



Minutes of the Central Executive Committee Meeting

Tuesday 5 January 2021

Voting Members:

JR	Jane Ridler	Chair	Present
MW	Michael Webb	Acting General Secretary (Secretary of Essex Show - non voting)	Present
PA	Pat Allen	Treasurer	Present
JT	Jan Tutton	Chelmsford Trustee	Present
GM	Glenn Mayes	Dengie Hundred & Maldon Trustee	Present
SN	Simon Nicholson	Epping Forest Trustee	Present
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	Present
RR	Richard Ridler	BBKA Delegate	Present
MW	Michael Webb	Secretary of Essex Show (b/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
PW	Paul Wiltshire	Chair of CIO Subcommittee	Present
AL	Andrew Linley	Colchester Division Member	Present
SC	Sarah Curtis	Colchester Division Member	Present

1. Apologies for Absence

There were none.

JR welcomed Simon Nicholson, as new trustee for Epping, and also Andrew Linley and Sarah Curtis, both members of Colchester Division.

An EGM had been held before the CEC meeting and proposals for updating the EBKA Rules were approved unanimously by the 21 attendees. JR thanked both MW and JT for setting up and organising the EGM.

2. Minutes of CEC meetings held on 3rd and 7th November & CIO meeting held on 8th December 2020

Point 5c, 2.3: Change: *EBKA is a shareholder in BeeCraft Ltd...*: CA pointed out that he is currently a nominee for BeeCraft but will step down when a new General Secretary is appointed.

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

Point 9: Change: PA said her husband might be able to give a presentation on solitary bees, as he works for the Wildlife Trust.

Corrected to: as he is a volunteer for the Essex Wildlife Trust.

3. Matters arising not on Agenda/action updates

Point 5 b and c

VW said that points raised at the last CEC meeting about the Privacy Policy would be considered at the next Governance SubCommittee meeting on 16 February.

Corrections to the Trustee Handbook had been incorporated into a final version, which had been sent to all CEC members at the end of 2020.

In the Handbook, a list of names of CEC postholders with their ebka email addresses is referred to: NH agreed to compile the list for the EBKA website.

Action: TG to add points raised at November CEC meetings about the Privacy Policy to agenda of next GSC meeting.

Action: NH to add list of CEC postholders with their ebka email addresses to the website.

VW reported that all CEC policies and the Trustee Handbook were ready to be made available on the website. The question was whether any documents should have password protection or whether they would be freely available. NH had already created an EBKA Rules and Policies webpage and he showed it to the CEC on Zoom.

NH explained that the EBKA website is created in WordPress which has limitations relating to password protection. A webpage can be password protected but links to PDFs on that page are not protected. His question was why would we wish to hide any of our documents? They are not commercially sensitive and would not lead to a breach in data security. We should be working from a position of openness.

Password protection makes it harder to manage the website and is a barrier to sharing knowledge. Members would need to know/remember the password and having some policies on one page and some on another would break the flow of reading, making understanding harder.

Ideally appendix documents, for e.g. the Health & Safety Policy, Trustee Handbook would link direct to those documents on the website. However, NH said this would create a lot of work: listing the appendices in the relevant place below the main document is sufficient.

The principle of having all policies and the Handbook freely available was discussed, with many expressions of support for NH's view.

NH proposed that **'The EBKA Rules and Policies webpage should be open and accessible straightaway'**

- **Agreed unanimously**

4. CIO Discussion and Proposals

JR had circulated a CIO Proposal document, which contained both feedback from the CIO meeting with John Rhodes, and her own views. She said that the CEC had worked hard on the issue of conversion of EBKA from an unincorporated association to a CIO and there had been approval at the 2020 AGM to move forward. However, in a subsequent CEC meeting, trustees had expressed concern about the proposed CIO constitution and it had been agreed that more time was needed for research. A CIO subcommittee had been formed and a meeting was set up with John Rhodes in December. We were grateful for his balanced and measured views at the meeting.

JR's proposal document summarised the advantages and disadvantages of conversion to CIO and she argued that the disadvantages of conversion for EBKA outweigh the advantages at this time.

JS agreed that EBKA was not ready to become a CIO, although a time might come in the future. NH's opinion was that conversion was not a good use of Association funds or CEC resources. The issue of EBKA apiaries needed to be addressed, with more guidance and training, and increasing awareness. BM said that it would be better to take out more trustee liability insurance than to create a CIO. SN reported that Epping Forest had discussed the issue and was also in favour of retaining unincorporated charity status.

