

Lincolnshire Beekeepers' Association
Minutes of Central Council Meeting

7:30pm Tuesday 10th July 2018

at premises of E.H. Thorne, Beehive Business Park, Rand

Present Officers: Guy Williams (GW /Chair), P. Raines (Vice Chair), D.Bayes (DB Secretary), D. Ashton-Hill (Treasurer)

District Representatives: D. Rose (DR Lincoln), G. Carrott (GC Horncastle), C Croson (CC Sleaford), R & D. Harrison (RH/DH Market Rasen), Shaun & Heather Scargill (SS/HS Louth), Helen Frankland (HL North Lincs).

1. Welcome & Apologies G. Smith (Thornes), C.Lake (CL Market Rasen), S.Scott (SS.Grantham), M.Seal (MS Membership Secretary)

2. Minutes of previous Meeting

Minutes were read and agreed as a true record (following amendments that were discussed). Proposer for April Minutes of Meeting DB, Seconded by GW
All in favour who attended.

3. Matters arising from minutes

Minutes to Trustees at Central Council Members within the month, NOT District Secretaries within the month – HF. This was agreed. (Post meeting note: - due to illness and holidays, July minutes were not delivered within the requested time).
Re-amended copy

4. Secretary's report

- This quarter has been reasonably quiet compared to last year, there doesn't seem to have been as many swarm collection emails for some reason, potentially this could be due to the updated BBKA swarm website and links to it from our own.
- Various more local contact requests have been sent on to the local districts, varying from new members to requests from schools for talks, etc.
- I've contacted Paul Murray of Riseholme College and he confirms that at present we have no provisional bookings. I will provisionally book the AGM and we'll have to discuss the Autumn / Spring lectures when the Ed Committee comes together.
- Will Hamilton from the University of Lincoln, who joined us at our last CC meeting has been in touch and I provided him with the details of the Boston District to hopefully help with his research.
- A lady who visited the Lincs Show has been in touch and she conveyed how much her and her grandchildren enjoyed the beekeeping tent. She also wanted to pass on thanks to Fred Parker who handed in her mobile phone when she lost it.
- Regarding the GDPR – briefly, we haven't had any further guidance from BBKA regarding this, but before next meeting I'll try to gather the latest info from them. As it stands, we no longer have an online membership database.
- I have updated the Charity Commission trustees list for LBKA with details of the new trustees.

- As shareholder of the BeeCraft shares on behalf of the LBKA, I had to post a proxy voting form which was sent and I informed them that the chairman can vote on our behalf as they see fit.
- Finally, I'll be emailing out a draft of the Code of Conduct shortly.

David Rose rep for Lincoln District is stepping down, this will be his last attendance. Another rep will replace him next meeting. Chair thanked David for his support to the Central Council.

5. Membership Secretaries Report

No report at present time

6. Treasurers Report

The returns to the Charity Commission have been logged.

At 1st July the accounts stood as follows:

Community Account	00534293	£ 722.17
Savings Account No 1	61554727	£ 5,015.41
Savings Account No 2	32359545	£ 337.82

There are some minor payments to be made and the Direct Debit of £450.00 for the QR is paid out of the Community Account today. The balance in the community account is £1K less than it was at this time last year.

The margins seem to be as tight this year as last and so some care will need to be taken before any more grants are approved.

I have had no communication at all about EARS (3) so I have no advice on how we should support this programme.

There are several areas which spring up from the Charity Commissions return and it would be helpful to have the committees view on the following:

1. How many volunteers excluding trustees did the charity have in place during this financial period? *I have previously guessed this as 150 made up of those members on the District committees who are not Trustees; the independent examiners a real guess at Lincolnshire show volunteers; a real guess at those helping out at special events throughout the year; those volunteers helping out the Education Committee*
2. Does your Charity own or lease any land or buildings? *No as far as I can tell.*
3. Does the Charity have a Risk Management Policy? *No*
4. Does the Charity have a Written Safeguarding Policy? *No*
5. Does the Charity have a Conflict of Interest Policy? *No.*
6. Does the charity have a policy of managing volunteers? *Yes! But where is it?*
7. Does the charity have a written policy for managing complaints? *Yes*
8. Does the charity have a written policies on paying staff? *No but do we need one in case we need to employ a specialist at any time?*
9. Has your charity reviewed its financial controls during the reporting year? *No, but do we need to do this say every 3 or 5 years?*
10. Regulators – is the charity monitored by any of the following regulators? *No.*
11. Does your charity raise funds from the public? *Yes.*
12. Does the charity work for a commercial participator? *No.*
13. Was your charity recognised by HMRC for Gift Aid? *Yes but maybe I am being too presumptive.*

14. Does the charity have a training subsidiary? *No but is the education sub-committee a training subsidiary?*
15. Is grant making the main way the charity carries out its business? *No, as far as I understand it the membership fee is the main driver behind LBKA.*
16. Does the charity pay one or more of its trustees for acting as a trustee of the charity? *Yes but probably incorrect as the publishing of the membership list and QR is separate from the role of being a trustee.*

At present we do not have the following areas in place in our charity, should be or should we not explore these areas. Items 3,4,5,8,9 & 14 above.

