

Burton Community Association Trustees Meeting 13th Jan 2026 (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 10th Nov 2025

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

4. Actions

Action			
10/11/25/1	(JP)	Utilise the online payment option for dual approval within the HSBC system	On-going

Action Updates

Action 10/11/25/1 – (CB) mentioned, although we had moved to online-banking we had not yet set-up a system for online payments using dual approval. In view of the future purchase of SID equipment we should aim to have this facility available and not necessarily rely on a cheque payment. (JP) also added we may be able to use a PayPal facility, if and when we get this functioning. (JP) agreed to look into the process for online bank payments.

This Action remains on-going

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 December 2025 is as follows:

Current overall balance = £9,815.65p
 Restricted fund = £2,562.98p (26%)
 Unrestricted fund = £7,252.67p (74%)

The PayPal account holds £2,122.55p, set aside for the SID project

Overall a total = £11,938.20p

6. Health & Safety – Already discussed during the committee meeting

7. BCA Corporate Matters –

- Review of all policy documents – (CB) informed members the various BCA policies should be reviewed for content accuracy, relevance and where needed legislation. (CB) proposed we divide up the documents and allocate a trustee to review and report back. Members present agreed to this proposal and documents were distributed as follows:

(GH) – Data Protection

(PH) – Health & Safety

(PC) – Safeguarding

(CW) – Equal Opportunities

(JP) – Financial Reserves

The following policies were allocated to trustees in absentia:

(TH) – Constitution document

(LT) & (CB) – Terms of Reference for each group.

8. Any other business: - None

Meeting closed – 8.45 pm

Next meeting - Trustees – 3rd March 2026 (to be confirmed)