JR proposed that **'the application for CIO status is not progressed by the trustees unless/until the balance of the argument changes'**

- **Agreed unanimously**

In addition, JR proposed **'that this decision is presented to the 2021 AGM for ratification with reasons and explained to the membership in advance in the February *Essex Beekeeper*'**

- **Agreed unanimously**

5. Treasurer's Report

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

Gift Aid: PA still has concerns about Gift Aid claims. She agreed that the document listed in the Trustee Handbook appendix should be reviewed before uploading again to the relevant webpage.

Action: *PA to discuss Gift Aid document with MW.*

Examination of Accounts: The person who examined EBKA's accounts last year is unavailable for this year's accounts. PA suggested Paul Davis who is currently treasurer to the Havering Group of Essex

Wildlife Trust. He has been treasurer to several groups over the years, e.g. Bursar for a school in Surrey with a £2m budget.

KL asked if there were any rules or stipulations associated with the appointment of an accounts examiner. PW said that there were a lot of caveats for non-professional examiners, relating to experience of financial management, etc and that it was up to an accountant to explain why he was competent. There is time to find out this information, as well as the cost, before the work is needed. MW suggested that a range of charges between £400 and £500 would be reasonable.

Action: PA to research and appoint an accounts examiner

JT explained that the Treasurer for Chelmsford is concerned that the division's examined accounts would not be delivered on time. During a pandemic, it is difficult for the Treasurer to 'walk through' the accounts with the examiner, which is normally face to face with hardcopy documents.

JR suggested that Trustees ask their divisional Treasurers whether this is a common problem.

Action: Trustees to check with their Divisional Treasurers whether their accounts can be delivered on time to PA.

PA reported that the 2020 accounts were closed. Templates for the new layout for CEC and divisional receipts and payments accounts spreadsheets have been sent to Treasurers for this year's accounts.

6. Divisional Leases

JR had compiled a Table of EBKA Leases for Trustees, with the aim of providing them with a good understanding of what is in place in the divisions and what extra insurance might be needed. She had attended a free seminar on Charity Insurance & Risk Assessments for small charities in Essex and is aware we need to give insurance careful consideration with respect to our circumstances and the extra costs.

The Table is incomplete and more information is needed. No information has been received from Colchester, Maldon and Southend. JR highlighted that Chelmsford have a good 'memo of understanding' for their leases and Braintree have organised insurance cover, but certain Romford leases are a problem. KL reported that Epping leases are verbal agreements and there was no plan to make them anything else. It was understood that items on apiary land would be covered by BBKA Insurance or members' house insurance. PW advised checking that all risks had been considered.

Action: Trustees of Colchester, Maldon and Southend to provide JR with information about divisional leases and all Divisions to complete the gaps where necessary.

7. Draft Agenda for EBKA 2021 AGM

MW summarised the draft AGM agenda which had been circulated to CEC members. Given current pandemic restrictions, the AGM would almost certainly be held on Zoom. He will finalise the agenda and set up the meeting. After some discussion, it was agreed that a proposition would be included (with reasons given) that CIO status for EBKA is not progressed unless/until the argument changes in its favour.

MW thanked JT for chairing the AGM as Presiding Officer. Experience of the recent EGM had emphasised the need to hold the AGM on Zoom in the most technical and professional way possible. A voting system needs to be worked out, as well as the ability to display AGM documents on a split screen for viewing by all.

MW remarked that the Presiding Officer for 2022 would be from Harlow as host division for that year.

Penny Learmonth needs to update the Book of Commemoration in time for this year's AGM. MW will write to Trustees to ask if any members from their divisions had passed away in 2020.

Action: MW to write to Trustees, Chairs and Divisional Secretaries to ask if any of their members had passed away in 2020.

It was agreed that, after AGM business, there would be an interval for attendees to make a cup of tea, followed by a talk on solitary bees.

SG said that there were no BBKA examination certificates to present as there had been no examinations in 2020.

JR said that VW had agreed to the appointment of General Secretary, although she was reluctant to do so because there are already a number of members on the CEC from Saffron Walden division; she hoped a member of another division would be willing to take on the role in due course.