I am unhappy that the donation of £5K made several years ago just sits in a savings account gaining very little interest. Surely in our role as a charity this donation should be used to inspire/encourage/ permit something within the purpose of the objectives of LBKA?

Finally Catherine is stoically following through the registration process for Gift Aid, this will, if placed in time, have a marked effect on our budget position. DAH - 8th July 2018

Re Charity Commission – Secretary to contact District Secretary's with a list of questions regarding volunteers.

DAH is unhappy that the donation of £5,000 is sitting in the bank account. This bequest was left by Robert Parker. He left the money to the association for Educational purposes. It took a year to decide what should be done with this money. It was agreed at the time, that the money be invested and interest only to be used. Chair suggested this be put on the agenda for next meeting. Representatives to take this to their Districts. This should give new impetus to a re-formed Education Committee. Finally, it was agreed that Secretaries around the Districts be emailed with any projects that may be needed in Education that leaves a legacy in educating and promoting beekeeping.

7. Lincolnshire Show Committee Report

RH reported there was good attendance and a good show. Takings were in the black, although entries were down but judges had a good day. RH struggled with volunteers, but in the end, many new and non-members chipped in to help. 60 volunteers came forward plus 12 of which were non-members. Honey sales were well up and the weather was lovely.

8. Education Committee Report

Education Committee DB contacted Secretaries and only 4 had contacted back. Still a non-starter for re-instating the Education Committee. Chair will telephone all Districts and will try to drum up interest. Prior to the next meeting it is hoped that there will be a result. Chair proposed Autumn Lecture this year be cancelled in view of the fact that there is no Education Committee at this time. Proposed GW, Seconded PR - All in favour.

RH suggested the Education Committee could run events similar to the Lincolnshire Show Committee. Chair suggested that this would be up to the Committee when it has been formed.

9. Grant Applications

None

10 Any other Business

a. Membership Secretary Position & New Members

Mike Seal has taken the decision to step down from the position of Membership Secretary. Chair stated how very grateful we are for the amount of help he has given to the Central Council for such a long time. Thanks also to Ian Fazackerly for his support to Central Council also.

Ten new member identified by Mike Seal, details will go to Chair and details sent to BBKA.

Any new members from May 2018 should send their details to BBKA in the future. DB is concerned that a Membership Secretary is required to add members. Vice Chair will call Mike Seal and see what is involved.

b. Gift Aid Update

CL has asked for signatories for Gift Aid. Email.DB

c. Bee Sale Update

Lincoln District secretaries would contact DB. Lincoln will not be able to carry out the Bee Sale after 2019. Lincoln would like Central Council to take this over.

Organisation and collection of cash and data input co-ordinating etc. Accounts should be viewed – 3 years requested by the Chair. Agenda item for October meeting.

d. NHS Representative

National Honey Show representative required to attend the Committee. If there are any Members who wish to attend the Show at Sandown Racecourse this year. DAH proposed PGR attending seconded GW.

e. BBKA Exams – Wragby – 23/3/2019

Re Exams, Mike Seal is unable to attend and invigilate exams on the date, but is unable to get there on the day. He asks for volunteers to cover this. Secretary to send this to Districts, and place on Agenda for next time.

f. Policy Reviews

Lincolnshire Show Committee and Education Committee Policy.

Lincolnshire Show Committee and Education Committee Policy has been amended by RH which will be updated and Secretary will be put on the website.

Acceptance of amendments on both policies:

Proposed GW seconded DB.

Complaints policy DB

The expressing of a complaint and delivering of complaint initially can take a long time.

DB feels a clause needs to be put into the Complaints Procedure, that there is a time constraint.

In the first instance, the Sub-Committee must deal with the complaint. If this is not resolved, then, it is brought to Central Council.

g. QR feedback follow-up

DB received email from Districts regarding the QR stating this was a fact finding mission as to whether they required Hard copies of QR. Overwhelmingly it was in favour of electronic copies and many districts do not collect copies. Only 4 out of 10 responded. Chair suggested that all Council Members go to their members for advertisers which could help with funds. DAH suggested a brief discussion each year to see how this is going and feedback required yearly.

h. Sleaford Complaint Update

Meeting went into closed discussion following date and time of next meeting.

11. Date and time of next Meeting

Next Central Council Meeting to be held on Tuesday evening 7.00pm 9th October 2018 at E. H.Thorne's premises.

As there was no further business, Chair thanked the group for attending and also E.H.Thorne's for allowing the use of the room, the meeting closed at 21.15pm.

Signed(Chair, LBKA)

Date.....