



Minutes of the Central Executive Committee Meeting

Tuesday 3 November and Saturday 7 November 2020

Voting Members:

JR	Jane Ridler	Chair	Present
TR	Tony Rand	Colchester Trustee	Apologies
PA	Pat Allen	Treasurer	Present
JT	Jan Tutton	Chelmsford Trustee	Present
GM	Glenn Mayes	Dengie Hundred & Maldon Trustee	Present
DM	Don McHale	Epping Forest Trustee	Apologies
VW	Vanessa Wilkinson	Saffron Walden Trustee/Minutes Secretary	Present
CA	Chris Allen	Southend Trustee	Present
NH	Nick Holmes	Harlow Trustee	Present
BM	Bridget Mudd	Braintree Trustee	Present
JM	Jim McNeill	Romford Trustee/Honey Show Delegate	Present

Officers / Members:

JS	Jean Smye	President	Present
RS	Robert Silver	Editor of Essex Beekeeper	Absent
RR	Richard Ridler	BBKA Delegate	Present
MW	Michael Webb	Secretary of Essex Show/Acting General Secretary	Present
TG	Ted Gradosielski	Chair of Governance	Present
SG	Stephanie Green	Examinations Secretary	Present
GMD	Garth Milford	eR2 Implementation Manager	Absent
KL	Katy Langley	Bee Health Secretary	Present
SA	Salma Attan	Bee Health Secretary	Present

1. Apologies

As above.

KL acting as proxy for DM. A new trustee for Epping will be appointed in 2021.

At the meeting on 7 November, JR reported that TR had resigned as of 6 November as trustee for Colchester. There has to be a named person for General Secretary on the Charity Commission register and JR offered to act in the interim until a new appointment is made.

2. Minutes of last meeting & Matters arising not on Agenda/action updates

Point 4, para 5: TR was concerned that the wording implied distortion of the CIO brief presented to John Rhodes. This was unintended and it was agreed to amend the wording in the Minutes to: '.... that John Rhodes had suggested to her that he had only advised to the brief as it was presented to him, *i.e. the AGM resolution and the EBKA Rules,*'.

Point 11: MW had organised payment of £10 to TR, who is sending the documents to him.

It was agreed that JR would sign the Minutes electronically, pending the addition above.

Action updates

Point 2 (i) SG reported that the General Husbandry course was running. There were representatives from all divisions except Colchester.

Point 2 (iii) No further actions on arrangements for the Ted Hooper Lecture at the Wax Chandlers Hall.

Point 2 (iv) JR said she assumed CEC members had read their copy of the guide to *Charitable Incorporated Organisations*. She suggested that we were ready to organise a Zoom meeting with John Rhodes for the CIO subcommittee. Anyone interested would be welcome to attend the meeting.

Action: JR to contact John Rhodes about a Zoom meeting for the CIO working group.

3. Acknowledgement of uploading of agreed Trustees' Annual Report to CC for Minutes

JR stated that the Trustees' Annual Report had been circulated to the CEC on 25 September. It had been passed by 9 votes in favour. No response had been received from Braintree or Colchester. The report had been uploaded to the CC website on 1 October.

4. Treasurer's Report

PA highlighted issues raised in her report, which was circulated to the CEC ahead of the meeting.

End of year accounts closure for the end of EBKA financial year: a number of expected items have not been submitted:

- CEC meeting room hire: no invoice received for two meetings at Boreham Village Hall at the start of the year. PA to contact TR or the Hall direct.
- Website costs: NH said that domain costs were due only every 2 years.
- Officers expenses : KL will send invoices for Bee Health claims.
- Editor: does not claim honorarium, neither does the Webmaster.

Action: PA to contact TR or Boreham Village Hall re invoices for CEC meetings.

Action: KL to send invoices for Bee Health to PA.

National Honey Show (NHS): This was virtual and free to 'attendees' this year. The talks are still online. The NHS is asking for donations towards costs. PA proposed that EBKA makes a contribution, either the equivalent of the normal prize monies for the Essex classes, etc, or alternatively a contribution based on the number of members, e.g. about £1 per member, totalling £1000. Giving money to the NHS would be in line with our charitable objectives

PA proposed that 'EBKA makes a £1000 contribution to the costs of staging the NHS'.

