



## Draft Minutes of the Central Executive Committee Meeting

**Tuesday 4 January 2022**

### 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 (Minutes)	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
LY	Linda Yeats	Saffron Walden Trustee	Present
AL	Andrew Linley	Colchester Trustee	Present

### Officers / Members:

JS	Jean Smye	President	Present
DI	Dee Inkersole	Editor of Essex Beekeeper	Absent
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
DG	Dave Garratt	Bee Health Officer	Absent
MA	Mike Abel	Guest (Chelmsford)	Present
GC	Graeme Crook	Guest (taking over Webmaster role from NH)	Present

### 1. Apologies for Absence

No apologies received. JR especially welcomed Mike Abel and Graeme Crook to the meeting.

### 2. Minutes of CEC meetings held on 2 November 2021

**Item 11:** Reference to Maldon was queried. It states "M & D" but it should be "M & D Hundred". GM confirmed that the latter was the correct terminology.

**Action:** "M & D Hundred" should be used from now on.

### 3. Matters arising not on Agenda/action updates

**Item 10:** SG said that some divisions had not given her a contact number that she can inform them when a member has entered for an exam.

**Action:** Divisions to contact SG with contact name and number of their education officer.

## **4. Treasurer's Report**

### **Current position**

PA presented the accounts and stated that we made just over £10,000 in the year, and that maybe we should be making more use of this surplus.

### **ER2/Gift Aid**

ER2 has the facility to process gift aid, but PA has not tried it yet. She is currently dealing with problems concerning Divisional returns; HMRC are not accepting some of them because of misplaced commas, date formats, etc. Paras (treasurer at EFBKA) has provided some help, and she will be contacting Divisions concerning this.

### **Examination of Accounts (Versa Accountants)**

CEC members have accepted, by email, the quote from Versa (£550 +VAT) to examine the accounts. PA is waiting for signed-off accounts from the Divisions before proceeding further. Although it is tight, PA believes it is do-able to get the accounts signed-off in time for the AGM this year.

MW raised the point that CEC had previously stated that we should not go beyond £500 for this service, and therefore we would need to have it on record that CEC had now agreed to this higher amount. After some discussion this was accepted.

**Action:** PA to include in her report that the cost was £50 more than the sum mentioned in previous reports, and this had been agreed by Trustees.

### **Hypothecated Funds**

As promised, PA produced a proposal in the Finance Report for how the two hypothecated funds should be treated (Education Fund and Research Fund). Neither of these have been used, and any donations received for them have up-to-now been placed in the general fund. In brief, the proposal is that the funds should be held separate to the general funds, with a set balance in each. Donations and expenditure will be assigned to the funds throughout each year, and at the end of year the balance will be restored to the set balance with money from the general funds.

A long discussion took place; PA stating that having specific funds should help concentrate our minds on spending the money we have. JR believed that any "set-balance" should be reviewed and agreed every year. CA was mindful that Education spending should involve educating the public as much as members. NH stated that there were some Harlow project/event expenditure where sponsorship had been sought, but this could come from these funds in future. JR felt that we were not ready to make any decision on this at the moment and therefore to have it as an agenda item for the next meeting.

**Action:** Hypothecated Funds to be an agenda item at the next meeting

### **Sponsorship of Other Organisations**

The issue was raised about using funds to help other like-minded organisations in their work. SN asked if it was allowed for one charity to sponsor another. RR responded that it was fine if it was in accordance with the charity's articles, for instance there are charities whose main purpose is for

disbursing grants. JR stated that RR would send out a recommendation to support World Bee Day and Bees Abroad and approach associations that could be involved.

### **EBKA Financial Year**

The EBKA Financial year (Jan-Dec) differs from that used by BBKA and ER2 (Oct-Sept). PA said that this was causing her problems and she would like it to be changed. From the views taken it seems a lot of divisional treasurers are very unwilling to change, however others are not concerned or would like to change. JR said that she would support PA if she could make a case, and suggested that PA should prepare a short proposal that could be sent to treasurers outlining what she wants to do and why it would benefit them.

**Action:** PA to write short case supporting change of financial year.

### **5. New Webmaster**

Graeme Crook from Chelmsford Division was introduced as the new Webmaster for EBKA, replacing NH who is standing down. He stated he was happy to help where he can and welcomed feedback from divisions as to what they need. He is available to start and will liaise with NH and Brian Spencer regarding handover and start-date.

### **6. Governance Sub-Committee**

VW had forwarded the revised "Safeguarding, Child Protection and Vulnerable Adult" Policy that the sub-committee had been working on, and which was discussed.

**Proposal:** That CEC accepts the changes made to the Safeguarding Policy

**Vote:** Carried unanimously

VW had submitted a draft standardised DVM Report template, for CEC to consider. CA felt that "Leases" should be added as a stand-alone item. JR queried what "Upcoming External Events" covered. It was explained that it was for events like Honey Shows which were outside of the Division. Some alternative titles were suggested. SG proposed "Upcoming Public Events", which was accepted.

