



Minutes of the Central Executive Committee Meeting

Tuesday, 7 March 2023

Voting Members:

JR	Jane Ridler	Chair	Present
VW	Vanessa Wilkinson	General Secretary	Present
PA	Pat Allen	Treasurer	Present
MA	Mike Abel	Chelmsford	Present
DM	David Mills	Maldon & Dengie Trustee	Absent
SN	Simon Nicholson	Epping Forest Trustee (Minutes)	Present
KL	Keith Lomax	Southend Trustee	Present
SB	Steve Broomhead	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
RR	Richard Ridler	BBKA Delegate	Present (part)
MW	Michael Webb	Secretary of Essex Show	Present
SG	Stephanie Green	Examinations Secretary	Present
JT	Jan Tutton	Membership Secretary	Absent
GMD	Garth Milford	eR2 Implementation Manager	Absent
DG	Dave Garratt	Bee Health Officer	Absent
GC	Graeme Crook	Webmaster	Absent
RH	Roger Honey	Romford (new Trustee)	Present

- 1. Apologies for Absence** Apologies from David Mills, Graeme Crook and Jan Tutton.
JR announced the resignation of Chris Allen from Southend because of ill-health, and thanked him for all the good work he had done on CEC and the sub-committee.

2. Conflicts of Interest

None

3. Minutes of CEC meetings held on 10 January 2023

Agreed

4. Matters arising not on Agenda/action updates

JR raised the issue of the email provider. VW stated that GC had tweaked the system with the existing supplier, but still didn't think that it was stable. VW suggested that we might have to consider changing the email provider.

VW has written to Giles Budge about the EARS project that we help fund with an annual donation. He did not report on progress, but said that there would be two upcoming presentations by the team (one of which will be recorded and made available).

JR and RR will be going to the Ipswich presentation on 8/3/23, and there will be another presentation at Nowton (near Bury St Edmunds) on 9/3/23..

AP: JR to mention the EARS project at the AGM.

5. Treasurer's Report

PA has recently paid back grants to Braintree and paid for the hire of New Hall for the AGM. She has asked Treasurers to hold off submitting their Spring returns. Also, she noted that she had not received any invoices from EARS (they normally arrive at the end of year)

AP: JR to check whether any invoices have been received from EARS.

PA announced that the 2022 accounts had been very frustrating to produce. However she confirmed that the independent examiner is satisfied with the accounts, despite the fact that he has been unable to see all of Harlow's accounts. The problem is that there is an income discrepancy, with £696 extra in the accounts that cannot be allocated. As it is a positive figure, the examiner does not consider this to be material and is content with the general bookkeeping. MW stated that the issue is administrative and that from the information available the auditor should be able to sign them off. PA stated that the Essex accounts overall for 2022 (including Harlow) show we have £96,397.53 compared to the previous year of £90,553.15. PA has prepared accounts for Harlow, but cannot access their Nat West Account.

AP: PA to see the Auditor on 9/3/23 to discuss how to present Harlow's accounts at the AGM.

Harlow Banking Issue

PA stated that the issue with Harlow is that they switched accounts at the end of last April from Nat West to Lloyds. Because of changes to the committee, and because of the difficulties in changing authorised signatories, no-one can access the Nat West account, nor can they make transactions on their new Lloyds account. It is hoped that Pauline Tidmas can get statements from Nat West to PA/Auditor in time for the AGM report. SB stated that he would not be happy for incomplete Harlow accounts to be presented.

KL said that he sympathised with the problems faced by Harlow and proposed that the

priority order for Harlow to tackle this difficult situation is:

- i) Obtain the retrospective statements from Nat West;
- ii) Gain access to the Lloyds account this year;
- iii) Training of the new treasurer.

Harlow Governance Issue

SB outlined how dispiriting it was trying to run Harlow at the moment and that committee members are stepping down - and there is no sign of Ed Smith. He said that he could not really see a way forward for it to continue as there is a lack of continuity and stability, and no-one willing to take anything forward anything.

MW asked whether we need emergency powers if Harlow is unable to pay invoices, but PA stated that at the moment all Treasurers have closed their accounts for capitation.

JR asked SB to reassure his committee that they have our full support: this is a hiccup not a disaster and they should not give up hope. They are an active committee in a difficult position.

AP: CEC to give Harlow support to get it back up and running.

6. Governance

a) Change to rule 2 (for approval at AGM):

VW explained that the Charity Commission had responded to our proposal to a change of wording by saying that it did not change the Object and was merely an administrative amendment. So we will pick it up again later in the year and review the wording in light of this, as Epping Forest has suggested additional text.

