

South Staffordshire and District Beekeepers Association



Minutes of the Committee meeting held on Wednesday 15th September 2021
at Surestore in Cannock and also via [Zoom Meeting](#) videoconference at 7.30 pm

	Action
<p>1. Present: In room: Alan Greenman (Chair), Claire George, Clive Stewart, Dayna White, Ed Bennett & Phil Atkin. Joined via Zoom: Jo Berriman & Stuart Roberts.</p>	
<p>2. Apologies: Julie Hamer & Russell Barlow</p>	
<p>3. Minutes of the last meeting: Ratified</p>	
<p>4. Matters arising or items not on the Agenda Item Schedule</p> <p>SS&DBKA Safeguarding Policy and Officer: The committee discussed the 'SSBKA Safeguarding Policy' following a request to confirm whom the current Safeguarding officer is. The committee suggested that the role be taken by those responsible for H&S – Russell to confirm if willing take this on. The conversation uncovered a need for better awareness of the policy and our roles and responsibilities. <i>The current policy will be read out at the next meeting to help with this.</i></p> <p>Post Meeting Notes: NSPCC Learning States: Charity trustees in the UK are required to take steps to protect everyone who comes into contact with their organisation from harm (Charity Commission for England and Wales, 2019). This includes:</p> <ul style="list-style-type: none"> • ensuring safeguarding policies, procedures and measures are fit for purpose and up-to-date • making sure everyone in the organisation is aware of their safeguarding responsibilities and knows how to respond to concerns • having a lead trustee for safeguarding and child protection • challenging any decisions which adversely affect anyone's wellbeing • managing allegations of abuse against someone involved in the organisation • reporting serious incidents as necessary. <p>SS&DBKA has a Safeguarding Policy (established in June 2018), which is available on our website; https://southstaffsbeekeepers.com/ssdbka-child-vulnerable-adults/</p> <p>New members are made aware of the policy upon joining and asked to sign a declaration that they will abide by it – via the membership pack on the join us page.</p> <p>NSPCC Learning provides 'Trustee safeguarding online training' for £25 - The course consists of 5 modules with each module taking 20-30 minutes to complete, followed by a set of questions. Staffordshire Safeguarding Children Board – can also be contacted for advice.</p>	Russell

It is suggested that a committee member take this course and review the policy, and brief the committee on any changes required. Russell / Claire?

Ed to add information to *New Committee Member Starter Pack*.

Russell / Claire
Ed

5. Review of Previous Committee Meeting Actions

5.1: Outstanding actions were reviewed; 16 remain open.

Count of Actions	Months Open						Grand Total
	1	2	3	4	6	8	
Communications	1		1	1			3
Education	1						1
H&S	1		1		1	1	4
Membership	2	1				1	4
Quartermaster			1				1
Secretary	1	1					2
Treasurer	1						1
Grand Total	7	2	3	1	1	2	16

5.2: Actions raised in August '21: 2 of 9 were closed – Keep going Committee!

Apologies were given for a mistake with sending out an old draft agenda.

6. Education Update

6.1: ***Feedback from Education Subcommittee 9th Sept:*** The following were in attendance: Alan Greenman (Chair), Alan Brewin, Claire George, Clive Stewart, Dayna White, Ed Bennett, Jo Berriman, Julie Hamer, Phil Atkin and Trevor Smith. The Dates for 2022 Beginners were provisionally set as: May 21st to end of June & 23rd July to 27th Aug – a gap between courses is to reserve time for assessments to take place. The course duration will be 6 weeks instead of 12. Theory and practice on same day. Trevor will manage assessments and examinations (administering ER2). Russell will co-ordinate education particularly Beginners. The course price will be maintained at £160. ***Post Meeting Note: Please note, the 2022 Beginners course is subject to the successful re-establishment of the apiary at the Kennel / Paddock site as announced on 19th Oct.***

6.2: ***Future education subcommittee schedule:*** dates, time and place for meetings TBC.

Russell

7. Apiaries Co-ordinator's update

7.1: The last Apiaries Working Group was kindly chaired by Chris Brewin. At Shugborough there are 10 Queen Right Colonies and 6 Nucs, whilst at Hilton Green (HG) there are 4 Queen Right Colonies and 2 Nucs. Plans for Nuc Overwintering in place for HG; still to confirm for Shugborough – previously Stuart has kindly looked after them on behalf of the club.

