

Colwall Orchard Trust
53rd Meeting of the Board on Wednesday 15th September 2021, 7:00 pm
Apple Packing Shed, Colwall Village Garden

MINUTES (FINAL)

No.	Item	Action
1	<p>Present: Lindsay Williams (Chair), Andy Ball, Chris Blake, Peter Key, Clive Killick, Lisanne Llewellyn (Treasurer), Jilly Rosser, Andrew Spray, Wendy Thompson (Secretary) Clive Killick was welcomed to his first Board meeting.</p> <p>Apologies for absence Apologies were received by Pam McCarthy.</p>	
2a	<p>Minutes of 52nd Board meeting held on 19th May 2021 The draft minutes were approved for signing.</p>	
2b	<p>Matters arising (Paper COT 53.2b) The Matters Arising report was noted by the Board. The following were discussed:</p> <p>Tree ordering – WT advised that it had been hoped to begin ordering trees in June this year as discussed by the Board in February. It was now more realistic to expect to complete orders by mid-October. This would allow time to confirm applications for trees applied for under COG’s Traditional Orchards for the Future Initiative for which funding from the Malvern Hills AONB had been delayed. Members would be reminded to send tree orders by the end of October.</p> <p>Ladder training – CB advised that a number of volunteers who had asked to do the ladder training had yet to complete it and there were only 28 days remaining to do this. He agreed to send a reminder.</p>	<p style="text-align: center;">WT</p> <p style="text-align: center;">CB</p>
2c	<p>Matters Arising from AGM A question was raised at the AGM on COG leadership in relation to the climate emergency. The Board considered how it could do this. LW agreed to draw together ideas and a proposal for the Board to discuss.</p>	<p style="text-align: center;">LW</p>
3	<p>Board decisions by email In response to a question raised about the procedure for determining requests for decisions made by email, WT explained:</p> <ul style="list-style-type: none"> • The Board member seeking the decision should put this in writing either direct to all Board members or via the Secretary. • There must be a deadline date for replying by. • After the deadline had passed the person seeking the decision should summarise the response and the decision made by majority vote, or to explain if issues had arisen to change the request, along with the next steps to be taken. • The Chair had the role of deciding if there were opposing points of view. <p>Since the last meeting the Board had considered by email the following:</p> <ul style="list-style-type: none"> • Request to finance a rainwater storage and distribution system (21st May) Decision deferred to working group 	

	<ul style="list-style-type: none"> • Request to approve approach to non-COG volunteers volunteering (24th May) Approved • Request to sell COG surplus items (24th May) Approved • Request to implement access controls to Google Shared Drive (25th May) Approved • Request to approve high-level expenditure on insurance (27th June) Approved • Request to approve expenditure on entrance sign to CVG (6th July) Approved • Request to support grant application for a defibrillator at CVG (14th July) Approved • Request to purchase COG lap-top for treasurer (25th July) Approved • Request to pay up to £1500 on First Aid training (9th August) Approved • Request to spend up to £450 on materials for construction of storage bays for mulch and manure (10th August) Approved • Request to proceed to Phase 1 of water distribution improvements (10th August) Approved • Request to approve H&S procedures for allotment tenants (11th August) Approved • Request to spend up to £12,000 on a NatSol Full Access compost toilet if Farming in Protected Landscapes grant application is successful (12th August) Approved • Request to the Board to approve the planting of a tree in Lugg's Mill sponsored by Colwall Parish Council for the Queens Jubilee (22nd August) Approved (decision on type of tree with Chair). 	
4	<p>Compliance with Organisational Risk Assessment</p> <p>a. Insurance cover – AB reported that insurance cover was in place with a new provider. It covered both sites and buildings along with employer and public liability. He was thanked for his work in sorting this out.</p> <p>b. Asset Inventory (Paper COT 53.4) – AB reported that he had completed an annual review of the inventory, which had been required for the insurance policy. He noted that the value of the assets for insurance purposes was higher than for accounting purposes due to the relationship between depreciation and replacement value.</p> <p>LL agreed to seek advice from the COG accountant on whether we need to adjust the book value in the accounts.</p> <p>All were requested to notify AB if they purchased or sold any item.</p>	LL All
5	<p>Health and Safety Report</p> <p>a. Annual Review (Paper COT 53.5a)</p> <p>The Board noted the annual report. AB drew attention to areas that needed further work:</p> <ol style="list-style-type: none"> i. Improved record keeping showing where checks and inspections had been completed. CK agreed to put in place a spreadsheet based system. ii. Complete 'what to do in an emergency aftermath guidance. iii. Lugg's Mill bridge engineers report and maintenance plan. LW to chase Deb Turnbull for these. iv. Board member competency records and implementation of training needs identified. CK to action. v. Food hygiene training – was arranged as an online course but needed to be completed. 	CK CB LW CK

