



# Essex Beekeepers' Association

## Minutes of the Central Executive Committee Meeting

**Tuesday 24 Sept 2019**

Held at 7.30pm at Trinity Methodist Hall, Rainsford Road, Chelmsford

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### Trustees present:

**Chair:** Jane Ridler – Chair of the CEC JR

### Trustees/Voting Members present:

<b>Tony Rand</b>	General Secretary/Colchester	TR
<b>Paras Shah</b>	Treasurer	PS
<b>Jan Tutton</b>	Chelmsford	JT
<b>Glenn Mayes</b>	Dengie Hundred & Maldon	GM
<b>Don McHale</b>	Epping Forest	DM
<b>Vanessa Wilkinson</b>	Saffron Walden	VW
<b>Vernon Amor</b>	Southend	VA
<b>Nick Holmes</b>	Harlow	NH
<b>Bridget Mudd</b>	Braintree	BM
<b>Paul Wiltshire</b>	Romford	PW

### Officers/Members:

<b>Pat Allen</b>	Membership Secretary	PA
<b>Robert Silver</b>	Editor of Essex Beekeeper	RS
<b>Richard Ridler</b>	BBKA Delegate	RR
<b>Pauline Tidmas</b>	Secretary of Essex Show Committee	PT
<b>Ted Gradosielski</b>	Chair of Governance Subcommittee	TG
<b>Jim McNeill</b>	National Honey Show Delegate	JMcN

#### 1. Apologies for absence

Stef Green (SG, Examinations Secretary), Garth Milford (GMD, eR2 Manager), Katy Langley and Salma Attan (KL and SA, Bee Health Secretaries).

#### 2. Minutes of the CEC meeting on 14 May 2019

Approved.

#### 3. Matters arising from those Minutes and action updates

##### Point 3 - Point 9b:

JT confirmed she had contacted Peter Aldridge about arranging payment for the last year's

banner from PS. JR said she would remind him.

**Action: JR to remind Peter Aldridge about contacting PS for banner payment.**

**Point 5:**

JR thanked all Membership Secretaries, and especially GMD, for arranging closure of the Autumn 2019 return. GMD had submitted a report to the CEC asking for input from all divisions for the breakdown of their subscription items. He also asked divisions to update their BBKA swarm lists on eR2.

**Action: Trustees to contact their Membership Secretaries to inform GMD about their subscription items and remind them to update swarm lists.**

A number of queries about eR2 were raised. JR offered to contact GMD to ask him to lead and support a subcommittee meeting, involving a representative from each division, to resolve queries and explore ways of optimising the system in future. PA, as EBKA Membership Secretary, asked to be part of the subcommittee.

**Action: JR suggested that a sub-committee meeting be set up by informed trustees and a meeting arranged for divisional representatives to attend so that questions could be answered.**

The procedure for subscription renewals and the recommended wording for Membership Forms, including Gift Aid, were discussed and TG and PS were asked to provide Membership Secretaries with an appropriate form of words.

**Action: TG and PS to agree on wording for the Membership Forms and inform Membership Secretaries.**

**Point 9:**

TR reported that he had spoken to John Rhodes (Saffron Walden) who has offered to give the legal assistance needed for the change of status of EBKA to a Charitable Incorporated Organisation (CIO). It was agreed that work should progress as soon as possible.

**4. Treasurer's report**

PS reported that currently EBKA has approx £24,865, with some minor outgoings still outstanding.

The signatories on the account are PS, TR and JR. JR explained that, at holiday times, it would be prudent to have a fourth signatory and Jan Tutton offered to fill this role.

**All 11 Trustees agreed to this proposal. CARRIED**

PS put forward a proposal for EBKA subscriptions for 2020. As agreed at the EBKA AGM 2018, fees will increase by the annual inflation rate. The new rates will be as follows:

Members: £36.50 (£19 BBKA, EBKA £4, Division £11.50 and BDI £2)

Partners: £20 (£12.50 BBKA, EBKA £1, Division £6.50 and BDI £0)

This reflects a 3% increase on subscriptions for 2019.

The cost of Junior Membership still needs to be determined.

PS proposed that, in future, instead of an increase in fees by the annual inflation rate, we review the accounts in September of each year, set an increase in membership fees at that point, and round up to the nearest pound. This would need to be a proposition for the 2020 AGM so that it can be actioned for 2021.

**PS proposed 'EBKA subscriptions are reviewed in September of each year, and any increases agreed and rounded up to the nearest £1'.**

• **Vote: 10 For; 1 Abstain CARRIED**

RR noted that BBKA are proposing to increase subscriptions for 2021. More information will be available at the BBKA ADM meeting in January, which he will attend.

