



Minutes of the Central Executive Committee Meeting

Tuesday 7 January 2020

Held at 7.30pm at Goodwin Room, Boreham Village Hall, Main Rd, Boreham CM3 3JD

Voting Members:

JR	Jane Ridler	Chair	Present
TR	Tony Rand	General Secretary & Colchester Trustee	Present
PS	Paras Shah	Treasurer	Present
JT	Jan Tutton	Chelmsford Trustee	Apologies
GM	Glenn Mayes	Dengie Hundred & Maldon	Present
DM	Don McHale	Epping Forest Trustee	Present
VW	Vanessa Wilkinson	Saffron Walden Trustee	Present
VA	Chris Allen	Southend Trustee	Present
NH	Nick Holmes	Harlow Trustee	Present
BM	Bridget Mudd	Braintree Trustee	Present
JM	Jim McNeill	Romford Trustee	Present

Officers / Members:

PA	Pat Allen	Membership Secretary & President	Present
RS	Robert Silver	Editor of Essex Beekeeper	Apologies
RR	Richard Ridler	BBKA Delegate	Present
PT	Pauline Tidmas	Secretary of Essex Show	Apologies
TG	Ted Gradosielski	Chair of Governance	Present
JM	Jim McNeill	National Honey Show Delegate	Present
SG	Stephanie Green	Exam Secretary	Present
GMD	Garth Milford	eR2 Implementation Manager	Apologies
KL	Katy Langley	Bee Health Secretary	Present
SA	Salma Attan	Bee Health Secretary	Present

1. Apologies for Absence

As above.

JR welcomed Jim McNeill as the new Voting Member for Romford Division, and Chris Allen for Southend.

2. Minutes of Last Meeting

GM was concerned that the Minutes (point 6c) of the last CEC meeting, concerning release of personal data to the NBU/APHA at the end of October, did not reflect the robust discussion that took place. Furthermore, he argued that the incident should have been reported to the Information Commissions Office.

TR's view was that, in this case, EBKA's Privacy Policy was not followed but the data breach had been technical rather than substantive; there was nothing wrong with the Policy. As KL is familiar with GDPR procedures in her work capacity, he asked if she would be willing to help resolve the issue by putting together recommendations to the trustees for consideration at the next CEC meeting. KL agreed to do this.

Action: KL to make recommendations to the CEC to help resolve the GDPR issue.

JR pointed out that the issue should have been an official point on the agenda in order for the committee to consider it. She took exception to the fact that GM had raised the point without discussion with her before the meeting. Earlier communication about the matter had taken place between GM and TR.

It was agreed that the Minutes would be signed by JR with 'robust discussion' added to point 6c of the Minutes as requested.

3. Matters arising not on the Agenda and action updates

Point 7

eR2 progress - postponed until next meeting in JT's absence.

Point 10a

Having been absent at the previous meeting JR queried the proposition 'That the CEC should have authority to set subscription rates'. This might be controversial at the AGM. In addition, should the proposition state that the fixed rate increment is being removed? (agreed at an earlier meeting). This would require an amendment to EBKA Rule 4 - discussed in detail in **Point 8** below.

JR asked that closed items in the Minutes be removed from the tabulated list.

Item 1: Junior membership wording: VW to discuss with PA and JT.

Action: VW to check wording of Junior Membership section in the Trustee Handbook with PA and JT.

Item 2 - re financial forecast - this was left open. PS offered to make a draft in 2020, which we could use in 2021.

Action: PS to provide CEC with a financial forecast for 2021 for consideration at a CEC meeting later in the year.

4. Treasurer's Report

PS had sent the accounts for 2019 to the committee on 4 Jan and explained in his email that EBKA has a deficit of about £4,700. The cost of hardcopies of the magazine will go into the 2020 accounts. PS will contact the person responsible for sending the invoice.

In order to complete EBKA Gift Aid Returns, PS needs the outstanding spreadsheets from Braintree and Maldon divisions. When Gift Aid has been reclaimed it should provide a substantial boost to Central Funds.

Action: BM and GM to remind their divisional treasurers to forward Gift Aid returns spreadsheets to PS.

