

Minutes of Meeting of ECBKA Committee

19.30 on Tuesday, 10th December 2019, Green Room, Community Hall, Llangadog

Item	Action
Present:	Margaret, Huw, Tim, Keith, Helen, Vinny, Vicky, Frank
Apologies:	Terri, Darren
Mins. of 5th May 2019:	Accepted as an accurate record of meeting. Ratified minutes to be published on ECBKA website under specific tab for this purpose Action: VN to arrange with DH how this would be done
Matters arising/Action List:	Two actions outstanding from last meeting. 1) Constitution - on the agenda 2) Service specification for ongoing website maintenance Action: VN to follow up with DH
Finance/Treasurers Report:	Report circulated and discussed. Small deficit reported in this quarter owing to some specific one off spends but funds still healthy. Huw proposed that given the club's healthy financial position there should be no fee increase for the coming year which was agreed.
Website	DH not present at the meeting but there was some discussion regarding the need for clarity on what exactly Darren's company would be undertaking in terms of website maintenance in the future. Other matters such as the newsletter and additions and amendments to the website remain confused which a clear Service Specification would bring clarity to. Action: As above VN to follow up Service Specification with DH
News Sheet	The production of the rolling newsheet has been sporadic of late owing to limited news and or contributions from others. There still remains a lack of clarity on who is doing what, how often etc. and whether further training on uploading documents to the website is required. Action: MW, VN and HC to hold a meeting as soon as is practical to try and flesh out what is required and when so that this can be communicated to DH for the website
AGM	The draft agenda circulated by VN was discussed and amended as required. It was agreed that a notification of the meeting, with a request for agenda items from members, should go out in the next day or so. The finalised agenda and all relevant papers would then be sent to members in accordance with the constitution (2 weeks) before the date of the meeting. Action: VN to take all necessary action within timeframes
2019/20 event programme	It had already been confirmed by FG that Shane Jones is happy to give a talk on show preparation in the spring. There were two further dates in the diary before the end of the winter season which were discussed. The candle making was

	<p>to be followed up with Linda Cristy and whichever date she is unable to do will be set up as a Q&A as requested by some of the last year newcomers. Format of event still to be decided.</p> <p>Action: HC to contact Linda Cristy re candle making etc. and book her for either Feb or April.</p>
Wally Shaw's talk and donation to Bees Abroad	<p>This had been a successful evening very well supported by our own and other bee club members.</p> <p>HJ paid Wally his T&S directly plus £140 was paid to Bees abroad which was Wally's request for his speaker fee and Doug Taylor had asked for the accommodation cost to be included. HJ had notified WS and DT</p>
ECBKA Constitution	<p>VN had raised the fact that the current constitution was rather outdated and contained some language that is not user friendly. There were also some clauses in the paper relating to terms of office that should have been removed previously. After discussion it was agreed that the constitution, in its current format, should be put to members at the AGM to seek agreement to amend and update before the next AGM.</p> <p>Action: VN to add Constitution to the AGM agenda and circulate with papers.</p>
Health and Safety, Privacy and Manual Handling Policies	<p>It was agreed that policies are needed and possibly some training at the apiary. MW has a draft risk assessment that can be updated and then adopted.</p> <p>VN agreed to draft something around privacy and manual handling (MH) from work of others.</p> <p>HC to look for a speaker to attend the apiary in the new season to do some MH and 1st aid training.</p> <p>Action: MW to circulate draft risk assessment for comment VN to draft privacy and MH policies for discussion HC to find speaker for MH and 1st aid training in the spring</p>
WBKA request for young bee keeper representatives	<p>This was discussed but KH had further information in regard to the requirements as it was discussed at a recent WBKA meeting. KH to re send to MW and VN so that a request can go out to members with sufficient detail to enable expressions of interest if appropriate.</p> <p>Action: KH to send notes of WBKS discussion VN to share detail with member for expressions of interest.</p>
Correspondence	None received
AOB:	<p>KH informed the meeting that Geoff Newman was not receiving members emails. VN also reported that there were other messages that were regularly bouncing back</p> <p>Action: VN to contact DH and request the email list is updated Done</p> <p>MW raised the issue of the request from Ystradowen lunch club for a speaker.</p> <p>Action: VN to follow up as this had not been followed</p>

	<p>through Done</p> <p>MW also raised the matter that it would be good if some new comers were to undertake the Basic Assessment. MW will raise this with the returning group in the spring.</p> <p>MW asked the committee in advanced of the AGM who was willing to stand again for committee. All were willing to stand for a further term except Helen who wished to stand down.</p> <p>VN happy to continue but would like this to be in a shared role as now.</p>
Next Meeting:	<p>AGM: 16th January 2020 at 19.30 Llangadog Community Hall</p> <p>Committee: 4th February 2020 at 19.30 Green Room Llangadog Community Centre.</p>
Meeting Closed at hours	20.50hrs.

Table of Actions

Action	By Who	By When	Progress
1) Publish ratified minutes of all meetings on website 2) Develop Service Specification for maintenance of website	VN and DH	ASAP	Service spec to be completed after T&F group completes its work
Arrange meeting between MW HC and VN to plan newsletter	MW HC VN	January 2020	To be replaced with T&F group
Give due notice, request agenda items and circulate all relevant papers/reports and agenda for AGM Add updating constitution to agenda	VN HJ, MW	23.12.19	Email, website and FB notice done 16.12.19 All papers sent as required CLOSED
Contact Linda Cristy re candle making etc. and book her for either Feb or April.	HC	16.1.20	Done date for February given but not suitable ? to follow up Autumn 2020
Health and Safety - review existing risk assessment and finalise Draft Privacy and Manual Handling Policies	Committee VN	ASAP	To be completed in coming months in time for summer apiary season
Share notes of WBKS discussion re young person representative and seek expressions of interest	KH, VN	23.12.19	DONE
Updating members email list VN to contact DH	VN DH	15.12.19	DONE
Follow up request for speaker at Ystradowen luncheon club	VN	16.12.19	Put in touch with Margaret to arrange