

Burton Community Association Trustees Meeting 14th Nov 2023 (follows General Committee meeting) at The Old House at Home PH

Present

George Hockin (Chair)(GH), Cynthia Walsh (CW), Paul Hawkes (PH), Trystan Hitchens (TH), James Pearse (Treasurer)(JP) Lydia Thornton (LT) & Chris Bennett (Secretary)(CB)

1. Apologies for absence: Paula Coyle (PC)
2. Notes of previous meeting on 19th Sept 2023

Approval was proposed by (CW) and seconded by (LT) – 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

Action Updates

Action 13/10/21/2 & 03/05/22/1 – (JP) reported the signatories were required to visit a local branch of HSBC and complete the process. Also covered under agenda item 6 below.

4. Treasurer's report – (JP) reported the account has a current overall balance for end of October of £8,556.65p
5. Health & Safety – (TH) reported he was concerned with the amount of water flowing along the main road opposite the houses (between The Laurels and Farm Shop), it is a continuous flow. There seems to be several factors as a potential cause, besides the recent heavy rainfall. If this wasn't addressed then it may cause serious safety issues when the weather temp falls and freezes. Other members at the meeting also expressed concerns.
 - Continuous flow of water down the private drive of West View onto the road (maybe from an overflowing pond)
 - The gullies and rat holes need more regular clearance

- The camber of the road doesn't aid the water flow clearance.
- The nearby brook has become overgrown with vegetation and causes blockages

Following a group discussion, it was agreed we should contact the Parish Council and seek their views.

Action 14/11/23/1 – (GH) to produce a letter for the attention of NPC explaining our concerns for the safety of road users.

6. BCA Corporate Matters –

- Renewal of Insurance – (CB) informed the trustees he had received the renewal quote for our annual insurance, which had increased by about 5% to a total of £439.96p, which is competitive for charities. All trustees present approved this cost.
Action 14/11/23/2 – (CB) to arrange payment of insurance cover
- Update on Banking Authorised Signatories Process – (CB) asked for an update on this, since the change of Chair. (GH) confirmed the present action is to complete the process for the existing signatories and eventual move to online banking. Once this is done we can revisit and change the authorising process.
- Charity Commission Online Portal Account Changes for Trustees – (CB) mentioned the Charity Commission had recently undergone a revamp of its online portal. The first phase has been done and (CB) Confirmed he had completed this. The next phase would be a facility to open accounts for ALL trustees, which would enable each trustee to gain certain access to the portal. (CB) would update trustees when this was available and functional. A copy of the guidelines had already been sent by email to all trustees for info.

7. Any other business: -

- Lawn Mower Service costs – CB reported he had already had approval to arrange the servicing of our lawn mower, however the service engineer had identified the main cutting blades needed replacement at a cost of £48 +VAT.
(CB) asked for approval to cover the total cost of service/repair at £187.28p, this would also comply with our equipment manufacturers warranty.
All trustees present approved the additional costs.

Meeting closed – 8.40pm

Next meeting - Trustees – Either 16th or 23rd January 2024 (tbc)