PS needs to complete the EBKA accounts before the AGM in March. He urged all divisional treasurers to send him their inspected accounts as soon as possible after their AGM, together with explanatory notes separate to the balance sheet. JR reminded trustees that all Divisional AGMs are required to be completed by the end of January to assist the Treasurer. The EBKA auditor should have access to all divisional data, not just CEC figures.

Action: Trustees to remind their divisional treasurers to forward the inspected accounts to PS.

PS said he would provide a breakdown of the cost of room hire, at TR's request. There were two outstanding payments: one for an invoice raised by SG as Examinations Secretary, and one for the National Honey Show. PS was asked to correct the text in the accounts from National Honey Show to Essex Honey Show.

Action: PS to provide breakdown of the total cost of £1600 for room hire, and to correct National Honey Show to Essex Honey Show.

The Essex Honey Show accounts provided by Keith Lomax had been forwarded to the CEC in advance of the meeting. Keith was willing to answer any queries. RR pointed out that these accounts should be examined separately and PS offered to do this.

JR thanked PT, Keith Lomax, and all the Honey Show Committee for their hard work.

5. Governance

(i) Health and Safety Policy

TG explained that the Policy had already been adopted but that he had circulated an amended version in advance of the meeting to include specific risks to beekeepers. JR was concerned about the intention to appoint a CEC Safety Officer. Responsibility for Health and Safety needs to be controlled at divisional level. If there was an incident, then it should be dealt with by the full committee rather than an individual. TG agreed, and offered to amend Section 2 of the Policy to reflect this.

Action: TG to amend Section 2 of Health and Safety Policy so there is no individual CEC Safety Officer; any incident to be handled by the full CEC.

JR will be writing an article about Health and Safety for the *Essex Beekeeper* covering recommendations for divisional events and suggesting simple checklists. The Risk Assessments provided by BBKA to accompany the EBKA Health and Safety Policy appeared unnecessarily complicated and checklists could replace them. Divisions are responsible for completion of a Risk Assessment for every event. TG requested that all divisions send him samples of the Checklists/Risk assessments they use now.

Action: Trustees to send divisional Checklists/Risk Assessments to TG, who will use them to create EBKA versions to accompany the Health and Safety Policy.

(ii) Diversity statement

The question of whether we need a Diversity statement was discussed. JR encouraged trustees to contact TG if other policies were required, for example an Environmental Policy.

(iii) Trustee Handbook

Most sections of the Handbook had been updated but there were still some work to do. There would be a Governance SubCommittee meeting in February to discuss the final contents, with the aim of providing a final draft at the March CEC meeting.

It was agreed that the Handbook would be available online only, via the EBKA website. One physical copy of the handbook would be published as an archive copy and a historical dated record to be kept.

6. Uploading policies on website

Once all subscriptions have been completed through eR2, NH said he would organise one new EBKA website password and inform all members. He will reorganise the website so that Agendas, Minutes, DVM reports and EBKA policies are all available online. TR was asked to send previous Agendas and Minutes of CEC meetings to NH. RS will upload the DVM reports.

Action: TR to send previous Agendas and Minutes of CEC meetings to NH.

Action: NH to upload Agendas, Minutes, and Policies and reorganise webpages.

7. CIO update and discussion

JR thanked TR for all his work in putting together a draft CIO constitution. She also thanked John Rhodes for his legal support.

TR pointed out that there should be consultation with the general membership about the proposal to change the status of EBKA to a CIO and suggested trustees consider tabling a proposition for the upcoming AGM. The following wording was proposed:

“That the General Secretary, on behalf of the trustees, and following consultation with the membership, prepare and submit a constitution to the Charity Commission with the objective to change the status of EBKA to a Charitable Incorporated Organisation.”

Proposition agreed (10 agreed; 0 declined)

It was also agreed that the consultative document should be sent to all members by email.

Once the CIO is registered with the Commission, balances on EBKA accounts would be transferred to new charity and divisional accounts, and old accounts closed. The proposal that all new accounts be held with one bank was briefly discussed.

TR pointed out that, when the CIO is adopted by the Association, the current Rules will become redundant. A new set of Rules will be required to set out the detailed operation of the CIO, because the constitution only deals with a number of matters in general terms.

The draft constitution follows best practice as approved by the Charity Commission. It will however still be necessary to ensure that the constitution properly reflects where appropriate the structure of the Association and its officers.

