an option as we were required to be a registered company (according to website)

Action 22/11/22/1 – (JP) he had submitted the documentation to HSBC and had completed the authorised signatory process, we are still awaiting the final doc which transferred the 'Primary User' role. (JP) went on to state he had received approval from HMRC to become the 'point of contact' for BCA business

Action 22/11/22/2 – (CB) reported he had amended access to the Charity Commission portal with (PC) & (CB) having access.

4. Treasurer's report – (JP) reported the account has a current balance of £7,229.50p
5. Health & Safety – CB had no items to report.
6. BCA Corporate Matters – None
7. Any other business: - (CB) reported the village planters at the 'gateway' entrances to the village will need to be replenished after the winter cold spell. Amanda Read had already volunteered to look after these areas. (CB) reminded members the Village Appearance Group' already had prior approval to spend up to £100 within the 'Terms of Reference' for the group, provided sufficient funds were available. (CW) went on to state there were a number of areas around the village which were in need of work and looking a little tired, and the cost to replace those plants would be more than the allotted £100. (CB) stated he would get receipts for all work done and consult trustees if and when it exceeded this amount. Members present approved this.

Meeting closed – 9pm

Next meeting - Trustees – 21st March 2023