



DRAFT Minutes of the Central Executive Committee Meeting

Tuesday, 4 May 2021

Voting Members:

JR	Jane Ridler	Chair	Present
VW	Vanessa Wilkinson	General Secretary	Present
PA	Pat Allen	Treasurer	Present
JT	Jan Tutton	Chelmsford Trustee	Present
GM	Glenn Mayes	Maldon & Dengie Trustee	Present
SN	Simon Nicholson	Epping Forest Trustee (Acting Minutes Secretary)	Present
CA	Chris Allen	Southend Trustee	Apologies
NH	Nick Holmes	Harlow Trustee	Present
BM	Bridget Mudd	Braintree Trustee	Present
JM	Jim McNeill	Romford Trustee/Honey Show Delegate	Present
LY	Linda Yeats	Saffron Walden Trustee	Present
AL	Andrew Linley	Colchester Trustee	Present

Officers / Members:

JS	Jean Smye	President	Present
RS	Robert Silver	Editor of Essex Beekeeper	Apologies
RR	Richard Ridler	BBKA Delegate	Present
MW	Michael Webb	Secretary of Essex Show	Present
SG	Stephanie Green	Examinations Secretary	Present
GMD	Garth Milford	eR2 Implementation Manager	Absent
KL	Keith Lomax	Proxy trustee for Southend	Present
DG	Dave Garrett	Bee Health Officer	Apologies
MA	Michael Abel	Chelmsford Observer	Present

1 Apologies for Absence

Dave Garrett will be taking over the role of Bee Health Secretary and sent his apologies.

2 Minutes of CEC meetings held on 5th January

The minutes were passed without comment.

Action: JR will sign-off the minutes and pass to VW, along with all the previous AGM minutes that she holds.

Action: MW to send note to JT stating what documents need to be passed on to whom for the Jan EGM and Mar AGM.

3 Matters arising not on Agenda/action updates

Item 5 (GSC): JR confirmed that she had sent the Covid Guidance Policy and the EARS video to Divisional Secretaries. JR also stated that the two training sessions on zoom; for Health & Safety and for Trustee Responsibility, had taken place. It was agreed at the last meeting that all trustees should sign the new Trustee Responsibility document. VW reported that the 3 new trustees have done that but not the existing trustees.

Action: VW to send out new Trustee Responsibility document to existing trustees for signing.

MW said that the Beecraft signatories were now up to date. PA said that she had received the Share Certificates. She would be attending the Beecraft AGM on 12 May 2021. Other members welcome.

Action: PA to feedback from the Beecraft AGM at the next CEC meeting

Re EBKA leases and insurances, KL confirmed that EBKA are covered by Public Liability insurance – up to £2m, but there is uncertainty around Trustee Liability; certainly we cannot get insurance against fraudulent actions or conduct not in the best interests of the charity. The BBKA “all risk” insurance collapsed because the uptake was well below expectations. More information is required and JR asked that KL take this forward at next GSC meeting, and that divisions look at what they require.

Action: KL/CA to report back to the next CEC with the GSC view of risks and insurance.

Action: Divisions to state what they require.

Contact Lists and Addresses: NH took members through the contact lists on the EBKA website. They are set-up to protect the privacy of individuals by using roles rather than names in the email addresses (eg “secretary@”) and are organised in specific groups. Some minor updating is required where people have left or changed roles.

VW has been working with GMD on the ER2 Officer's Lists. He has suggested the Officer's List be used as a contacts list for easy communication between Divisions. It should be sent to them in order to check that the details are correct and that individuals are happy with it. Also HSOs are not included on the list – should they be?

Action: VW to update members on progress at the next CEC meeting and to check with GMD whether HSOs need be included.

VW has only received 6 AGM reports from the divisions.

Action: VW to chase up the AGM reports from the 3 errant divisions

Honey Show: MW said he aims to have representation on the committee from all Divisions and is particularly wanting members who have specialist skills. He put forward the revised Honey Show ToRs for acceptance by the Committee.

Proposal: To accept the revised Honey Show ToRs.

Vote: Accepted unanimously.

4. Treasurer's Report

PA said that she hoped that the non-payment of an invoice by Pebadale would be resolved. There is still a problem with Gift Aid on ER2, as problems with certain fields means that the HMRC does not

accept the file format. PA will discuss this with Paras Shah (Epping Forest treasurer).

There is an issue with two funds set-up by EBKA – Education and Research to which members can donate. These are not included in the accounts – and donations are simply expressed as income. They should be either set-up as funds or have a general pot for donations. PA is investigating this ongoing.

“Hardship Fund”: SN asked if the CEC would accept Epping Forest Division paying the membership fees for two of their members who were suffering hardship because of the Covid situation and had stated they could not afford the fees this year. The aim for the payment is to enable them to continue beekeeping whilst having the protection of BBKA insurance. There is no intention to create extra processes (the action would be simply to note the accounts or have a Receipt/Payment entry on ledger), and for the decision to be made at Division Committee level.

After discussion, it was suggested that this could be done through Membership on ER2.

Proposal: That the Division identifies hardship on ER2, and that this is paid by the Division.

Vote: Accepted (with 2 abstentions)

5. “Dengie 100, Maldon and District” name change to “Maldon & Dengie 100”

GM outlined the reason for the name change; historically it had been “Maldon and District”, in EBKA the Division’s main town comes first, and it currently does not fit on Banking details. GM reported that the Division had voted for the name change in 2018, but that it was not minuted at the Divisional AGM Minutes. The Division voted again for the name change in February 2021 Div AGM. This was discussed at length and there were two elements to the discussion. Firstly, with the change of name itself; there was little disagreement with this among the CEC members. However, there was a great deal of concern at the use of the acronym “MAD” by the division when referring to itself. This concern related both to its possible association with the hallucinogenic “Mad Honey” that is registered by the Nepalese government; and also to the issue of mental health. Therefore it was felt that “MAD” was not acceptable, and went against our recently published Equality & Diversity policy. It was suggested that the acronym used by the Division should be “M&D”.