RR emphasised the importance of trustees fully understanding the draft constitution and engaging with the detail. He encouraged them to compare its details with current EBKA Rules as the new constitution will override the Rules.

Action: Trustees to carefully read through the draft CIO constitution document and EBKA Rules, and report any conflicts to TR.

8. 2020 AGM

(i) Venue, speaker, refreshments

TR confirmed that the AGM would be held at 2 pm at Writtle College on the Kings Lodge Campus, Rooms E06/E03. JR offered to liaise with our speaker Abi Lowe.

(ii) February edition *Essex Beekeeper*

The agenda and propositions for the AGM should appear in the February edition of the *Essex Beekeeper* because the AGM takes place in early March.

Propositions:

- Change of charity status of EBKA to a CIO (**point 7**)

- Amendment to EBKA Rule 4

AGM propositions were discussed at the CEC meeting in November (Item 10a) but clarification was needed. It had been agreed that the following proposition would go forward: 'That the CEC should have authority to set subscription rates'. The wording of Rule 4 states (Rules 2016): *Annual subscriptions are to be in accordance with the scale authorised by the Annual General Meeting and published on the current application form, except for Divisional Associates for which category the subscription is set by the Divisions at their own AGMs.'*

TR suggested that the words 'Annual General Meeting' be changed to 'Central Executive Committee'.

The Rule had been amended at the 2018 AGM by the agreed proposition:

That the Essex Beekeepers' Association (EBKA) and Divisional Subscription/Capitation rates be increased annually by the rate of inflation, as determined by the annual rise in the Consumer Price Index for the 12 month period to September of the previous year. The EBKA and Divisional rates shall be calculated separately and rounded to the nearest 20p. This proposition, if carried, to be effective from 1st January 2019. From the same date, Junior Membership rates should be fixed at the discretion of Divisions, together with Associate Membership rates and these will not be subject to this annual automatic increase and the cost of these remains at the discretion of Divisions.

TR suggested that the section referring to the fixed percentage increase should be removed (agreed at Sept 2019 CEC meeting).

It was agreed that the proposition to amend Rule 4, according to these two suggestions, should be put to the AGM.

(iii) CEC membership nominations and retirements

PA said she would be standing down as Membership Secretary, and suggested that JT might be approached to take her place. PA would also be standing down as President. JR suggested that Jean Smye, who has contributed so much to EBKA over the years, would qualify as President. She offered to contact her in advance of the AGM to find out if she would be willing to take on the role.

Action: JR to approach Jean Smye about the role of EBKA President.

9. CEC event updates

(i) Ted Hooper Lecture. Speaker Giles Budge

JR thanked SA and KL for organising the event. SA explained that Giles Budge had asked for travel expenses from Newcastle (£250) and the cost of overnight accommodation at a B&B/Premier Inn. He would be travelling with his family. It was proposed that the total cost of expenses should be capped at £400. The venue for the Lecture will be Essex Wildlife Trust, Abbots Farm, near Chelmsford, at a cost of £100. Invoices should be sent to PS.

It was agreed that the event would take place in the afternoon only, thus avoiding catering for lunch and the clash with BBKA exams in the morning. The hall at Abbots Farm can accommodate 80 people and it was suggested that the cost of a ticket be under £10, via EventBrite.

(ii) Braintree Coach

Braintree Division had asked the committee whether the CEC would underwrite the cost of a coach to Bee Tradex. BM was asked if it would be accessible to all divisions, or only to those nearby. Discussion was postponed until the next CEC meeting pending more information.

(iii) Asian Hornet (AH) Models

KL is sourcing AH models in resin for use on Public Awareness stands at Honey Shows etc. for each division. The cost of £35 for models was agreed by the committee.

10. Divisional Reports

Only three divisional reports were submitted for the meeting. JR encouraged the other six divisions to send their reports to RS and TR.

Action: Trustees to send divisional reports for January to RS and TR.

RS has asked if divisional reports should be published in the *Essex Beekeeper*. As an alternative, he offered to take a number of interesting items from the reports to create a separate article. It was agreed that this was a good idea.

11. Secretaries Reports

Examinations Secretary: SG has arranged the venue for BBKA exams on 21 March at the Day Centre in Great Dunmow. The cost of hire will be £48. The cost was approved.