**Action:** VW - In draft DVM Report template, change "Upcoming External Events" to "Upcoming Public Events".

### **7. 2022 AGM – Saturday 12<sup>th</sup> March @2.00pm**

VW introduced this item having previously submitted the Draft AGM Agenda and list of CEC nominees. It has been booked at New Hall School, Boreham, Chelmsford, CM3 3HS. The keynote speaker will be Dr Paul Hurd from Queen Mary College, on the topic of "the effect of diet on honey bee development".

EBKA are able to cancel the venue up to 4 weeks before the event, so we can wait until the beginning of February to make a final decision about going ahead under Covid. If we do go ahead then we need a robust risk assessment to be carried out and there may be a need for LFTs.

SG queried whether we could go ahead with presenting Certificates for those who have passed exams over the year. JR stated that we should be positive and plan to go ahead with that. VW stated that Officers' Reports won't be ready until February.

JT asked that a meeting is organised to do a run-through of the AGM, she said it had been very useful previously: that was agreed. JR also said that we should send out a notice of the AGM with details by ER2: this was also agreed.

Chelmsford are taking responsibility for providing the catering, and EBKA will fund the costs, but it would be welcomed if Epping Forest could provide support for this on the day.

**Action 1:** JR - Make decision on going ahead with AGM by 11<sup>th</sup> February 2022.

**Action 2:** JT – Arrange a run-through of the AGM

**Action 3:** JR/VW – Send out details of AGM to members via February Essex Beekeeper and confirm via ER2 in February

## **8. Harlow Division**

JR/NH reported that a festive meeting was held on 14<sup>th</sup> December for Harlow members, as a way of sparking interest among the membership. It was not well attended, and the Omicron warnings at the time didn't help. However the meeting was useful in going forward, and those present did enjoy themselves. There needs to be an AGM to agree the accounts.

There are two very positive moves forward. Firstly, the beginners' course is going ahead this year, and secondly, Ed Smith is prepared to take on the challenge of heading the Division and has already been proactive.

## **9. EBKA Conference**

SN reported that the backbone of the Conference is in place. The venue is Copped Hall in Epping, the date is 13<sup>th</sup> November 2022, lunch and refreshments are being arranged, and the necessary presentational equipment is arranged. There is a limit of 70 attendees. He particularly wanted to thank Chelmsford for their guidance in this. Hopefully speakers will be arranged over the coming months.

JR reminded SN that an opportunity to promote the Conference was on the AGM agenda.

## **10. The CEC and Essex Beekeeper**

JR stated that DI wants to include a regular feature in the Essex Beekeeper that will profile a CEC member, and wanted to know if CEC members were OK with that. No objections were made.

### 11. Ted Hooper Lecture

JR informed the meeting that the date for the lecture has been confirmed as 18/6/22. Vince Gallo is the speaker and his talk is on “how to build honeycomb – a bricklayer’s perspective”. Currently two caterers are being considered for the event.

There are only 70-80 places available, so we have to be mindful about giving tickets outside of the membership. Currently one ticket has been given to Anthony Bickmore, Master of the Wax Chandlers. It was agreed that a few (+/- 6 tickets could be offered to the Wax Chandlers and that the tickets opened to neighbouring beekeeping associations only after Essex members have been given some weeks to order theirs. Eventbrite will be used. The approximate costs are £550+VAT, but the budget will be updated when the catering has been confirmed.

### 12. Questions arising from Divisional Reports & Secretaries’ Reports

JR noted that Maldon have not got a secretary at the moment and asked if that is a matter of concern? GM responded that things are OK at the moment and that they are working on recruiting the right person to the post.

Colchester have not returned their DVM report yet.

MW reported regarding the Honey Show Committee. Keith Lomax has stood down as Treasurer. Georgina Clark from the Orsett Show has contacted MW to try and address all the issues we raised concerning the last one. The show this year is planned for 3 September.

### 13. Correspondence

JR reported that she had heard via Bishop Stortford about a petition regarding the labelling of Raw Honey; <https://petition.parliament.uk/petitions/603996> .

RR will be attending the BBKA annual delegates meeting on Saturday, 16<sup>th</sup> January 2022. He will report back.

## NEXT MEETING – Tuesday 1 March 2022 at 7.30 pm (via Zoom)

Action date	Owner	Action	Action due date	Update	Status
6/5/21	DG	Send reminders to members to join Beebase	6/7/21		open
4/1/22	PA	Place in Final Report that Versa costs £50 more than previously agreed	1/3/22		open
4/1/22	PA	Write short case supporting change of financial year	1/3/22		open

4/1/22	VW	Place “hypothecated funds” on next agenda	1/3/22		open
4/1/22	JR	Review whether to go ahead with AGM	11/2/22		open
4/1/22	JT	Arrange a run-through of AGM	1/3/22		open
4/1/22	VW	Amend DVM report template	11/2/22		open
4/1/22	VW	Details of the AGM to go into the Feb Essex Beekeeper and confirm details to members via eR2 in February	20/1/22		open

Minutes agreed as true record of meeting:

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Jane Ridler - Chair of CEC – 1 March 2022