JT asked if we needed to increase EBKA subscriptions given that we have nearly £25,000 in the bank and recommended that we plan what to do with these funds, given our charitable status.

## 5. Governance

### a. Health and Safety Document

TG presented the draft EBKA Health and Safety Document. There is still an Accident Report Form and a Sample Risk Assessment Form to follow. Both forms will be available for the November CEC meeting. Every show and every EBKA event needs a named Safety Officer and a Risk Assessment. JR said that the presence of bees is 'high risk'.

***Action: TG/PW to provide Accident Report Form and Sample Risk Assessment Form to accompany the Health and Safety Policy***

TR pointed out that his comments on the draft document sent to the Governance Subcommittee had not been addressed.

Paul Wiltshire proposed that **'EBKA adopt the Health and Safety Document as it is, with further review in future based on comments received'**.

**All 11 Trustees agreed to this proposal. CARRIED**

### b. Trustee Handbook

VW reported that there had been no further comments on the updated sections of the Trustee Handbook. There were still sections that need updating before the Handbook could be completed.

### c. Equal Opportunities/Diversity

JR asked whether we needed an Equal Opportunities/Diversity Policy, a Disciplinary Procedure and an Environmental Policy. PW's view was that there could be both a Diversity Statement and an Environmental Statement in the Trustee Handbook. A Disciplinary Procedure was considered to be less urgent.

***Action: PW to provide a Diversity Statement and Environmental Statement for consideration by the CEC in November.***

## 6. Policies on the website

There are currently two passwords for documents on the EBKA website: one for documents for members and another for those relating to the CEC only. Do we need to have password protection on the website at all? Following discussion, JR suggested that there should be just one password for all documents, including those relating to the CEC, e.g. Meeting Agenda, Minutes and Divisional Reports.

**JR proposed that 'There is just one password to access all documents on the EBKA website'.**

**All 11 Trustees agreed to this proposal. CARRIED**

It was agreed that Draft Minutes would not be available on the website until signed. VW was asked to amend Draft Minutes once approved and send the final version to NH and RS for the website.

***Action: VW to amend approved Draft Minutes for addition to the website.***

Divisional reports for CEC meetings are sent to TR and it was agreed that, in future, he would forward them to NH and RS for addition to the website.

TG suggested that EBKA policies, such as Finance and Safeguarding, should be made public on the website. However, RR recommended that we do not rush into this as only a minority of charities put all their policies in the public domain. This will be discussed again at a future date.

NH's view is that there should be no password protection on the website, which was supported by DM.

## **7. Essex Beekeeper progress on electronic newsletter**

In view of the move to online-only publication of the Essex Beekeeper in Jan 2020, and based on the cost of the newsletters in 2018, PS proposed that we reduce EBKA subscriptions by £4, providing divisions with £4 per member per year. It would be a choice for divisions whether the magazine would be electronic only, printed or in combination.

In addition to the monthly magazine, RS suggested sending out an electronic Newsletter with up to the minute articles and highlighting what's on. To do this, he will need access to EBKA members' email addresses via eR2. JR said she would ask GMD to give RS appropriate user rights.

***Action: JR to contact GMD about organising appropriate eR2 user rights for RS.***

There was discussion about how the electronic Newsletter would be sent, whether to use MailChimp or to provide a link to articles on the website. MailChimp would provide an attractive format, and JT emphasised the importance of improving the presentation of the magazine to reflect a modern image of the Association.

PA said that Romford is planning to ask EBKA's current printer to print hardcopies of the magazine for the division. Perhaps other divisions might also be interested in this arrangement.

## **8. Financing Essex Beekeeper printing - options for electronic-only Divisions**

See above - item 7.

## **9. BBKA ADM questions**

RR proposed tabling a motion on behalf of EBKA, at the BBKA Annual Delegates' meeting in January, that BBKA actively pursues membership of Apimondia. This is the international federation of beekeeping, which includes at least 80 other countries. The UK is not currently a member. It is required to join as a single entity, so it would need agreement of the BBKA, and Scottish and Ulster BKAs. The motion is supported by Yorkshire BKA.

All committee members were in favour of this proposal.

## **10. 2020 AGM**

JR proposed that the 2020 AGM is held on Saturday 7 March. She suggested we ask Dr Natasha De Vere, Aberystwyth University, to be our guest speaker and offered to invite her. Dr De Vere's research focuses on understanding foraging preferences of both wild pollinators and honeybees and how these have changed from 1950s to the present day. She has completed the DNA barcoding of all flowering UK plant species. TR offered to check the price of the room at Writtle College that we hired for last year's AGM.