Trustees were asked to encourage members of their divisions to register early for the Basic Assessment this year. More information will be published in the *Essex Beekeeper*.

12. Correspondence

JR had received an email from Wally Thrale, who organises the EARS 3 research project on chronic bee paralysis virus. The PhD student working on the project is willing to visit Associations in the autumn to give a talk on the work. It would be a welcome opportunity to find out how EBKA funding was being spent. It was suggested that the Annual Conference would be an appropriate venue and JR will approach Chelmsford division.

Action: JR to contact Chelmsford Division about inviting the EARS 3 research student to give a talk at the Annual Conference.

13. AOB

(i) TG reported that Anthony Bickmore, who is a member of Harlow Division, will become the new Master of the Wax Chandlers this year. He has offered a tour of the Wax Chandlers Hall to EBKA members. A date, number and format of the event would need to be discussed. Trustees were encouraged to consult their members to gauge interest.

Action: Trustees to consult their divisional members about attending a tour of the Wax Chandlers Hall.

(ii) Train the Trainers Day, 1 February: There are participants from all the divisions except Southend. CA was asked to follow this up.

Action: CA to check with Southend Division about attendees for Train the Trainers Day

(iii) EBKA AGM: JR reported that the Presiding Officer for this year's AGM is from Saffron Walden Division. Their Chairman, Tony Yeats, is away and no one from the committee has volunteered to take his place. He has suggested RR as Presiding Officer. This was agreed by the committee.

(iv) Bee Health Day: KL and SA are planning the event for this year and suggest it is held in either Southend or Dengie & Maldon division, so that the venue is fairly rotated around the divisions.

Action: GM and CA to discuss Bee Health Day with their respective divisions.

NEXT MEETING – Tuesday 3 March 2020 at 7.30pm
Goodwin Room, Boreham Village Hall, Main Rd, Boreham CM3 3JD

Action date	Owner	Action	Action due date	Update	Status
14/5/19	VW	Check wording of Junior Membership for Trustee Handbook and reword if necessary.	23/6/19	7/1/20 Membership section to be updated by PA and JT	open
14/5/19	PS	Provide financial forecast for EBKA for a CEC meeting later in the year.		7/1/20 PS will provide forecast for 2021	open
23/7/19	CEC	Contact VW with any amendments to updated sections of the Trustee Handbook.	24/9/19		open
7/1/20	KL	Put forward a recommendation to the CEC to help resolve the GDPR issue	14/2/20		open
7/1/20	BM and GM	Remind treasurers to send Gift Aid Returns spreadsheets to PS as soon as possible	31/1/20		open
7/1/20	Trustees	Remind their divisional treasurers to forward their inspected accounts to PS as soon as possible	31/1/20		open
7/1/20	PS	Provide a breakdown of the total cost of £1600 for room hire, and to correct National Honey Show to Essex Honey Show	31/1/20		open
7/1/20	TG	Amend Section 2 of Health and Safety Policy so there is no individual CEC Safety Officer. The	31/1/20		open

		whole CEC to handle any incident.			
7/1/20	Trustees	Trustees to send divisional Checklists/Risk Assessments to TG, who will use them to create EBKA versions to accompany the Health and Safety Policy.	31/1/20		open
7/1/20	TR	Send previous Agendas and Minutes of CEC meetings to NH.	31/1/20		open
7/1/20	NH	Upload Agendas, Minutes and Policies to the website, and reorganise webpages	3/3/20		open
7/1/20	Trustees	Carefully read through the draft CIO constitution document and EBKA rules, and report any conflicts to TR.	3/3/20		open
7/1/20	JR	Approach Jean Smye about taking on the role of EBKA President.	31/1/20		open
7/1/20	Trustees	Send divisional reports for January to RS and TR.	31/1/20		open
7/1/20	JR	Contact Chelmsford Division about inviting the EARS 3 research student to give a talk at the Annual Conference.	31/1/20		open
7/1/20	Trustees	Consult their divisional members about attending a tour of the Wax Chandlers Hall.	3/3/20		open
7/1/20	CA	Follow up with Southend Division about attendees at the Train the Trainers Day	31/1/20		open
7/1/20	GM and CA	Discuss holding Bee Health Day at one of their divisions.	31/1/20		open

Minutes agreed as true record of meeting:

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Jane Ridler - Chair of CEC – 3 March 2020