

TWICKENHAM & THAMES VALLEY BEEKEEPING COMMITTEE MEETING NO: 724

WEDNESDAY 22nd JANUARY 2025 at 7.30pm

Virtually via Google Meet

MINUTES

Present:

Ray Nicol (RN); Warwick Francis (WF); Patrick Brennan (PB); Jane Sachdev (JS); Irek Gajowniczek (IG); Phil Webb (PW); Greg Elliot (GE); Sally Ewen (SE); Candida Williamson (CW); Harvey Kirk (HK); Alex Lawrence (AL); Julie Hill (JH).

Apologies:

Christine Betley (CB); Mandy Moss (MM).

1. Minutes of the last Meeting and Outstanding Issues (11.12.24)

Thanks were recorded to PB for taking the previous Minutes when JH was away.

PB proposed the Minutes as a true and honest representation with the amendment of there to be a wax rendering day rather than workshop.

WF seconded.

Agreed by all those who had attended the Meeting.

RN had tried to audit the library but had been unable to find labels, which were actually in an envelope.

Health & Safety inspection – PB planned to book himself on a food hygiene course in March.

2. TWICKENHAM APIARY

a) Organisational structure

Sub Committee

The spreadsheet created by GE had been circulated. WF asked whether a budget for each should be allocated. PB didn't think all would require a budget but it was suggested that each group should suggest what funding they may need for the year. RN felt that the groups should get used to this way of working and using the spreadsheet. RN to put existing spreadsheet on Google Drive and give everyone access. Everyone to confirm if they are happy to lead / be on groups.

Those with Twickerbees email accounts are: RN / WF / PB / CW / Secretary

ACTION: RN

b) Policies & Procedures

MM had sent through an update as she was unable to attend the Committee Meeting:

I have been in contact with the Solicitor Stephanie at PWW to kick-off the project. Currently at the 'onboarding stage' but they have been directed to:

Prepare a Deed of Retirement and Appointment of Trustees for Mole

Prepare a Title & Transfer report for both properties

Review our new Objects for submission to the Charity Commission

After further discussion with Stephanie (under advice of Senior Partner) we may submit of change of objects ahead of the CIO application, as we have 'expanded' our objects rather than 'amended'. Stephanie will review our new objects and advise. The cost for this would be an additional £750 +VAT.

In the meantime, PWW will:

Prepare a Deed of Retirement and Appointment of Trustees for Mole

Prepare a Title & Transfer report for both properties

Actions:

3 x IDs - Probably makes sense to have Warwick & Chris as we'll need this info for Titles anyway.

Requirements:

One form of ID for verification (either up-to-date passport or driver's licence) and a proof of address dated within the last 3 months (utility bill, bank statement, council tax or driver's licence if it has not already been used as a form of ID). Online statements, bills, etc can be used if you take a screen grab.

A brief Teams meeting will be needed to verify your ID and proof of address online

MM needed to be asked about the additional expenditure.

ACTION: MM

A copy of the SGM Minutes had been sent to MM by the Secretary.

MM also produced a document which listed other Policies required, to be confirmed are: HSE, Lone working, Machinery Working, Working at height, CIO documentation, Data Protection, Privacy Notice, Volunteer, Safeguarding, Conflict of Interest, Charity Reserves, Charity Risk Management, Fundraising, Event Guidance and Compliance, Environmental.

GE offered to lead on this and compile everything we have and what we need and send out to the Committee.

ACTION: GE

WF to look into whether the wider Membership should be consulted on this matter. Everyone in the organisation should be aware of the Policies.

ACTION: WF

Safeguarding Policy

JS had drafted a Safeguarding Policy and would be happy to the Designated Safeguarding Lead.

Discussion took place about whether Education Group Volunteers should have Enhanced DBS checks and if so, the cost should be passed onto the visiting Schools rather than just inviting donations.

RN Proposed that anyone in Schools Group needed an Enhanced DBS check.

A vote was taken and it was agreed that volunteers in the Teaching Group would be Enhanced DBS checked.

JS to finalise the Safeguarding Policy.

ACTION: JS

c) Significant dates for the coming year

Woodwork Workshop – Saturday 1st March 2-4pm

7 hives to be built. Membership to be invited to come along to help and bring along any NEW hive parts they needed help and guidance assembling

First night for Members – Friday 21st March

AGM – Friday 28th March at 7.30pm

First night for beginners – Friday 11th April

Basic Exam - August. No more Friday examination dates

Provisional Honey Bee Health Exam - July

Open Day – Saturday 7th June

Honey Show – Friday 3rd, Saturday 4th & Sunday 5th October

Last night for members – Friday 26th September

President's Evening – Friday 14th November

Committee Meetings (done) – Apiary schedule

Module Exams – done up to March

Spring Tidy – GE to set a date

Summer Social Evening – Saturday 28th June. Exact format to be decided

Acarine and Nosema Training Day - Saturday 19th April (amended date)

UPDATE FROM GE

LIBRARY

- new numbering (inside book cover) on ca. 1000 books is done and ca. 650 of these also have the new numbers on the book spine. I am waiting for more numbers (1000-2000) to arrive this week from the printer.
- there are about 350 new books to be added to the inventory (bequests, Mole Library etc.) These will be added to the existing inventory list with increasing numbers above 1153.
- we will need more storage space and there are several ideas for this so I keep you advised - the apiary may need to buy another bookcase. The cupboard in the middle will be converted to a glass fronted display case.
- a new lending method needs to be agreed.
- please return any books you may have as well as current loans so I can renumber them and check them on the inventory list - please place in a pile beside the printer. I will be able to provide a list of what is missing/not accounted for by early next week.

