

BUSCA Meeting minutes

Wednesday 11th January 2023

Thank you to PC for letting us use the room.

1. Welcomes

In attendance: David Rodgers, Judith Rodgers, Chris Bates, Fiona Layland, Steve Crossley, Lin Webb.

Guest: Roy Bird.

2. Apologies

Craig Johnstone, Ceri Fairbrother, Frances Thompson, Brian Tetley (resigned as of 10.01.23), Helen Sadler.

3. Meeting minutes from September.

Judith proposed true record. Seconded by David.

Brian resigned as Chair of Library Mgt Committee as job requires him to leave the country.

Brian resigned as a trustee.

FL – send email to thank Brian for his support and service.

3.5 Matters Arising:

JR - Notice boards are ongoing.

JR – wonderful party in September for Judith from Trustees. Thank you.

JR – BUSCA is 50 party. Thanked Lin for words and Fi and Nic for organising.

4. Financial Reports.

£373 profit for Christmas Market.

General funds down by £186 – mainly due to 50th event.

Barrow Voice – carried forward £9000.

General account - £21,500 balance.

Library account.

Report from Sally McHale – read through by trustees.

BATS – Steve Crossley

Murder Mystery profit: £857.54

Legally Blonde profit: £2812.16

Legally Blonde: Band failure meant extra costs. Steve would like to send huge thanks to Lizzie for what she did do with the singing and harmonies.

Financial report deadline is beginning of February.

Treasurer has to send to John Beaumont to be examined.

Then trustees approve.

Then, examiner signs them off.

Examined financial accounts need to be presented to the council by 1st April.

Annual reports

JR – annual reports have to be written as per summary sheet given.

FL – send out example report from last year for people to see what is required.

Deadline for these should be beginning of February.

JR – special projects in annual report will be missing information. Discussion at future meeting to decide the monies in special projects.

Future plan – request annual reports from all subgroups at the beginning of December, to start the ball rolling. And move deadline to end of January.

5. Roy Bird

Roy would like to become a Trustee. Roy wants to get involved in the village and what BUSCA does.

Roy is a chartered management accountant. He is working as a finance director for a film company.

DR – proposes to invite RB to be a trustee. JR seconds. All in favour.

DR – proposes that he becomes a signatory on Unity Trust account and Loughborough building society account. JR seconds. All in favour.

DR and RB will work together to look at BUSCA finances.

6. Insurance: renewal and implications

FL – a number of questions have been raised from the insurance companies. Including equipment use and storage. And risk assessments and health and safety.

Questions based around policies and risk assessments.

FL – suggested a committee be set up for health and safety and policies. **FL will set up this committee.**

JR – insurance company has asked for a health and safety policy. Library does have one.

BUSCA needs one that covers all subgroups and risk assessments they are able to use.

Draft Health and Safety policy deadline – 20th January.

Health and safety policy will then need to be distributed to subgroups.

JR – proposes renewal of insurance £1617 per year quote for 3 year contract from Ansvars insurance company. Seconded by FL. All in favour.

JR – to send copy of insurance policy to SC and RB.

JR – to send FL advisory files from insurance broker.

SC – BUSCA should be asking the insurers to provide health and safety policies and risk assessments for us as they have asked for it. This would ensure that if anything was to happen, the insurance company have provided, already, what has been asked for with regards to health and safety.

FL – moving forward we need to discuss if the insurance policy covers what we need.

SC – has offered his expertise when talking to the insurance brokers in future.

JR – there is an account about what BUSCA owns.

7. Library cleaner contract

Change in holiday in contract.

JR proposed. Seconded by FL. All in favour.

AOB

NN - Village fete – in April 2023. At Humphrey Perkins on the field. HP are supporting the event. NN and FL are meeting them at end of January.

Next Meeting – 28th February 7pm. Venue TBC. **NN to check PC office available.**