

Burton Community Association Trustees Meeting 7th May 2024 (follows General Committee meeting) at The Old House at Home PH

Present

George Hockin (Chair)(GH), Trystan Hitchens (TH), Lydia Thornton (LT) & Chris Bennett (Secretary)(CB)

1. Apologies for absence: James Pearse (Treasurer)(JP), Cynthia Walsh (CW), Paul Hawkes (PH) & Paula Coyle (PC),

2. Notes of previous meeting on 5th March 2024

Approval was proposed by (CB) and seconded by (GH) – 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 |
| 30/01/24/1 | JP | Explore use of Microsoft Forms and produce a suitable system for recording data consent | On-going |
| 05/03/24/1 | GH | Prepare the 2023-24 Annual Report | On-going |
| 05/03/24/2 | JP | Prepare 2023-24 Financial accounts for external examination | On-going |

Action Updates

Action 13/10/21/2 & 03/05/22/1 – (CB) reported on behalf of (JP), no progress on this.

Action 30/01/24/1 – (CB) reported on behalf of (JP) who had researched Microsoft Forms and believes a system can be implemented online to facilitate Data Protection requirements. (CB) & (JP) yet to formulate a template.

Action 05/03/24/1 – (GH) reported he had not produced the Annual Report and may have some difficulty with IT compatibility, still work in progress.

Action 05/03/24/1 – (CB) reported in the absence of (JP) to say the financial report had been prepared for examination, although due to absences is unable to confirm if this has been sent to external examiners yet.

4. Treasurer's report – (CB) reported on behalf of (JP) the account has a current overall balance for end of March of £7,423

5. Health & Safety – No reports to consider

6. BCA Corporate Matters –
 - Dates for Annual General Meeting – (CB) was unable to confirm if the annual financial report had been forwarded to the external examiners. This should be completed and allow sufficient time to arrange the AGM (we need to provide at least 14 days advanced notice to residents) We are still aiming for Sunday 9th June

7. Any other business: - None

Meeting closed – 8.50pm

Next meeting - Trustees – AGM (June 2024) – to be confirmed