- **Vote: 9 For; 2 Abstain; ACCEPTED**

Gift Aid: Current EBKA protocol states that members should sign a statement to confirm that they are a UK income tax payer and wish EBKA to claim Gift Aid on their subscription. Membership renewal for 2021 will use the eR2 online renewal facility, which has only a tick box for Gift Aid. PA

asked Trustees for confirmation that ticking a box was sufficient. As this is widely accepted on websites such as *Just Giving*, it was agreed that this was acceptable.

In view of this decision, *Gift Aid Guidance for Treasurers*, which will be in the Appendix of the Trustee Handbook, needs to be amended. The text also needs to state that the Gift Aid list will be generated from eR2.

Action: PA to update Gift Aid Guidance for Treasurers.

Treasurer's timetable: PA will update this once the role of EBKA Membership Secretary has been clarified and agreed.

Accounts Layout: PA had circulated a new layout for the CEC and Divisional receipts and payments accounts spreadsheets. Divisional Treasurers had confirmed they could work with this layout. There was unanimous agreement that this layout could be used for 2021.

5. Governance Subcommittee

a. Proposition of CA to be elected as second trustee appointment to GSC

Proposed: JR; Seconded: VW. The vote was carried unanimously and TG welcomed CA to the subcommittee.

b. Annual Review of Policies: Health & Safety and Privacy Policy

Health & Safety: The H&S Policy, together with the Accident Report Form and Apiary Risk Assessment Form were unanimously approved.

Privacy Policy: In a discussion of Data Breaches (section 8), JT pointed out that EBKA has 'decided to allow' BBKA to update its members' details on eR2 for the purposes of supplying the BBKA Magazine. Apparently this is useful to some Divisional Membership Secretaries. As Trustees are responsible for any data breaches, JT's view is that they should positively agree to this, rather than use the set system default. NH agreed that as members' details are EBKA data, BBKA should only have access to limited information, e.g. not addresses, and it was suggested that Divisional Membership Secretaries should be asked if the BBKA system default on eR2 is useful. PA said that, because the BBKA Office could access and amend EBKA records, it had been able to help her close the Spring Return.

In the same section, NH asked that the sentence: 'Data breaches involving the website should be reported to the Webmaster' be reworded to 'Data breaches involving the website should be reported to the Webmaster who should pass the information to the Membership Secretary'.

Action: VW to update the Data Breaches section in the Privacy Policy re NH's request.

KL was concerned that GDPR was not part of the Privacy Policy. There was no clause about dealing with Data Requests. It was suggested that this clause could be added to the current Privacy Policy as an additional section. MW recommended that it should be added as a separate Addendum instead.

MW proposed that the Privacy Policy be accepted as it is, with an Addendum added separately on handling Data Requests. This was agreed unanimously.

Action: Section on Data Requests to be agreed by Governance Subcommittee and added to the Privacy Policy as an Addendum.

VW explained that, although a Nominated Data Protection Officer (nDPO) had been appointed in the spring, the Governance Subcommittee suggested it would be more appropriate for data protection to be the responsibility of an EBKA Membership Secretary. The final responsibility rests with all trustees. In a recent phone call, Leigh Sidaway at BBKA had explained that, as long as all EBKA divisions are using eR2, which is fully compliant with GDPR regulations, then data protection could be part of such a role. The appointed person must know, for example, what to do if there is a data access request, keep abreast of new developments, and foster good practice for data protection within the divisions. [see discussion below under Trustee Handbook 3.1.10 EBKA Membership Secretary]

c. Trustee Handbook

VW thanked those who had made comments on the final draft of the Trustees Handbook. Amendments would be made and the Appendices collated.

A number of sections were discussed:

3.1.10 EBKA Membership Secretary

JT had proposed a new role description for Membership Secretary to reflect the use of eR2 to be included in the Handbook. In addition, the Governance Subcommittee had added the recommendation that the Membership Secretary should be the person responsible for data protection in EBKA.

The new role description was accepted, although JR questioned the need for the Secretary to be 'ex officio on subcommittees'. However, it is an important role. She suggested the person should be a trustee: a new trustee or an existing trustee? JR's view was that we have sufficient trustees on the CEC to take on the role. It was agreed to go forward with the new role description on this basis.

3.1 Posts and Job Descriptions

A list of current CEC post holders can be found on the EBKA website - for discussion by CEC.

VW suggested that the list of CEC post holders should appear on the EBKA website in the format: Post; Name; ebka email address, e.g. Chair; Jane Ridler; chair@ebka.org

This was agreed and MW offered to send NH an up to date list of names and roles.