	<p>vi. Back-up cover required for Adults at Risk and training completed. Currently just WT listed with responsibility. LW volunteered for this.</p> <p>Quarterly H&S report (Paper COT 53.5b) The Board noted the paper. The following actions were summarised in the paper: Policy for loaning out equipment (LW and AB) Pre-use record cards introduced for some equipment. All to use as necessary. Ladders Safe Ways of Working to be updated to reflect changes to legislation. Records for completed H&S courses to be posted on COG Shared Drive.</p> <p>Approach to health and Safety JR raised concerns about emphasis on H&S leading to loss of innovation. She questioned whether the balance was right. CK advised on the difference between being risk aware and hazard aware. CB advised that we were legally required to undertake risk assessments for our sites and activities but these took into account likelihood and severity of the risk. There was general agreement that it was healthy to keep our approach to risk under review but to accept that risk assessment was a tool to help reduce hazards and was a process which helped to plan activities. It was not intended to stop them. COG continued to undertake a range of activities with risks that were managed to avoid incidents. Volunteers had to be treated as employees in law and had a duty of care to comply with. Trustees were all collectively responsible for this.</p>	<p>LW, AB</p> <p>All</p> <p>AB</p> <p>CB</p>
<p>6</p>	<p>Finance (Paper COT 53.6) LL confirmed that she had transferred £10,000 from the current account to the savings account as requested. The balance in the current account was £16,163 and the balance in the savings account £30,099.</p> <p>The Board noted the significant items of income and expenditure and that expenditure had exceeded income in the quarter since the last meeting. All to notify LL if any items were posted incorrectly against business headings.</p> <p>LL agreed to send a draft Reserves Policy to LW by the end of September. She was part way through the process of reclaiming Gift Aid and would liaise with WT about member records, donations and tree dedications.</p> <p>AB had purchased a laptop for use by the Treasurer and LL would arrange a time to upload the accounting package Quick Books with assistance from the COG accountant Liz Eyre. LL would investigate whether there was a process to identify non-payment of invoices on Quick Books.</p>	<p>LL</p>
<p>7</p>	<p>External Funding and Grants (Paper COT 53.7) The Board noted the range of external funding that had been received, or was in expected to be received.</p> <p>The Board agreed that a Working Group should be established by LW to consider the 4 projects that would require external funding to deliver, identified in the paper and would report back to the Board with</p>	<p>LW</p>

