



Essex Beekeepers' Association

Minutes of the Central Executive Committee Meeting Tuesday 1 March 2022

Voting members			
JR	Jane Ridler	Chair	Present
VW	Vanessa Wilkinson	General Secretary	Present
PA	Pat Allen	Treasurer	Present
MA	Mike Abel	Chelmsford Trustee	Present
GM	Glenn Mayes	Maldon & Dengie 100 Trustee	Absent
SN	Simon Nicholson	Epping Forest Trustee	Present
CA	Chris Allen	Southend Trustee	Present
	Vacant	Harlow Trustee	Absent
BM	Bridget Mudd	Braintree Trustee	Present
JM	Jim McNeill	Romford Trustee/Honey Show Delegate	Present
LY	Linda Yeats	Saffron Walden Trustee (acting minutes secretary)	Present
AL	Andrew Linley	Colchester Trustee	Present

Officers/Members			
JS	Jean Smye	President	Absent
DI	Dee Inkersole	Editor of the 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	Part present
GC	Graeme Crook	Webmaster	Absent
KL	Keith Lomas	Member	Part present

1. Apologies for absence

Glenn Mayes, Jean Smye, Graeme Crook

2. Minutes of CEC meeting held Tuesday Jan 4 2021

A misspelling was corrected.

Action JR signed copy of minutes and will pass to VW

3. Matters arising not on agenda/action updates

Item 3 SG still has no contact details for a number of divisions re exams/assessments and will make direct contact.

RR has sent the ADM report to all members of the CEC.

VW will manage the action list to keep it up to date.

4. Treasurer's report

Payment of £550 to the auditors was approved. The CEC authorised the amount paid which was slightly above the amount previously agreed. PA reported that they had raised some queries which were resolved. They had asked for copies of bank statements. In future divisional treasurers will be asked to send them with the signed end of year accounts. PA will organise a meeting with the treasurers to update them with this requirement and to ask that all treasurers follow the agreed format.

All divisions will be asked to ensure they have at least 2 signatories to the divisional accounts as stated on the EBKA finance policies and to notify the General Treasurer of any changes to the account details and signatories annually.

An amendment to the finance policy reflecting this was agreed unanimously.

Copies of the accounts will be sent to members via eR2 and VW will help ensure they can be displayed at the AGM. MW asked that the AGM be informed of the new Auditors and asked to agree that they be retained for 2022 accounts.

In future identifiable hypothecated funds for Education and for Research should be set up and topped up to an agreed level from general funds every year. It was felt that £5000 for each fund was appropriate.

This was carried unanimously.

Action PA will follow up the proposal to align the BBKA and eR2/EBKA years which could not be done before the meeting and will meet with divisional treasurers to resolve issues with divisional end of year returns.

5 New trustee to authorise EBKA payments

LY agreed to take this on.

Action PA will assemble and forward necessary documentation

6. Governance (VW, JR, CA & KL)

The amendment to the finance policy is covered in item 4

Changes to the Health and Safety policy will be brought to the May meeting.

A few amendments have been made to the Trustee Handbook and a revised version will be sent to CEC members.

7. World Bee Day

RR explained, after declaring a conflict of interest, that Bees Abroad and the Wax Chandlers' Company were joining in an initiative to encourage sponsorship of projects in Africa by interested parties, in particular County Associations and divisions. More information on the specific projects will be made available soon.

KL's document on the feasibility of EBKA contributing are attached to these Minutes.

KL explained that there was no reason why a charity should not raise funds or contribute to another charity provided Trustees considered 4 questions set by the Charity Commission:

1. it will be an effective way of using your charity's resources to further its charitable purposes
2. it will be in your charity's best interests
3. the charity's governing document doesn't prevent you from doing it
4. Trustees have identified and can deal with any risks that the proposal presents

In this case, donations from EBKA to the initiative would cause no problem.

This was agreed unanimously

Following discussions, MW put forward a proposal of sponsorship from EBKA, of £4500, in line with £500 per Division, from general funds and was unanimously agreed. JR, RR and KL recused themselves from this part of the proceedings.