JT said that Chelmsford division would be responsible for catering at the AGM.

**Action: TR to contact Writtle College about price of room for the AGM.**

JR reported that she had written to divisions about taking on Divisional roles after the county AGM, rather than after Divisional AGMs, which would be helpful for EBKA administration. As only four divisions were in favour, with three against and two unsure, it was decided to leave the *status quo*. JR stressed the importance of updating eR2 with new officer details as soon as possible after the AGM.

## **11. Secretaries Reports**

PT summarised the main points of her Honey Show report: everything at the Show went according to plan, there were enough volunteers, the bigger tent was better in terms of Health and Safety, and the refreshments were excellent. Unfortunately, the live bee demonstration had to be abandoned because it was too windy. She thanked the whole team for all their hard work.

PT explained that the Honey Show Committee is looking for an alternative venue to Orsett and proposals will be available for the CEC to consider in January. The Show accounts presented to the current meeting will be updated with final items, and presented in January as well.

In the Examinations Secretary's report, it was stated that 14 people took the basic assessment this year. JR commented that this number is down on previous years. She suggested that we give two Miss Avey Awards for the best candidates in the year. This was agreed by the committee. Both Miss Avey and Ted Hooper Awards will be presented at the EBKA Conference in October.

In the Bee Health Secretaries' report, KL reported that she has contacted Giles Budge to give next year's Ted Hooper Lecture on CBPV. The timing of the lecture was discussed. In previous years it has taken place in April, but NH and PS are running their beginners' training during one April weekend and, given that there will be a speaker at the AGM in March, it was suggested that June might be a better time to hold the event.

## **12. Divisional reports**

JR thanked the trustees for their reports. She commented that they all arrived on time, and there is now a measure of consistency in content and format. Looking at divisional finances, it appears that the maximum bank balance is about £18,000 and the minimum is about £3000.

## **13. County Archives @ County Records Office**

PA explained that staff at the County Records Office were concerned about archiving some EBKA material that was considered sensitive. It was agreed that this sensitive material should be redacted and the remaining information stored for 30 years.

## **14. Training the Trainers day**

Following discussion at the meeting in July, JR had written to divisions asking if they would be interested in a Training the Trainers day. She had received positive replies from four divisions. PW and NH said that Romford and Harlow would also be interested. JR offered to organise the day and suggests three people per division should be allowed to attend.

## **15. Correspondence**

## 16. AOB

VW reminded trustees to encourage their divisions to book conference tickets as soon as possible. This will help with catering arrangements.

JT reported that Chelmsford Division is actively planning the 2020 Conference. Its preference is for formal lectures in the morning and breakout sessions in the afternoon, a change from previous formats. It is not expected to increase the price. The CEC agreed with this proposal.

JR apologised for the meeting overrunning this evening.

## 17. Future meeting dates for 2020

As parking is a problem at Trinity Church Hall, an alternative venue has been found for future CEC meetings. TR has made a provisional booking at the Goodwin Room at Boreham Village Hall, which is convenient for most CEC members, and has its own parking. The cost of hiring the room would be £15 per hour. The CEC agreed with this proposal.

CEC meetings in 2020 will take place on the first Tuesday of the month: 7 January, 3 March, 5 May, 7 July, 1 September and 3 November.

### NEXT MEETING – Tuesday 26 November 2019 at 7.30pm

Carol Evans Room, The Link, Methodist Church, Rainsford Road, Chelmsford

Action date	Owner	Action	Action due date	Update	Status
22/1/19	VW/JT	The actions from 22/1/19 and 12/3/19 to be extracted and delivered as requested.	12/3/19	JT: outstanding due to VW illness. JT to complete with mins from 12/3/19	closed
22/1/19	PW	Safeguarding Policy updates to be completed.	?	Safeguarding Policy adopted at July CEC meeting	closed
12/3/19	TG	Identify and confirm mini course for new Trustees.	?	JR will arrange session for new trustees before the July CEC meeting. Session completed 23/7/19	closed
12/3/19	RS	Following consideration a proposal for the Essex Beekeeper will be put to members.	?	See RS entry 14/5/19 for proposal below	closed
12/3/19	JR	Contact Garth Milford to confirm his interest in the eR2 Manager role.	?	Garth is interested in the eR2 Manager role	closed
12/3/19	TR	Add the County Show Governance to the next CEC agenda.	?	Terms of Reference for the Show need to be approved by the Honey	closed

