

Burton Community Association Trustees Meeting 13th July 2026 (follows General Committee meeting) at The Old House at Home PH

Present

1. Paul Hawkes (Chair)(PH), James Pearse (Treasurer)(JP), Paula Coyle (PaC), George Hockin (GH), Lydia Thornton (LT), Cynthia Walsh (CW) & Chris Bennett (Secretary)(CB)
2. Apologies for absence: Trystan Hitchens (TH) & Pete Coyle (PeC)
3. Notes of previous meeting on 3rd March 2026

Approval was proposed by (PaC) and seconded by (LT) – Minutes approved

4. Actions

Action			
10/11/25/1	(JP)	Utilise the online payment option for dual approval within the HSBC system	On-going
03/03/26/1	(GH)	Produce the Annual Report for 2025-26	Completed
03/03/26/2	(JP)	Produce financial accounts report for 2025-26	Completed

Action Updates

Action 10/11/25/1 – (JP) reported the online HSBC records were inaccurate and showed previous members had not been removed, this had prevented (JP) from accessing 'Primary User' additional functions, such as online payment authorisation. In view of this (JP) had completed the required changes to online users. (JP) was now the 'Primary User' and (CB) was now recorded as the 'Secondary User'. The HSBC bank had confirmed this via email and we were now waiting for the additional functions to be made active and available to (JP). Once this was in place, then we could look to adding a further online authority, which could be the Chair (PH). This would add flexibility should (CB) be unavailable. **Action was near completion**

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

Restricted fund = £2,128.78p
Unrestricted fund = £10,252.81p

Overall total = £12,481.59p

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) reported he had only received a couple of documents, details as shown below:

Financial Policy- Completed by (JP)

Data Protection – Completed by (GH)

Health & Safety – to be submitted by (PH)

BCA Constitution – to be submitted by (TH)

Equal Opportunities – to be submitted by (CW)

Safeguarding – to be submitted by (PeC)

(CB) asked members to consider any substantial changes should be sent out to members for comments. Any policies which had only minor changes could be sent direct to (CB) for noting and filing.

(PH) asked that these should be completed by end of June 2026

8. Any other business: - None

Meeting closed – 8.20 pm

Next meeting - Trustees – 14th September 2026