

PDBKA

CONFIRMED MINUTES

Approved at February Meeting

Meeting of:	<i>PDBKA Trustees & Committee</i>
Meeting Date:	<i>Thursday 9th January 2025</i>
Meeting Time:	<i>7.30-8.45pm</i>
Meeting Location:	<i>Zoom</i>

Trustees

Mr M Cotton (MC)	Committee Chair (meeting chair)	Present
Mrs W Gilbert (WG)	Hon. Secretary	Apologies sent
Mrs S Fitzgerald (SF)	Membership Secretary	Present
Mrs D Hodgson (DH)	Hon. Treasurer	Present
Dr G Jones (GJ)	Governance & Safeguarding Lead (minutes)	Present
Ms A Smith (AS)	Shows Coordinator	
Ms E Evans (EE)	Social Secretary	Present
Mr G Banks (GB)	Communications Officer	Present

Appointed persons (attendance optional)

Ms S Northeast (SN)	Social Secretary	Present
Mr M Serban (MS)	Website Manager	Present
Mr M Page (MP)	Bee Health Advisor	
Ms L Smith (LS)	Education Coordinator & Training Apiary Manager	
Mr M Head-Rapson (MHR)	Fort Cumberland Apiary Manager	
Mr C McGaughey (CM)	Skep Manager & Whale Island Apiary Manager	
Mr J Storey (JS)	President	

Agenda Point	Discussion Summary:	Action Owner
3.	Minutes & Actions of Previous Meeting 3.1 Updates were provided on actions from the previous meeting: - MC provided an update regarding Alan Baxter's (AB) approach regarding a joint training apiary. AB is now on the Committee of Fareham Beekeepers (FBKA) and is looking to bring a formal proposal to a future meeting for consideration. - MS clarified the information required from Jarid Hixton (JH) regarding website hosting and support. - MC confirmed labelling of honey sold at the Sustainability Centre was finalised, and included details of PDBKA and that bees located at the centre. 3.2 The minutes were agreed without amendments to be a true and accurate account. Proposed: SF Seconded: SN	

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1.	Welcome & Apologies for Absence 1.1 GB was welcomed to his first meeting as a trustee and as Comms Officer. 1.2 Apologies were noted	
2.	Declarations of Interest 2.1 None declared	
4.	Matters arising not on agenda 4.1 None declared	
5.	Treasurer's Report 5.1 Following the audit, a small amendment was made to the draft account figures in the annual report, as an expected payment did not come in until after the end of the FY. Accounts to now be submitted to the Charity Commission. 5.2 The committee reviewed the income and expenditure since the last meeting, and impact on total funds, plus expected financial activities over month ahead. 5.3 As multiple factors outside of our control mean that the timing of income/expenditure is not the same year-on-year, it was agreed that monthly comparison of current & previous FY are not informative. It was agreed moving forward that minutes will report income and expenditure since last meeting, along with notes on any significant sources. ○ Income since last meeting: £1,840.93 ○ Expenditure since last meeting: £1,726.78 5.4 The main income source has been from payments starting to be received for membership renewals. It was noted that three payments had been made into the old account. One was refunded as it was a duplicate payment. The remaining two it was agreed to retain in the Reserves Fund account. The individuals were contacted and asked to update account details for future payments. 5.5 The main sources of expenditure were in regard to group fondant order, Sustainability Centre rent and speaker fees. ACTIONS: ● Financial return to be submitted to charity commission	DH
6.	Governance Documents 6.1 It was agreed to amend standing item to Governance, so as to reflect wider activities that may need to be discussed. 6.2 It was noted that lots of governance documents were developed over the last year and these will now move into the review schedule and be tabled for meetings as required. 6.3 As the first meeting of the year, a reminder of trustee responsibilities were provided to comply with Charity Commission requirements regarding awareness and compliance. These were summarised as: ● Ensuring all activities are in compliance with governing document, policies, charity law and any other laws that apply to the activity. ● Ensuring all decisions are in the interest of charity and of public benefit. ● All decisions are informed collective decisions, with all decisions to be made by a collective majority vote. Any decisions outside of meetings can be undertaken via email or a WhatsApp poll. A decision cannot be made by an individual (or sub-set of trustees), unless this has been delegated at a meeting. ● Must put the charities interest ahead of any personal benefit. ● Spend and use the charities resources (financial and non-financial) responsibly.	