AP: VW to place item on agenda for a meeting later in the year.

b) Governance subcommittee:

JR stated that there were only 3 members on the Governance sub-committee and it would be very helpful if there could be another volunteer to take on the role. She emphasised that it only meets three times a year, and that it has no power, with all decisions made by CEC.

c) EBKA Membership and BeeBase:

This issue was first raised at the Officers Day held at Margaretting hall, then again at the January CEC. JS was asked to speak at the March CEC meeting on the history of registration to BeeBase being a condition of EBKA membership. JS gave clarification and explained how it complies with the EBKA Privacy Policy adopted in May 2022. As BeeBase registration had been on previous membership forms, it was agreed that the requirement for registration to BeeBase be reinstated on future membership documents issued via eR2. New members should get registered with BeeBase on joining, and existing members required to be registered for next year's membership renewal.

After discussion, JR concluded that self-certification is the best way forward and that this should produce a good uptake. KL said that we should also emphasise the benefits of registering with BeeBase to our members.

Vote: That we inform EBKA members via ER2 that registering with BeeBase has been a condition of membership for a long time, and that they will be required to affirm their registration when renewing their memberships next year.

Outcome: The proposal was passed with 1 abstention.

AP: VW to contact Jan Tutton re sending BeeBase message to members on eR2

d) Trading:

Following Officer's Day, guidance has been produced on what constitutes trading, including a list of what activities are exempt from tax. This document was presented to CEC members before the meeting.

Vote: The proposal is to inform committees of this by circulating the document to the Divisions and placing in the Handbook. **Outcome:** Passed unanimously.

AP: VW to sending trading document to Chairs and Secs of all Divisions

e) Leases:

JR introduced this item regarding the List of Apiary leases that has been compiled. It is not complete, and Braintree, Harlow, Southend and Romford are still in negotiation. It was agreed that the list could be distributed.

AP: VW to sending leases document to send to Chairs and Secs of all Divisions

7. Overview of the Charities Act (2022)

MW informed us that extra provisions to the Charities Act are being introduced incrementally this year: these are required to cover associations such as ours that opted not to become corporations. These changes will refer to charities making ex gratia payments to other charities, and also the ability to remunerate trustees for services provided to other charities or their own.

KL stated that the Governance sub-committee is monitoring developments and picking up on the updates. JS asked that we consider due diligence processes when deciding on ex gratia payments to other charities.

MW suggested that it would be a good thing to have an "Officers' Day" in 2023 like last year, and this was received positively by the meeting.

GC is doing as much as possible to use a single font throughout.

AP: CEC agreed that GC should continue in updating the website as described.

Website Development – Phone and Tablet friendly

A particular issue regarding future development is making it user-friendly for phone/tablet. This would involve hiring a contractor for a redesign, and would cost. AL took us through a Wordpress version as an example. It automatically reformats a page to phone or tablet. It would still need a lot of development from us and maintenance. The cost would be expected to be around £2,500 - £5,000.

10. Update on ADM meeting

RR had previously distributed the ADM draft minutes and a summary report, detailing that the exam board will reinstate the option for written exams forthwith. This was an outcome that EBKA had supported.

11. Questions arising from DVM Reports

Epping Forest

The DVM report mentioned that EFBK were considering purchasing land on which to place an apiary. PA believed that this was not permissible. KL agreed that, as EBKA is an unincorporated organisation, and therefore not a separate legal entity, we cannot hold land in EBKA's name. He added that the only option, which he strongly advised against, would be for two named people (Trustees) to hold it on behalf of EBKA. It would be a very messy and long-winded process whenever these Trustees changed.

Maldon

MW stated that there was no Maldon Rep on the Honey Committee. Worries were expressed that roles might not be being filled in M&D, but the CEC was informed that there were people in Chair, Secretary/DVM and Treasurer roles.

Braintree

BM added a development that the Braintree "Wax to Ukraine" project has led to interviews on Radio Essex.

12. Correspondence

None

13. AOB

SG said that she is running an exam next week (18/3/23) for one person and needs a venue (c £60). Likely to be at Swards End.

NEXT MEETING – Tuesday 2 May 2023 at 7.30 pm (via Zoom)

Action date	Owner	Action	Action due date	Update	Status
8/11/22	DVMs	To discuss the reduction of subscriptions with their Divisions and assess impact.	10/1/23		Open
8/11/22	GC	To research alternative email supplier	10/1/23	Discussed 10/1; to set up trial	Open
10/1/23	GC	To establish timeframe and costs of updating the website	28/2/23		Open
7/3/23	JR	To mention the EARS project at the AGM.	11/3/23		Open
7/3/23	JR	To check if EARS invoices have been received by us.	31/3/23		Open
7/3/23	PA	To meet Auditor about presenting Harlow's accounts at the AGM.	9/3/23		Open
7/3/23	CEC	To give Harlow support to get it back up and running.	Ongoing		Open
7/3/23	VW	To place Rule 2 on agenda for a meeting later in the year.	11/3/23		Open
7/3/23	VW	Send trading document to Divisions	31/3/23		Open
7/3/23	VW	Send leases document to Divisions	31/3/23		Open
7/3/23	VW	To contact Jan Tutton re sending BeeBase message to members on eR2	11/3/23		Open
7/3/23	GC	To continue updating the website as described at CEC	Ongoing		Open

Minutes agreed as true record of meeting:

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Linda Yeats - Chair of CEC – May 2023