Action: MW to send NH up to date list of names and roles of CEC postholders and NH to add these with the ebka email addresses to the website.

2.3 Accounting

A line in this section says: *EBKA is a shareholder in Bee Diseases Insurance Ltd, holding a £1 share.*

JS pointed out that this should read:

Each Division is a Shareholder in Bee Diseases Insurance Ltd, each holding a £1 share.

PA had contacted Martin Smith (BDI) to confirm that this was the case.

CA pointed out that he is currently a nominee for BDI Ltd.

EBKA is a shareholder in BeeCraft Ltd...: MW said he was still waiting for BeeCraft paperwork.

The Meeting continued on Saturday 7 November: NH, TG, SA and SG were absent with apologies.

3.1.1. Chair of the Central Executive Committee

JS suggested that the statement: *The Chair.... Be a spokesperson for the EBKA* should be amended to: *The role of the CEC Chair is to be the spokesperson for the EBKA Trustees and the EBKA CEC on topics to be agreed by the Trustees. Other representatives may be appointed by the Trustees as required, appropriate to the occasion.*

JR argued against the restrictive terms of the wording and PA suggested that the simpler text stay as it is, with possible review when EBKA changes its status to CIO.

It was agreed that the wording in the draft would stay as is.

It was suggested by PA and agreed that the phrase that is included under Chair's responsibilities: *in cooperation with the other Trustees...* should be added to the responsibilities of the General Treasurer and General Secretary.

9. Annual Conference

JS proposed that this sentence: *The EBKA President and guest should receive complimentary tickets.* should be removed from the Handbook. Any such costs should not be at the expense of the division. This was agreed.

3.1.9 and 6.1

PA pointed out that Trustee Handbook uses FERA - this should be corrected to APHA.

Action: VW to make amendments to the Trustee Handbook and collate the appendices.

6. Propositions for the EGM - updating EBKA Rules

MW had been in touch with Writtle College about holding the EBKA AGM on Saturday 20 March.

MW explained the proposed changes to the Rules, which he had circulated in a document *Proposed changes to the Rules of the Essex Beekeepers' Association to update/amend the current version amended at the EGM January 2016*. In order to ratify the amended Rules, it would be necessary to have an EGM. Members must be given 28 days' notice. The EGM could take place immediately before the next CEC meeting in January. He would ask NH to advertise it on the website, encourage Divisional Secretaries to inform their members, and organise a notice in the *Essex Beekeeper*.

The updated Rules would be dated 2021 and lodged with the Charity Commission. It was important to have a correct version of the Rules in advance of EBKA becoming a CIO.

Action: MW to organise an EGM, and associated notice to members.

7. BBKA ADM. Trustee considerations for propositions

As the motions for the BBKA ADM have not been received yet, RR will circulate them to the CEC and invite comments, as soon as they are available.

Action: RR to circulate motions for BBKA ADM to CEC for comment.

8. Divisional AGMs on Zoom

JR said that there is every expectation that upcoming divisional AGMs will be held on Zoom. According to the Treasurer's Timetable, there should be a provisional version of accounts sent to the General Treasurer in advance of divisional AGMs.

MW enquired about an accounts examiner for 2021. RR recommended the person who examined last year's accounts.

9. EBKA AGM. Date, Notice, Nominations for posts, Propositions for CEC, Speaker

Nominations for posts: JR said she had approached VW about becoming General Secretary although there was some concern about the CEC becoming too top-heavy with people from Saffron Walden division. There was no objection to this, so VW will think about it.

JT will Chair the EGM as well as the AGM as Presiding Officer from Chelmsford Division.

Proposals for a speaker for the AGM were discussed. As Giles Budge has been approached to give the Ted Hooper Lecture, it would be preferable to choose a topic other than disease. PA said her husband might be able to give a presentation on solitary bees, as he is a volunteer for the Essex Wildlife Trust.

PA pointed out that the General Secretary should take the AGM Minutes.

10. Questions arising from Divisional Reports & Secretaries Reports

KL reported that a number of members had booked tickets for the Ted Hooper Lecture, which was cancelled this year because of Covid-19. They had paid £8 on Eventbrite. However, Eventbrite charge

a booking fee, so only a partial refund of £6-75 would be available. BM suggested that members should receive a full refund with the outstanding difference (approx £70) paid out of county funds. This was agreed unanimously.