JR pointed out that we still have no Education or Membership Secretaries.

SA and KL said they wished to step down as Bee Health Officers. JS asked them to reconsider: they have made such a valuable contribution. Given their decision, JR asked Trustees to try to find someone in their divisions who might be interested in taking on the role.

Action: Trustees to ask members of their divisions about volunteering for the EBKA Bee Health Officer role.

PA is willing to continue as Treasurer for another year. She said she would like someone to take over the role in 2022.

A Minutes Secretary is needed to take over from VW.

8. Health & Safety Training

Health & Safety is of key importance to beekeepers, and potentially presents the highest risk. Both Saffron Walden and Southend had highlighted concerns about the role of Appointed Safety Officers in their divisional reports. JR suggested a seminar in the Spring to get interested people together for some form of training. She asked Trustees to check if any of their members might have Health & Safety in their professional careers.

Action: Trustees to ask their members if anyone has professional Health & Safety expertise.

9. Questions arising from Divisional Reports and Secretaries Reports

A few divisional reports had arrived during the meeting. No other questions were raised.

10. Correspondence

JR reminded the committee that Tony Rand had sent an email to the CEC stating his reasons for resigning as EBKA Trustee. She suggested that the contents of the email needed to go through due process. MW will write to Tony Rand saying that the CEC will send a formal acknowledgement in due course. This was agreed.

Action: MW to write to TR acknowledging his email re resignation as Trustee

MW had received an email from Martin Smith about eR2 and will forward it to JT.

SG had informed the CEC about changes to the BBKA Examinations System and this had been noted. JT highlighted that the new system will go live in February, migrating data from the old BBKA Exam system. It will use contact details as held in eR2 and updated by membership secretaries. JT recommends we review the wording of the EBKA GDPR and Privacy statements to confirm that the additional usage of data is covered. SC said that we need to be sure that people who are holding our information supply us with their Privacy Policies so we can be sure we are covered.

Action: TG to add to the agenda of the next Governance meeting a review of the wording of the EBKA Privacy Policy re the new BBKA Examinations Database.

KL thanked JT for all her valuable help with eR2 for Epping Divisions.

JR thanked AL and SC for attending the meeting.

NH asked for permission to pay a bill of £40 for our web domain name. This payment was approved.

11. Dates (& venue) for 2021 CEC meetings

MW had circulated future dates for meetings in 2021: they will be on the first Tuesday of the relevant month. It is envisaged that meetings would take place on Zoom at least during the first half of the year.

NEXT MEETING – Tuesday 16 March at 7.30 pm via Zoom

Action date	Owner	Action	Action due date	Update	Status
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
7/7/20	MW	Handle relevant documentation relating to EBKA shares in Bee Craft Ltd	1/9/20	Ongoing	open
1/9/20	TG	Organise a quote from an independent catering company for the THL	3/11/20		open
3/11/20	KL	Send invoices for Bee Health to PA	4/12/20		open
3/11/20	PA	Update <i>Gift Aid Guidance for Treasurers</i> doc	4/12/20		open
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
5/1/21	TG	Add points raised at November CEC meeting about the Privacy Policy to next GSC meeting agenda	1/2/21		open
5/1/21	NH	Add list of CEC postholders with their ebka email addresses to the website.	1/2/21		open
5/1/21	PA	Research and appoint an accounts examiner	1/2/21		open
5/1/21	Trustees	Check with their Divisional Treasurers whether their accounts can be delivered on time to PA.	1/2/21		open
5/1/21	Trustees	Provide JR with information about divisional leases.	1/2/21		open
5/1/21	MW	Write to Trustees, Chairs and Divisional Secretaries to ask if any of their members had passed away in 2020.	1/2/21		open
5/1/21	Trustees	Ask members of their divisions about volunteering for the EBKA Bee Health Officer role.	1/2/21		open
5/1/21	Trustees	Ask their members if anyone has	1/2/21		open

		professional Health & Safety expertise.			
5/1/21	MW	Write to TR acknowledging his email re resignation as trustee	1/2/21		open
5/1/21	TG	Add to the agenda of the next Governance meeting a review of the wording of the EBKA Privacy Policy re the new BBKA Examinations Database.	1/2/21		open

Minutes agreed as true record of meeting:

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Jane Ridler - Chair of CEC – 16 March 2021