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	- Act with responsible care and skill. - Keep accurate records of activities and decisions, to demonstrate compliance with governing document and law, and that well run and effective. All agreed that they were happy with these and understood their responsibilities. 6.4 Work was undertaken with the Allotment Manager for Portsmouth City Council (PCC) in regard to bees on allotments. A finalised version of the beekeepers agreement has been signed off by the Council lawyers and is now to be put into effect. 6.5 The council require all those with bees currently on PCC allotments to sign a copy of the agreement, and for this to then be countersigned by PDBKA to confirm membership/insurance etc., before being sent (by PDBKA) to the Allotments Manager. 6.6 Those looking to locate bees onto a PCC Allotment, will need to complete an agreement form and then contact PDBKA for the form to be countersigned to confirm all the set criteria has been met. This signed form is then sent to the Allotment Manager who will then identify if a site is available. 6.7 As part of the agreement, annual confirmation will be provided by PDBKA to PCC of the relevant individual's continued membership/insurance. ACTIONS: Governance documents to be scheduled when review required Email to be sent to members informing of need to complete form if currently on PCC site PDBKA to confirm 2025 insurance/membership Signed forms to be returned to PCC	GJ/WG GJ SF GJ
7.	Update on Marriott Unnecessary Equipment 7.1 It was noted that AS had provided a list of the items within the store. It was agreed for these to be made into a spreadsheet for committee members to review and indicate which items should be retained. 7.2 Items not identified as to be retained will be reviewed at next meeting, with potential for them to be offered out to the membership, with requests and any attached donation offers to be sent to the treasurer. 7.3 Storage space limitations were discussed, and will be reviewed once it is identified what equipment will and won't be retained. This will then inform decisions on available space for future purchases. ACTIONS: Item list to be converted into Google sheet and link circulated to committee Committee members to review list and identify items they understand are used and should be retained (e.g. for shows, loan) Discuss the items not identified as for retention at next meeting Space available for new purchases to be discussed post inventory decisions	AS All AS DH
8.	Jarid Hixon Update 8.1 Discussion was had regarding the update and detail required on his proposal, and an invitation to attend the next meeting to present this. ACTIONS: Information requirement and meeting invite to be sent to JH	MS

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9.	Update on Sustainability Centre (training) apiary & volunteers 9.1 MC updated that he had met with the current and new managers at the Sustainability Centre and after reviewing the site it was concluded that there was no suitable alternative site available and therefore due to accessibility limitations, it was no longer suitable to house the training apiary there. 9.2 The committee were referred to an email circulated by WG, where it was stated three hives would be temporarily moved to the Training Apiary Manager's (LS) own apiary for use whilst a new site is secured. 9.3 Discussion was had regarding the proposal to sell the two remaining colonies (if overwinter). The committee agreed that this was not desirable, as the proposal to increase to and fund five hives had only been relatively recently approved. 9.4 It was agreed that the two remaining colonies could be temporarily housed at the Fort Cumberland Apiary - subject to the agreement of MHR – FC Apiary Manager. 9.5 A request will be made at the February member's meeting for volunteers to help with the moving of the hives, noting that the hives may be heavy and the ground unstable. 9.6 The location of future training apiary was discussed. The committee agreed that they remain open to hearing a formal proposal if one is received from FBKA and if viable putting it to an association vote, but that there are a number of factors that would need to be explored fully first and that we do not wish to lose having a PDBKA training apiary within our location area. 9.7 The possibility of various sites were discussed, and it was agreed that SN would speak with the site staff to scope out the possibility of whether a second site might be a possibility at Fort Cumberland. It was noted that this would need to be a different location to the current PDBKA apiary site, so that it did not become overcrowded or detrimental to current apiary members. 9.8 Discussion was had regarding retaining the SC site for use as an isolation apiary for swarms, whilst being treated to prevent the spread of disease. It was noted these would only be single layer nucs / corex boxes, therefore do not present as many transport issues. This would also enable retention of the shed for storage of spare hive equipment. It was agreed this should be pursued and discussion to be had with SC Manager. 9.9 SF asked for confirmation of the number of PDBKA colonies located across the apiaries for updating BDI return. ACTIONS: • MHR to be asked about temporary housing of two training apiary hives • FC Staff to be approached about possibility of a second site for use as a training apiary and report back at next meeting • Sustainability Centre to be approached about isolation apiary and shed retention • PDBKA colonies to be included in PDBKA BDI premium	SN SN MC CM/LS
10.	Renewal of projector and computer 10.1 Discussion was had regarding the acquisition of a laptop for use at meetings. SF updated that we were too late for one via son's company, as they had already been redistributed. MS stated that we are on the list for when one becomes available at his company as part of their charity donation scheme. An update will also be obtained from JH. 10.2 MS presented a range of projector options. It was agreed to purchase a new one, rather than refurbished to benefit from the warranty, with possibility of using a retailer such as John Lewis that will both price match and give an extended warranty.	

