Burton Community Association Trustees Meeting 14th Sept 2026 (follows General Committee meeting) at The Old House at Home PH

Present

1. Paul Hawkes (Chair)(PH), Pete Coyle (PeC), Paula Coyle (PaC), Lydia Thornton (LT), Cynthia Walsh (CW) & Chris Bennett (Secretary)(CB)

2. Apologies for absence: Trystan Hitchens (TH), James Pearse (Treasurer)(JP) & George Hockin (GH)

3. Notes of previous meeting on 13th July 2026

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

4. Actions

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

Action Updates

Action 10/11/25/1 – (CB) reported in the absence of (JP) to confirm we had now completed the process to have the facility for dual authority online payments. (JP) is the primary user and currently (CB) is the secondary approval user. There is a facility to have an additional user to authorise online payments, should either be unavailable. Suggest the current Chair fulfils this role. (PH) agreed this would be useful.
Action 14/09/26/1 – (JP) to complete process to have (PH) as an additional authority to approve online payments

5. Treasurer's report - (CB) reported in the absence of (JP), this covered the period up to end of August 2026 as follows:

   Restricted fund = £582.78p
   Unrestricted fund = £8,986.02p

   Overall total = £9,568.80p

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

7. BCA Corporate Matters –

   - Review of all policy documents from allocated trustee(s) - (CB) reported he had now received the below documents:

     Financial Policy- Completed by (JP)
     Data Protection – Completed by (GH)
     Health & Safety – Completed by (PH)
     Safeguarding – Completed by (PeC)

     BCA Constitution – to be submitted by (TH)
     Equal Opportunities – to be submitted by (CW) – reported having problems to access and edit the document on the SharePoint Drive. (CB) suggested she speak with (JP) to try and resolve this problem.

8. Any other business: - None

Meeting closed – 8.25 pm
Next meeting - Trustees – 9th November 2026