

**Colwall Orchard Trust**  
**50<sup>th</sup> Meeting of the Board on Wednesday 2<sup>nd</sup> December 2020, 7:30 pm**  
**by Zoom conference call**

**MINUTES (APPROVED)**

<b>No.</b>	<b>Item</b>	<b>Action</b>
1	<p><b>Present:</b>            Andy Ball, Chris Blake, Peter Key, Lisanne Llewellyn (Treasurer), Pam McCarthy, Jilly Rosser, Andrew Spray, Wendy Thompson (Secretary), Deb Turnbull, Lindsay Williams (Chair)</p> <p><b>Apologies for absence</b>            Peter Hughes</p> <p>The Board had agreed by email (13<sup>th</sup> October) that LW would resume the role of Chair from that date.            LW thanked AS for taking on the role of COT Chair at very short notice. He had resided over a difficult period but had overseen a very productive year with a lot of positive activity. The Board added their thanks.</p>	
2a	<p><b>Minutes</b> of 49<sup>th</sup> board meeting held on 17<sup>th</sup> September 2020</p> <p>a. The draft minutes were approved for signing.</p>	
2b	<p><b>Matters arising</b>            The Matters Arising report was noted by the Board and the following was agreed:</p> <p>i. <b>Financial Reserves policy</b> - LW agreed to jointly work with LL to prepare a first draft. The draft would then be circulated to the Board for comment and to seek approval.</p> <p>ii. <b>Interpretation Panel at Lugg's Mill Orchard</b> - LW thanked AB for his donation and AS for coordinating contributions from the Malvern Hills AONB and Colwall Parish Council (total of £700 including £100 Gift Aid). WT had received a quote for producing the panel and the Board approved spend of up to a further £700 (budget of £1,400) in order to proceed with commissioning the work.</p>	WT
3	<p><b>Board decisions by email</b>            Since the last meeting the Board had agreed:</p> <ul style="list-style-type: none"> <li>• To erect a fence to separate off the pond from the orchard at CVG</li> <li>• To spend up to £750 on protection for trees provided by the Traditional Orchards for the Future Initiative. This would be refunded by grant from the Malvern Hills AONB.</li> <li>• To sign a creation agreement for a public right of way (footpath) across land at Lugg's Mill but to delay the signing if necessary, to after a conveyancing transaction had been completed for a strip of land on the site (the old road highway) which was expected to be concluded in April 2021.</li> <li>• To enquire about the purchase of small garden orchard for sale in Colwall. This had been done and to date there was no response from the vendor.</li> <li>• To agree to spend up to £300 on Lugg's Mill Bridge engineer's report.</li> </ul>	Estates WT Estates DT
4	<p><b>Health and Safety Report (Paper COT 50.4)</b></p> <ul style="list-style-type: none"> <li>• AB prompted the Board to read the new Safe ways of Working documents and the H&amp;S essential guide for COT Board members on GoogleSlides. A link to these would be sent following the meeting.</li> </ul>	AB

	<ul style="list-style-type: none"> <li>• AB reminded the Board of the latest version of COT COVID-19 guidance referred to in paragraph 2 of his report which highlighted the important role of trustees and lead volunteers in ensuring that all volunteers were compliant with this. He summarised the essentials: <ul style="list-style-type: none"> <li>○ Work 2 metres apart, and where this was not possible to wear a mask when inside and outdoors;</li> <li>○ Always wear a face covering in the Apple Packing Shed even if there is no one else there;</li> <li>○ Do not share tools or equipment;</li> <li>○ Work in groups of up to 6 people, and do not socialise between the groups during a volunteer session;</li> <li>○ Bring own refreshments, gloves and other kit.</li> </ul> </li> </ul> <p>LW referred to an app about the likelihood of anyone catching coronavirus from a group activity outdoors and agreed to share the app to all of the Board. He stressed the importance of keeping ourselves and our volunteers safe and urged all Board members to help each other to comply 100% with our guidance for people-based activities. If anyone was in disagreement with any aspect of the COT Covid-19 guidance they should contact him.</p> <ul style="list-style-type: none"> <li>• AB said that he would be chasing individuals to complete outstanding actions listed in paragraph 6 of his report.</li> <li>• PM updated the Board on progress on arranging First Aid training. All agreed that due to the postponement of events, and particularly Wassail in January, the course would be best run later in the year in say May/June 2021. The cost was likely to be £800-900 for a 3-day course and this would be confirmed for approval of the expenditure.</li> <li>• JR asked about the requirement not to use ladders when working alone, and for clarification on whether the client being present would count as another competent person. AB confirmed that when working with nobody else present the safe systems must be adhered to. A common-sense approach was encouraged to assessing whether any other person present would be able to help should an accident occur.</li> </ul> <p>AB was thanked for his report which was noted by the Board.</p>	<p>LW</p> <p>All</p> <p>PM</p>
5	<p><b>Finance (Paper COT 50.5)</b> LL was thanked for her report. The Board expressed their appreciation for the detail she had provided in her first report as Treasurer. The report was noted.</p>	
6a	<p><b>Estates (Paper COT 50.6a)</b> The Board thanked DT and AS for the Estates Committee report which was noted for information.</p>	
6b	<p><b>Fencing the pond (Paper 50.6b)</b> The Board expressed thanks to LW for the report and to Richard and Phyl King for their survey of the pond.</p>	
7a	<p><b>COT Consultancy and Practical Orchard Services (Paper 50.7)</b> AB was thanked for his draft policy which was approved for the Chair to sign and adopt with immediate effect.</p>	LW/ AB
7b	<p><b>Orchard Liaison Services</b> JR proposed that COT could be more systematic about liaising with orchard owners and suggested that a nominated lead point of liaison</p>	