Alan

7.2: Chris & Alan attended “Collins & Aerospace” – 4 hives on their site, they intend to send people to the 2022 Beginners course.	
<p>8. Quartermasters update inc.</p> <p>8.1: New Marquee: has been delivered. Alan attended the AGM of the community energy group that provided the grant, thanked them and provided insight into its intended use. Alan to send pictures of the marquee to them when first used (next spring).</p> <p>8.2: Order had been placed for two pallets of Ambrosia and one of fondant (and we’ve paid) – awaiting expected date for delivery.</p> <p>8.3: Gas bottles from old gas water boiler to be used for propane torches at the apiary.</p>	Alan
<p>9. Honey Production and Sales</p> <p>9.1: Stuart was thanked for extracting the club’s honey.</p> <p>9.2: 2 buckets taken from Surestore and now 60 jars ready for sale at the National Trust Heritage Day and at the Beginners.</p> <p>9.3: 15 spoilt jars to be cleaned up, relabelled and sent to Hilton Green.</p> <p>9.4: Requests for sale of bulk honey have been received, but the club presently has no surplus.</p> <p>9.5: It was suggested a simple graph of honey production and sales be produced to enable the club to better understand typical volumes of honey produced, and sold by customer type, to help determine how much honey to keep in stock for promotional purposes and when to offer it for sale.</p>	Phil Ed
<p>10. Communications update (including Website & Newsletter)</p> <p>10.1: E-mail management: Access to club e-mail is to be broadened to allow committee members to send e-mail directly (where there is a need i.e. Quartermaster). Instructions as to how to use the e-mail are to be documented in a <i>new committee members starter pack</i>. There will be a short demonstration of how to access and use the account, including contacts list and google drive at the next committee meeting. A simple procedure is to be established to ensure there is appropriate control of communications.</p> <p><i>Post Meeting Note: Stuart kindly provided access details and context behind the club’s current e-mail and website set-up, driven by a wish to keep costs low and maintain good control.</i></p> <p>10.2: New member joining process: There is still some confusion as to how new members join the club via the website and how this interacts with the e-mail system, a spreadsheet on the google drive and ER2. The systems set up is to be fully interrogated and documented.</p> <p>10.3: Retiring the old SS&DBKA website (http://southstaffsbeekeepers.co.uk) The committee agreed that there should only be one website for the club – to avoid confusion. Current</p>	

<p>ownership of the old website domain is unclear. Stuart no longer has the software to edit the site. The clubs accounts are to be checked for web hosting charges.</p> <p><i>Post meeting note: WHOIS query to find domain name Registration and website host. Registrar: Paragon Internet Group Ltd t/a Tsohost [Tag = UKWEBHOSTING] URL: http://www.tsohost.co.uk and expiry date found to be 14 Jan 2022.</i></p> <p>10.1: Website evolution: The current website needs to updating and it is felt that it needs more attention and regular, timely update due to its public online presence and being a vitally important place for prospective and existing members to seek information about our services and events. Members are to be asked to express their interest in helping with the website, whom would be willing to join the committee. Dayna and Ed are willing to provide interim support with updating if provided access.</p> <p><i>Post Meeting Note: Alan & Ed have discussed this issue again with Paul and as an interim measure Ed has been given access to the website and is to shadow Paul to gain knowledge and assist with updating – Ed is meeting Paul on Tuesday 5th Oct for a tutorial.</i></p> <p>10.2: There was a general discussion about approaches that could be taken to evolve the website (i.e. make vs buy). It was suggested more research be done to understand what other associations do. The website’s history, purpose and functions were discussed e.g. whether a private members area would be of value, however website development is on hold pending a priority update to add important information relating to next year’s beginners course.</p> <p>10.3: Annual calendar of events to be added to the website: a draft was presented, based on previous years, the intention of the calendar is to highlight club events to members as well as 3rd party events of interest, particularly those which the club plans to support. This is to be implemented on the website asap.</p>	<p>Julie</p> <p>Alan/Ed</p>
<p>11. Correspondence – 5 items received. 3 from BBKA – Responded to in green</p> <p>Aug</p> <p>23rd - Message from Lynne - Marquee replacement and fundraising status - request for update for SSCE AGM (8th Sep @ 7pm) - Alan attended – Thank you Alan.</p> <p>23rd - LS 2021-08-23 S Barnes Notification of 2022 Annual Delegate Meeting – Stuart to attend in person – Thank you Stuart.</p> <p>24th - LS 2021-08-23 S Barnes Notification of 2022 Annual Delegate Meeting – Special Issue Series & Swarm Control Laminates – Education subcommittee to review and purchase if of use.</p> <p>26th - LS 2021-08-26 Asian Hornet week 6th-10th September 2021 – banner added to website (Thank you Paul). Asian Hornet week also promoted in August newsletter and e-mailed photo competition to members.</p> <p>26th - LS 2021-08-26 BBKA budget 2021/22 – forwarded to Stuart and Julie for review and comment. No concerns BBKA issue.</p> <p>28th - Big Green Week Picnic In the Park 26th Sept - request for stall – declined not enough notice.</p> <p>Sep</p> <p>1st - ER2 Project Manager Martin Smith – Using ER2 for Gift Aid Claims – forwarded to Treasurer.</p> <p>3rd - National Honey Show 2021 September News.</p> <p>6th - LS 2021-09-06 Exam Board - Show Judge Award – no membership interest presently.</p> <p>12th – Request for info HBE and Beginners course dates and cost.</p>	<p>Russell</p> <p>Russell</p>

<p>12. A.O.B.</p> <p>12.1: BBKA News correction on modules successes – South Staff members incorrectly posted under North Staffs – Alan has contacted BBKA who will publish a correction in a future edition of BBKA News.</p> <p>12.2: <i>Social event 27th November 7 – 11pm</i>; Shareshill Village Hall booked. Members who have volunteered to organise this are Phil, Dayna, Chris Shaw & Claire. Lynne to be invited.</p> <p>12.3: Committee to take December off...there will be a committee meal (Curry) instead on 15th December. Ed to provide map of committee member locations. Phil to research restaurants.</p> <p>12.4: 6th Oct meeting with National Trust @10:30: to be attended by Alan, Stuart, Claire, Jo & Ed.</p>	<p>Ed Phil</p>
<p>13. Date of next meeting: 20th October – Surestore in Cannock</p>	