KL pointed out that, although EBKA Rules do not prevent funds being given to another charity, Trustees may wish to enhance the Rules in the future to include an option to fund UK based charities that advance beekeeping outside the UK.

RR said that there will be appropriate feedback from Bees Abroad to validate that funds have been used as they expect them to be.

Action: RR to provide more information on Bees Abroad projects, including materials and to formally request PA for the funds.

Action: VW to add Conflict of Interest as item 2 on CEC agendas in future

8. AGM arrangements for Saturday 12 March

VW updated the arrangements following a site visit. The rooms at New Hall School are very spacious so distancing should be straightforward. Refreshments will be provided and served and equipment has been hired for convenience. A risk assessment is in place. Following guidance from the IT team at New Hall, it is agreed not to attempt a hybrid in person and Zoom meeting. DG will act as first aider if possible - to be confirmed. CA will look at the possibility of recording the speaker presentation if the speaker agrees. Further information will be sent via eR2 shortly.

9. 2022 Ted Hooper Lecture 18/06/2022

JR explained arrangements and costs. The Wax Chandlers have given a considerable subsidy. The break even ticket price is about £13. It is suggested that Essex members pay a subsidised price of £10 and any tickets sold to outside members should cost £15. JR will find out if differential pricing is possible with Eventbrite.

Action JR to report on final arrangements after discussions with GM on use of Eventbrite

10 EBKA Conference

SN gave an update on plans. The title is The Dream (because the first performance of A Midsummer Night's Dream took place at the venue). As capacity is limited there are concerns that ticket revenue might not be enough to cover costs. CEC agreed that support was available to make the conference a success this year.

There was discussion as to whether a rise in the price to members (from £25 to £30) was appropriate, acceptable and necessary for the future.

Action SN to publicise at AGM

11 Harlow Division

Considerable progress has been made. A treasurer is still needed. The beginners course is running for 13 participants. It was agreed that, in the absence of an elected trustee, Harlow Committee could nominate a non-voting proxy for the May and July meetings. The interim sub-committee can now be disbanded.

12. Divisional Apiaries

Not all the information has been received so this is deferred to the May meeting.

Questions arising from Divisional and Secretaries' reports

PA queried meeting dates anomaly in Southend report.

SG requested approval for a Ted Hooper award - agreed.

MW noted that LY had been omitted from the committee in his report. A treasurer is still needed. A request for £5000 to be put in the show account to cover increased costs and necessary replacement was accepted.

Action CA to send amended Southend report to VW

Action MW to request transfer of funds

AOB

Harlow division to be asked to move forward with their suggestion of badges for bee suits. A Trustee Induction session for new Trustee Mike Abel would be organised.

Next Meeting Tuesday 3 May 19.30 via Zoom.

July 12th meeting location to be discussed further.

NEXT MEETING - Tuesday 3 May 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
1/3/22	JR	Sign Minutes and pass to VW	3/5/22		
1/3/22	PA	Follow up the proposal to align the BBKA and eR2/EBKA years			open
1/3/22	PA	Organise meeting with divisional treasurers to discuss issues with end of year returns	3/5/22		open
1/3/22	PA	To organise necessary documentation for LY to become new signatory to authorise payments	3/5/22		open
1/3/22	RR	Provide more information on Bees Abroad projects, including materials and to formally request PA for the funds	3/5/22		open

1/3/22	VW	To add Conflict of Interest as item 2 on CEC agendas in future	12/4/22		open
1/3/22	JR	Report on final arrangements for Ted Hooper Lecture tickets after discussions with GM on use of Eventbrite	3/5/22		open
1/3/22	SN	To publicise Conference at AGM	12/3/22		open
1/3/22	MW	To request transfer of funds from PA for Honey Show funding	3/5/22		open
1/3/22	CA	To send amended divisional report to VW	12/4/22		open

Minutes agreed as true record of meeting:

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Jane Ridler - Chair of CEC – 3 May 2022