

## **Burton Community Association Trustees Meeting 3<sup>rd</sup> March 2026 (follows General Committee meeting) at The Old House at Home PH**

### **Present**

1. George Hockin (Chair)(GH), James Pearse (Treasurer)(JP), Paula Coyle (PC), Paul Hawkes (PH), Lydia Thornton (LT) & Chris Bennett (Secretary)(CB)
2. Apologies for absence: Trystan Hitchens (TH) & Cynthia Walsh (CW)
3. Notes of previous meeting on 13<sup>th</sup> Jan 2026

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

### **4. Actions**

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

### **Action Updates**

**Action 10/11/25/1** – (JP) stated he was unable to access the online form for business banking on our account to set up the dual authorisation payment system. (JP) suspects the account does not identify him as the primary user and consequently can't make the necessary changes. (JP) suggests we contact previous treasurer Al Caie and ascertain if he still has login credentials and still listed as the primary user? (CB) to make contact with Mr Caie and discuss the issue.

**This Action remains on-going**

5. Treasurer's report - (JP) reported this covered the period up to end of January 2026 is as follows:

Restricted fund = £2,562.98p  
Unrestricted fund = £6,088.87p  
PayPal fund = £2,122.55p

Overall total = £10,864 approx. (Still awaiting the February bank statement)

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

## 7. BCA Corporate Matters –

- Receive the review of all policy documents from allocated trustee(s) - (CB) asked members if they had completed the review of their allocated documents. (JP) stated he had completed the financial Reserves policy document and downloaded to our SharePoint drive. Other members yet to complete this process and asked to complete before the AGM in May at latest.
- Preparation for Annual Report for AGM – (CB) reminded members this was due and ready for the AGM in May and eventual submission to the Charity Commission

**Action 03/03/26/1 – (GH) to produce the Annual Report**

- Preparation for Annual Financial Report for AGM - (CB) reminded members a financial end of year report needs to be completed, submitted to our external examiner, prior to the AGM and later submission to Charity Commission

**Action 03/03/26/2 – (JP) to produce accounts report**

8. Any other business: - None

**Meeting closed – 8.45 pm**

**Next meeting - Trustees – 17<sup>th</sup> May 2026 (AGM to be confirmed)**