JT said that Chelmsford had booked the last Saturday in October 2021 for the Annual Conference. The division will reconvene its conference subcommittee in March to discuss arrangements and possible changes to the programme. KL asked if the conference could be live-streamed in case there was still anxiety about Covid in the autumn, but JR and RR thought this might be difficult to achieve having experienced the complexity of moderating at the NHS.

Harlow and Epping were reminded to submit their Divisional Reports for the next meeting.

11. Correspondence

Ian Nichols had contacted EBKA about the *DEFRA Healthy Bees Plan*, which has now been published and is available on BeeBase.

Paras Shah had noted that there was a difference between Gift Aid amounts on eR2 and his own records for Epping. JT explained that when eR2 was set up initially, certain payments had not been identified as eligible for Gift Aid. This was the case for payments made between December 2019 and early January 2020. Therefore these payments do not appear on the eR2 Gift Aid Report. The problem had been corrected for payments going forward.

JT has talked to Martin Smith about the Gift Aid issue but he was concerned about accepting manual spreadsheets. PA said she was concerned about Gift Aid returns from eR2 not being correct, and the alternative of making a Gift Aid claim to HMRC that did not match Gift Aid returns from eR2. It was agreed that, as long as the Gift Aid claim matched the Divisional Treasurers' records, then it was legitimate to make a claim that did not match eR2.

12. Dates (& Venue) for 2021 CEC meetings

MW will circulate future dates: meetings will be on the first Tuesday of the relevant month. He asked about a suitable venue. It is envisaged that meetings would take place on Zoom at least during the first few months of next year.

Action: MW to circulate future dates for CEC meetings

13. AOB

VW raised the question of whether there should be an across the board data protection statement included in membership renewals on eR2. No conclusion was reached and it was agreed that she would discuss the possibility with JT and refer to the Governance SubCommittee. Some divisions are still using paper forms.

Action: VW to discuss with JT and GSC about data protection statement for eR2.

NEXT MEETING – Tuesday 5 January at 7.30 pm via Zoom

Point number	Action date	Owner	Action	Action due date	Update	Status
1	3/3/20	Trustees	Ensure that their committees have elected Safety Officers to cover Risk Assessments for all events, and the CEC Event Safety Officers to cover all County events.	30/3/20		open
2	7/7/20	CEC	Make suggestions to JR for a new General Secretary.	1/9/20		open
3	7/7/20	MW	Handle relevant documentation relating to EBKA shares in Bee Craft Ltd	1/9/20	Ongoing	open
4	7/7/20	JS, MW, CA, plus others	Get together to discuss the best way forward for the CIO and report back to the CEC.	1/9/20	Ongoing	open
5	1/9/20	TG	Organise a quote from an independent catering company for the THL	3/11/20		open
6	1/9/20	MW, PW, CA	CIO working group to put together agenda of next steps	3/11/20		open
7	1/9/20	RR, CA	<i>Check on possible online voting mechanisms for AGM (eR2/SurveyMonkey)</i>	3/11/20		open
8	1/9/20	TR	Organise transfer of relevant BeeCraft documents to JR, now to MW	14/9/20		open
9	3/11/20	JR	Contact John Rhodes about a Zoom meeting for the CIO working group	4/12/20		open
10	3/11/20	PA	Contact TR or Boreham Village Hall re invoices for CEC meetings early in 2020	4/12/20		open
11	3/11/20	KL	Send invoices for Bee Health to PA	4/12/20		open
12	3/11/20	PA	Update <i>Gift Aid Guidance for Treasurers</i> doc	4/12/20		open

21	3/11/20	VW	Update the Data Breaches section in the Privacy Policy re NH's request.	4/12/20		open
22	3/11/20	TG	Section on Data Requests to be agreed by Governance Subcommittee and added to Privacy Policy as an Addendum.	4/12/20		open
23	3/11/20	VW	Make amendments to the Trustee Handbook and collate the appendices.	4/12/20		open
24	3/11/20	MW	Organise EGM, and associated notice to members.	4/12/20		open
25	3/11/20	RR	Circulate motions for BBKA ADM to CEC for comment.	4/12/20		open
26	3/11/20	NH/D M	Divisional reports for next CEC meeting	1/1/21		open
27	3/11/20	MW	Circulate future dates for CEC meetings	1/1/21		open
28	3/11/20	VW	Discuss with JT and GSC about data protection statement for eR2.	4/12/20		open

Minutes agreed as true record of meeting:

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Jane Ridler - Chair of CEC – 5 January 2020