Proposal: That the official name Dengie Hundred, Maldon and District be changed to Maldon and Dengie 100

Vote: Carried

GM agreed to return to the Division Committee, to agree the possible use of the acronym “M&D”

MW also raised an issue about an “advertisement” for Maldon coffee shop that was on the Google side panel when searching for Maldon’s website. GM was asked to consider with his committee whether they are advertising a commercial company. JR also asked for caution regarding all members advertising their own honey and that claims are not being made about its benefits by outlets: or that EBKA, as a charity, endorses personal retail websites.

6. Proposal for Dee Inkersole to take the role of “Editor of the Essex Beekeeper”

Proposed: by Robert Silver

Vote: Agreed Unanimously

7. 2021 Honey Show

MW presented the Honey Show report and stated that one person has failed to contact him about whether they want to remain on the committee this year. One of the respondents has stood down, but will help out on the day.

The Orsett Show has been cancelled for this year – it was due to take place on 4 September 2021. The Honey Show Committee will look at possible alternatives regarding location and format; some form of competitive honey show in the open air should be possible.

8. 2021 Annual Conference

JT stated that the Chelmsford sub-committee is very concerned about holding any events at the end of October 2021, and therefore propose that the event is cancelled again this year. They do not consider “Zoom” to be an appropriate alternative either. The sub-committee also consider that Chelmsford has now wound up their responsibility for organising the conference (they can’t keep going for 3 years in a row!). It was suggested that in place of the Conference we should look into an online “Ted Hooper” lecture on zoom, with the possibility of break-out rooms.

Action VW to Check with Giles Budge and Salma Attan.

9. Questions arising from Divisional Reports & Officers’ Reports

None

10. Correspondence - COLOSS, Expenses Claims, EBKA documents

COLOSS have written to MW asking if EBKA members would participate in the survey concerning the winter loss of colonies.

Action: A message to go out on eR2 to members. VW to send correspondence to JT for distribution.

The EBKA documents held by Tony Rand have now been returned, and are all held by VW.

11. Dates and Venues for CEC Meetings 2021 -

Tuesday 6 July; Tuesday 7 September; Tuesday 2 November.

For the convenience of members, JR suggested that CEC meetings from November-January should be by Zoom. The rest of the year they should be divided between Braintree and Margaretting Village Hall if possible.

12. AOB

VW asked if any Divisions had a Risk Assessment for Observation Hives. MW stated that the Honey Show has one, which he can pass on.

NH said that all the membership should be signed up to BeeBase, but a significant number are not. Should we remind them of this? JT will send it out on ER2 if someone can write her the text. It was suggested that DG (the Bee Health Officer) should do this.

Action: JR to ask DG to send a note to JT

NEXT MEETING – Tuesday 6 July 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 closed
5/1/21	NH	Add list of CEC postholders with their ebka email addresses to the website.	1/2/21	After the AGM	Open closed
16/3/21	Trustees	Set up a working party to investigate EBKA leases and Trustee insurance.	30/4/21		Open closed
16/3/21	MW	Write to Tony Rand re resignation letter	16/4/21		closed
16/3/21	PA	Address of issue of Education and Research funds	30/4/21		open
16/3/21	MW	Suggest Accounts Examiner for 2021	30/4/21		open
16/3/21	NH	Contact MW with name of the upcoming Presiding Officer	20/3/21		open
16/3/21	MW	Amend Honey Show ToR and send to the CEC for approval	30/4/21		closed
16/3/21	VW	Add point about CEC officers agreement to CEC meeting agenda	30/4/21		open
16/3/21	MW	Amend the Honey Show ToR and send to the CEC for approval	30/4/21		closed
16/3/21	JR	Circulate Covid Guidance document to Divisional Chairs and Secretaries	1/4/21		closed
16/3/21	VW	Send approved copies of policies to NH for the website	1/4/21		closed
16/3/21	VW	Send Terms & Responsibilities of Trusteeship to Trustees	30/4/21		open
16/3/21	JR	Circulate invitation to Health & Safety Training Workshop to Divisional Chairs and Secretaries	1/4/21		closed
16/3/21	VW	Arrange short meeting on Zoom for new Trustees	1/4/21		closed

16/3/21	SA	Write to Giles Budge to invite him to give his lecture on Zoom.	30/4/21		open
16/3/21	JR	JR to circulate EARS report and video to the CEC	30/4/21		closed
16/3/21	MW	Organise new signatories for BeeCraft share certificate.	30/4/21		closed
16/3/21	VW	Make preliminary enquiries about the hire of Margaretting Hall for CEC meetings.	30/4/21		Open
6/5/21	MW	Write note to JT stating what documents need to be kept by whom	6/7/21		open
6/5/21	VW	Send out new Trustee Responsibility letter for signing	6/7/21		open
6/5/21	PA	Feedback from Beecraft AGM	6/7/21		open
6/5/21	KL	Report from GSC on risks and insurance	6/7/21		open
6/5/21	VW	Feedback whether HSOs should be included on Officers List	6/7/21		open
6/5/21	KL	Chase up 3 missing Divisional AGM reports.	6/7/21		open
6/5/21	JT	Send reminders to members to join BeeBase	6/7/21		open

Minutes agreed as true record of meeting:

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Jane Ridler - Chair of CEC – 4 May 2021