GARDENING

GE to make a new compost bin arrangement using the pallets onsite.

- need help on a day (cold and wet to ensure bees are in?) to clear blackberry vines and rake up leaves to prepare apiary for spring.
- devise planting regime for spring and summer

APIARY MANAGEMENT

- PROPOSAL - we should have eg. 4 hives specifically dedicated to producing apiary honey for sale and that we keep the students away from. These hives to be managed by Ray or other master beekeeper specifically to produce honey. Additional 6-8 hives as teaching hives for 3-4 groups during the apiary season. The beekeepers responsible for these teaching groups will be assigned and available on calendar dates and if not available (holiday etc.) then another committee beekeeper can stand in. That

MAINTENANCE

- gutters need cleaning and leaking spouting in corner still to be sorted. Suggest redirect this gutter to local drainage point and move the current overflowing water butt away from the brick wall to protect this wall from any possible damage.
- thanks for sorting out keys Christine - I will relabel with tags all the keys in the key cupboard against the key list so please return any key to its rightful place when you use it in future.

That's me done i think (for the time being).

3. MOLE APIARY

Thanks were recorded to JS for her sterling work o Mole. To be discussed at next meeting.

4. EDUCATION GROUP

Nothing to report.

5. CORRESPONDENCE RECEIVED

a) An embroidery Company Pineapple Joes, licensed by the MOD to supply numerous garments to individuals and regiments asked if they could rent the front area of the Apiary on 3rd May to sell merchandise to the Army and Navy supporters. JH to go back to them to find out more and how much they would offer the Apiary. It was also agreed that we would explore whether we could legally hire out the forecourt on Rugby Days for additional income.

ACTION: JH & MM

b) BJ Sherriff is extending their student discount offer to February 28th on bee suits to all members who order during the off-season. Input tatvbk5 at the checkout.

There are more enquiries coming in from organisations who would like to have a Beekeeper speaker. If anyone is willing to assist please let the Hon Secretary know.

ACTION: ALL

6. SOCIAL MEDIA

Nothing to report as MM was not present.

7. MEMBERSHIP SECRETARY'S UPDATE (WF)

Membership is still running at 140, the breakdown as follows:

Registered: 117
Partner: 8
Junior: 1
Country: 3
Family: 3
Associate: 2
Hons: 6

8. TREASURER'S UPDATE (WF)

WF had circulated the Financial update prior to the Meeting.

Income was overall £15897 direct income

Expenditure £14200

8. ASIAN HORNET ACTION GROUP

RN had been contacted by BBKA regarding a nest close to Twickenham but it was a wasp nest!

The Area Association does not expect AH Co-ordinators or any other Member to verify nests. If anyone is contacted about a suspected nest, a photograph and location should be sent to:

Outreach.officer@bbka.org.uk who will input onto a map. The map can be viewed here:

<https://www.google.com/maps/d/edit>

If taking a photograph take it from a suitable distance – at least 10 meters away - and avoid disturbing a live nest.

9. A.O.B.

a) A former teacher who was not a member of Twickenham had approached Karen Mann to express interested in being part of the Education Group. If handling bees she had to be a full member but if only teaching she could be a Country Member. WF had contacted Karen Mann regarding this.

b) JS is completing a form to apply for resources for school visits following an email from Erica Challis at BBKA.

ACTION: JS

c) Richmond Carers would like to visit, possibly afternoon or evening. Possible June date to be agreed. Richmond and Hounslow East Branch of Parkinsons UK had asked if anyone would be willing to give a talk about bees to Members. The group meets on the first Wednesday of each month at 2pm in Hampton. If anyone is interested / willing to assist please contact Hon. Secretary.

ACTION: ALL

d) Feltham Young Offenders – there was no update on this.

e) GE audited the key cabinet and attached new labels. There was no spare key for the first entry gate, Miller Hall or Honey Prep Room. PB advised he had a set and another Honey Prep Room key was in the key safe. It may be that extra keys needed to be cut.

f) Thanks were given to GE for stepping in and attending the BBKA AGM virtually.

g) There is to be an increase in Capitation next year and TTVBKA needs to decide what to charge. This will have to be approved at the AGM. JH to add to AGM Agenda.

ACTION: JH

h) The future of the shop and maybe moving it online needed to be discussed and will be an Agenda item at a future Meeting.

10. Date of Next Meeting

Wednesday 5th March 2025 – VIRTUAL VIA GOOGLE MEET

HK recorded apologies on that date.

RN thanked everyone for attending and closed the Meeting at 2110

Link to Google Meet: <https://meet.google.com/xgw-ucbv-iiu>