

**Burton Community Association Trustees Meeting**  
**10<sup>th</sup> Nov 2025 (follows General Committee meeting) at**  
**The Old House at Home PH**

**Present**

1. George Hockin (Chair)(GH), James Pearse (Treasurer)(JP), Cynthia Walsh (CW), Paula Coyle (PC), Paul Hawkes (PH) & Chris Bennett (Secretary)(CB)
2. Apologies for absence: Lydia Thornton (LT) & Trystan Hitchens (TH)
3. Notes of previous meeting on 9<sup>th</sup> Sept 2025

Approval was proposed by (GH) and seconded by (CW) – Minutes approved

**4. Actions**

Action			
<b>13/10/21/2</b>	PC & (JP)	Research banks to find an alternative account and suit our requirements	<b>Withdrawn</b>

**Action Updates**

**Action 13/10/21/2** – (PC) reported attending the HSBC Bank and completed the authorised signatory process with an updated signature. (GH) commented we should now go through the two-factor authentication process and update the online account to include ability to make payments online with dual authority protocols in place. This would help negate the need for cheque payments.

**Action 10/11/25/1** – (JP) to utilise the online payment option for dual approval process in the HSBC account

5. Treasurer's report - (JP) reported he had forwarded a copy of the financial report to all members prior to meeting. The report covered the period up to end of Oct 2025 is as follows:

Current overall balance = £9,129.67p  
 Restricted fund = £2,959.09p (32%)  
 Unrestricted fund = £6,170.58p (68%)

6. Health & Safety – No reports

7. BCA Corporate Matters – None to be discussed

8. Any other business: - None

**Meeting closed – 8.50pm**

**Next meeting - Trustees – January 2026 (to be confirmed)**