	<p>would help to build relations and achieve improvements to orchards across Colwall.</p> <p>The Board welcomed her suggestion and accepted her offer to set out a proposal, building on the existing arrangements that were in place and bearing in mind the new contacts that were being made via the Traditional Orchards for the Future Initiative (TOFI). An issue to address in the proposal was when to charge for our consultancy and practical services (see paper 50.7)</p>	JR
<b>8</b>	<p><b>Green Prescriptions (Paper 50.8)</b></p> <p>WT acknowledged the very good briefing papers by Phil King, and thanked Board members for their comments on these. Her paper recommended opting for a simple model (Option 1 in the paper) which was based on the COG regular Friday morning volunteer sessions. This could form the basis of an offer to the Public Health England funded Social Prescribers in Herefordshire and Worcestershire. The alternatives were to apply for external funding for a bigger project (Option 2 in the paper), or to reject any involvement.</p> <p>The Board were interested to support Green Prescriptions and agreed with the approach outlined in Option 1. WT agreed to let Phil King know our decision and to make further enquiries with the Social Prescribers to include process, costs, reporting requirements and payment to COT.</p>	WT
<b>9a</b>	<p><b>Volunteer Policy, Charter and Induction Pack (Paper 50.9a)</b></p> <p>The Board noted the helpful paper from AB with thanks.</p> <p>The Volunteer Policy was approved for signing by the Chair.</p> <p>The Volunteer Induction Pack, Volunteer Charter and Emergency Contact form were all approved for sharing with both existing volunteers and to send to new volunteers.</p>	AB
<b>9b</b>	<p><b>Volunteer Survey results</b></p> <p>The Board thanked AB for undertaking the volunteer survey and for sharing the results. There was agreement that the report was interesting and the survey should be repeated again in a couple of years. The report would be useful in making funding applications. AB would consider how to address and respond to requests for more involvement in decision making, and occasional theory/classroom style sessions. He agreed to communicate the results of the survey to volunteers.</p>	AB
<b>10</b>	<p><b>Environmental Stewardship – the future (Paper 50.10)</b></p> <p>LW was thanked for his report. He agreed to explore whether it was possible, and if so worthwhile, to apply for Countryside Stewardship in the transition phase to the new Environmental Land Management Scheme (ELM) scheme once our existing 10-year Environmental Stewardship agreement ended in May 2022, possibly involving advice from consultants.</p>	LW
<b>11</b>	<p><b>COT relationship with Colwall Allotment Association (Paper COT 50.11)</b></p> <p>AB reported that the CAA had appointed 4 Trustees at the AGM on 30<sup>th</sup> November 2020 and were now in a position to enter into a lease with COT. He had reviewed the draft lease (heads of terms) drafted in 2011 and concluded that this required further work in the light of nearly 10 years' experience. He proposed using the CAA Tenancy Agreement to draw in some relevant clauses.</p> <p>Issues to resolve included:</p>	

	<ul style="list-style-type: none"> <li>the possibility of a short lease (under 7 years) which would not need to be registered with Land Registry and therefore removing the cost to the CAA as the tenant needing to lodge this. Was a short lease in the interest of COT?</li> <li>COT ownership of the Tool Shed and the tools used by CAA tenants, and the insurance implications;</li> <li>the requirement (as set out in the purchase deed) to offer the Park Farm Trust first option to buy the land should COT need to sell it.</li> </ul> <p>It was suggested that it would be helpful to locate and refer to an example of another allotment association lease, and to contact the National Society for Allotment and Leisure Gardening (NSALG) via the CAA.</p> <p>The report was noted for information and AB agreed to draft a lease to circulate to the Board for comment. The CAA would be informed of this progress.</p>	AB  AB
<b>12</b>	<p><b>Juicing and pasteurising (Paper COT 50.12)</b></p> <p>The Board noted the report with thanks to LW and PK for the work involved in running a successful juicing season. PK added that 57 crates of apples had been delivered to Orchard Origins which should produce 400 litres of juice. This would be pasteurised and bottled into 200 x 330ml bottles and the remainder in 750ml bottles.</p>	
<b>13</b>	<p><b>Governing document annual review</b></p> <p>The COT Governing document is the Articles of Association which WT had reviewed, as per the requirement set out in the COT Organisational Risk Assessment, and is fit for purpose.</p>	
<b>14</b>	<p><b>Events, Education and Training</b></p> <p>The Board noted the report with thanks to WT.</p>	
<b>15</b>	<p><b>AGM 2021 – late March 2021</b></p> <p>The Board agreed that a decision on format and content of AGM meeting would be agreed by email in January 2021.</p>	WT
<b>16</b>	<p><b>Any other business</b></p> <p>DT reported that the tree order had gone well with 282 trees/fruit bushes ordered with a value of £3,590.</p> <p>LW thanked DT for managing the tree order and for completing the Lugg's Mill Bridge, a wonderful achievement which had brought very positive local community support for the work of COT.</p>	
<b>17</b>	<p><b>Date and time of next meeting</b></p> <p>Wednesday 17<sup>th</sup> February 2021, 7:30pm</p>	WT