				Show Committee. Terms of Reference accepted by CEC 23/7/19.	
12/3/19	PA	Obtain an estimate for making the changes to the Chain of Office as agreed.	?	Estimate received from PA and accepted by the CEC 23/7/19	closed
14/5/19	JR	Organise trustee training session before CEC meeting on 23 July	9/7/19	Training session completed 23/7/19	closed
14/5/19	JR	Contact TG re Governance Subcommittee meetings taking place before CEC meetings	?		closed
14/5/19	TR	Finalise GDPR document	9/7/19	Document finalised and accepted by the CEC 23/7/19	closed
14/5/19	VW	Check wording of Junior Membership for Trustee Handbook and reword if necessary.	23/6/19	Junior Membership to be discussed by the CEC later in the year	open
14/5/19	TR	Upload Charity Commission Annual report with Annual examined Treasurer's report and accounts to CC website.	?		closed
14/5/19	BM, JT, TR, GM	Send contact details of membership secretaries to JR as soon as possible.	1/6/19		closed
14/5/19	PS	Provide financial forecast for EBKA for a CEC meeting later in the year.			open
14/5/19	PT	Ensure Terms of Reference for the Honey Show Committee approved.	9/7/19	Terms of Reference approved by CEC 23/7/19	closed
14/5/19	VW	Send revised sections of the Trustee handbook to CEC members	23/6/19	Sent revised sections to CEC members as agreed	closed
14/5/19	TR	Add Website publication of Policies to the agenda for 23 July	9/7/19	JR and NH to discuss this issue and add to agenda for the next meeting	closed
14/5/19	TR	Add CIO proposal to the agenda for 23 July	9/7/19	CIO proposal discussed on 23/7/19	closed
23/7/19	PA	Complete Chain of Office for the conference on 20 October 2019	17/10/19		closed
23/7/19	JT	Contact Peter Aldridge re payment to him for last year's banner cost.	24/9/19	JR to remind Peter to contact PS	closed

23/7/19	PS	Amend incorrect heading on 2019 financial statement; Send copy of Gift Aid Declaration Form to CEC	24/9/19		open
23/7/19	GM	Provide GMD with a user for Dengie & Maldon	30/7/19		?closed
23/7/19	GMD	Add PA as user for Romford; Provide CEC with list of the six custom fields allocated in eR2; the current of users; and list of payment items as setup as present.	30/7/19		?closed
23/7/19	Trustees	Trustees to send a list of preferences for custom fields and payment items for their division to GMD as soon as possible	30/7/19		?closed
23/7/19	RR	For BBKA ADM Meeting: Raise concerns about the introduction of eR2; propose that BBKA review Basic Assessment information and appoint more examiners in East Anglia for the Honey Bee Health Certificate	?		open
23/7/19	TR	Send CEC a copy of the BDI Privacy Policy.	30/7/19		closed
23/7/19	CEC	Contact VW with any amendments to updated sections of the Trustee Handbook.	24/9/19		open
23/7/19	JR	Contact TG and NH about website publication of policies, etc.	24/9/19		closed
23/7/19	TR	Prepare more information on the process of EBKA becoming a CIO	24/9/19	TR contacted John Rhodes for legal assistance with CIO process	open
23/7/19	Trustees	Trustees to ask divisions for BBKA propositions and forward to RR	24/9/19		closed
23/7/19	Trustees	Trustees to provide KL and SA with the names of their divisional Bee Health Officers	?		open
24/9/19	JR	Remind Peter Aldridge to contact PS for banner payment.	26/11/19		open
24/9/19	Trustees	Ask Membership Secretaries to inform GMD about subscription items and to update swarm lists	15/10/19		open

24/9/19	JR	Ask GMD to lead and support an eR2 subcommittee meeting for divisional reps to sort out queries.	15/10/19		closed
24/9/19	TG/PS	Agree wording for Membership Forms and inform Membership Secretaries	26/11/19		open
24/9/19	TG/PW	Provide Accident Report Form and Sample Risk Assessment Form to accompany the Health and Safety Policy	26/11/19		open
24/9/19	TG/PW	Provide wording for a Diversity Statement and Environmental Statement for consideration by the CEC in November	26/11/19		open
24/9/19	VW	Amend approved Draft Minutes for addition to the website.	1/10/19	Sent Minutes of CEC meeting 23/7/19 to NH 12/10	closed
24/9/19	JR	Contact GMD about organising appropriate eR2 user rights for RS.	1/10/19		open
24/9/19	TR	Contact Writtle College about price of room for the AGM.	26/11/19		open

**Minutes agreed as true record of meeting:**

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**Tony Rand**

**General Secretary – CEC**

**26 Nov 2019**