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	10.3 MS talked the committee through the resolution and lumens options, with an agreement to go for at least full HD and the higher lumens level to allow for projection at the size needed in the hall and with room light levels in the summer. MS will undertake a little more research to find some with these specs and then share these, so an order can be placed ready for the February speaker meeting. 10.4 Discussion was held regarding the storage location of these when obtained. It was agreed to explore options for storage of these as part of the wider equipment storage discussion at the next meeting. It was also agreed to look to develop an online booking system for loanable equipment and record keeping of location of all equipment. ACTIONS: • Update to be obtained from JH on potential for laptop provision • Research projector options and circulate with recommendation to trustees for agreement and purchase • Develop online booking/record system	MS MS MS/GB
11.	HBA delegates 11.1 It was reviewed who were current HBA delegates. It was noted there is an available delegate position available if a member would like to volunteer.	
12.	AoB 12.1 Social Events • SN informed the committee she had contacted the skittle alley previously used to obtain costs - £100 room hire + £13.50ph basket meal. It was agreed to ask members at February meeting for interest and if viable look to book for April/May. 12.2 Shows • It was agreed to add an agenda item to February meeting to agree which shows to participate in. 12.3 Statutory Obligations letter from Portsmouth City Council • The committee discussed the letter and questions asked. It was agreed for SN to speak to PCC colleagues to confirm what exact information is required from PDBKA. 12.4 Agenda Items • It was agreed to add items to the February agenda to discuss communications activities to link website and social media content, and the results of the PDBKA Member Survey. 12.5 January Member's Meeting • The talk will be delivered by Dan Basterfield from his honey farm. Due to location, he will be delivering this via Zoom. As January weather can be unpredictable it was previously agreed this is a Zoom only meeting, therefore a link will be set up and shared with members. 12.6 Committee Meeting Location • The use of zoom for committee meetings was discussed, with it noted meeting runs quicker, reduced cost and supports attendance. It was also noted that there are benefit to in person meetings and some discussion items. It was agreed to pilot alternating meetings between in person meetings at Lakeside and meetings on zoom. Support to be offered to members for joining via Zoom if are not confident with this platform. ACTIONS: • Obtain member interest in skittles evening • Discuss and agree show participation at next meeting	SF AS

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Agenda Point	Discussion Summary:	Action Owner
	• Confirm information required by PCC • Present on Communications Activities at next meeting • Report on PDBKA Member Survey Results at next meeting • Set up and share zoom link for PDBKA Members Talk • Support to be offered for joining March/May committee meetings on Zoom	SF GB/MS GJ GJ SF
	Next Committee Meetings • 13th February – Lakeside • 13th March – Zoom • 10th April – Lakeside (Training Apiary Updates) • 8th May – Zoom	

SUMMARY

Decision Outcomes:	Minute Point
November committee meetings approved	3.2
Standing agenda item to be updated to Governance	6.1
Trustees confirmed understanding of their responsibilities	6.3
Retention of equipment to be reviewed and agreed at February meeting	7
Proposal to sell 2 PDBKA training apiary colonies in Spring 2025 rejected	9.3
2 hives from training apiary to be temporarily housed at FC, subject to FC Apiary Manager agreement	9.4
A training apiary to be retained within PDBKA locality	9.6
Viability of a 2 nd site at FC for a training apiary to be explored	9.7
Viability of using SC as a quarantine site and hive equipment store to be explored	9.8
Projector specification and ordering agreement process agreed	10
Skittles evening interest to be obtained	12.1
2025 show agreement to be agreed at February meeting	12.2
Clarification to be obtained from PCC on Statutory Obligations Letter	12.3
Pilot to be had of alternating committee meetings between Lakeside and Zoom	12.6

Action Points:	Owner
Financial return to be submitted to charity commission	DH
Governance documents to be scheduled when review required	WG/GJ
Bees on PCC Allotments: - Email to be sent to members informing of need to complete form if currently on PCC site when renewals period finished - PDBKA to confirm 2025 insurance/membership	GJ SF
Signed forms to be returned to PCC	GJ
PDBKA Equipment - item list to be converted into Google sheet and link circulated to committee - Committee members to review list and identify items they understand are used and should be retained (e.g. for shows, loan) - Discuss the items not identified as for retention at next meeting - Space available for new purchases to be discussed post inventory decisions	AS All AS DH
Information requirement and meeting invite to be sent to JH	MS
MHR to be asked about temporary housing of two training apiary hives	SN
FC Staff to be approached about possibility of a second site for use as a training apiary and report back at next meeting	SN
Sustainability Centre to be approached about isolation apiary and shed retention	MC
PDBKA colonies to be included in PDBKA BDI premium	SF
Update to be obtained from JH on potential for laptop provision	MS
Research projector options and circulate with recommendation to trustees for agreement and purchase	MS
Develop online booking/record system	MS/GB
Obtain member interest in skittles evening	SN
Discuss and agree show participation at next meeting	AS
Confirm information required by PCC	SN
Present on Communications Activities at next meeting	MS/GB
Report on PDBKA Member Survey Results at next meeting	GJ
Set up and share zoom link for PDBKA Members Talk	GJ
Support to be offered to committee members at March/May zoom meetings	SN