	recommendations. The Working Group would be led by LW and made up of LW, PK, AB, AS, CK.	
8	<p>a. Estates (Paper COT 53.8a) The Board noted the report from AS on estates related activities.</p> <p>CK reported that Severn Trent were happy with the changes proposed to the water distribution on site and the work could begin.</p> <p>In relation to longer-term improvements to rainwater harvesting, CK recommended that options should be considered after a year of assessing how much water was used, including by allotment tenants. All agreed.</p> <p>b. Condition of trees in COG orchards (Paper COT 53.8b) AB reported that the condition of the trees had improved since the last survey undertaken in September 2020 but there was still more to be done. This included completing and topping up the tree mulching, and possibly providing tree feed.</p> <p>JR expressed concerns about the lack of productivity of the trees. She and AB recommended that more knowledge on pests and diseases was required and JR agreed to ask Steve Shaw (who lived in Colwall and was a specialist in plant pests and disease) whether he would be willing to advise.</p>	<p>CK</p> <p>JR</p>
9	<p>Colwall Allotments (Paper COT 53.9) WT updated the Board with progress on transferring the allotment tenancies to COG. The Colwall Allotment Association had been disbanded at the CAA EGM in August and with effect from 15th August.</p> <p>The Board noted the progress report and the next steps.</p> <p>The allotment tenants would be notified of an increase in the annual fee from 1st February 2022. This notification would take place when the new Tenancy Agreement was offered, by the end of November 2021. The formula for increasing rent using the Consumer Price Index was tabled. LL and AS agreed to check this and respond to AB.</p> <p>LL agreed to set up a bank account for allotment funds which would make the transactions easier to account for and reconcile to the bank.</p> <p>WT would set up a meeting between Deb Turnbull (who had volunteered to manage the allotment finances) and LL to discuss the arrangements.</p>	<p>WT</p> <p>LL/AS</p> <p>LL</p> <p>WT</p>
10	<p>a. Events (Paper COT 53.10) The Board noted the report on events that had taken place since the last meeting, and the success of the new event Art in the Orchard arranged as part of the Herefordshire Art week. They also noted the proposed planned events.</p> <p>On the Roving Crows offer to run a fundraising event, it was agreed that the potential costs and therefore the risks were too high. WT would write to the band to decline the offer.</p> <p>b. Education and Training JR reported on educational activities that had taken place since the last meeting which had included the very successful meadow walks with Colwall Primary School.</p>	<p>WT</p>

	<p>Plans were beginning to take shape for school juicing sessions which JR would coordinate.</p> <p>On training, COG had been approached to run training in grafting trees by Herefordshire Wildlife Trust. AS to liaise with JR about arrangements and coordination. There were lots of ideas for other training activities but these would need coordinating when time allowed.</p>	<p>JR</p> <p>AS/ JR</p>
11	<p>Any other business</p> <p>AB proposed a tree sale to sell off the nursery stock of fruit trees at Colwall Village Garden. This was agreed and would be arranged to take place in October.</p> <p>Providing trees for Freda Ballard orchards was also discussed with a view to using trees in the COG Nursery. JR would arrange a meeting to discuss this with Freda.</p>	<p>AB</p> <p>JR</p>
12	<p>Date and time of next meeting</p> <p>Wednesday 1st December 2021, 7:00pm</p>	WT

Matters Arising and Action list: 15th September 2021

Date	Action Ref	Detail	Target date	Who	Status @ 15-09-21
26-02-20 20-05-20	47.3	Philly's Project – WT to report progress (note relevant to restricted funds)	ASAP	WT	Delayed
17-09-20	49.4 50.2b	Financial reserves policy – LW and LL to prepare a first draft	Feb 2021	LL	In progress
19-05-21	52.5	Google drive document security protocol	Sept 2021	AB	Complete. Is protocol doc required?
19-05-21	52.5	Non-payment of invoices – tracking system	Sept 2021	LL	Ongoing
19-05-21	52.7	Gift Aid claim	ASAP	LL/ WT	Ongoing
19-05-21	52.9	Allotments: Financial arrangements – set up meeting	ASAP	WT/ LL	In progress
15-09-21	53.2b	Tree order reminder to members	ASAP	WT	
15-09-21	53.2b	Ladder training reminder	ASAP	CB	
15-09-21	53.2c	COG's role in relation to climate emergency - proposal	Dec mtg	LW	
15-09-21	53.4	Advice from Accountant on whether book value of assets needed to be amended in the account	Nov	LL	
15-09-21	53.5	System for recording H&S checks and inspections	Nov	CK	
15-09-21	53.5	What to do in an emergency aftermath	Nov	CB	
15-09-21	53.5	Lugg's Mill bridge engineers report and maintenance plan from Deb Turnbull	Nov	LW	
15-09-21	53.5	Board competency and associated training process	Nov	CK	
15-09-21	53.5	Loaning equipment policy	Nov	LW/AB	
15-09-21	53.5	Ladders Safe Ways of Working update to reflect changes to legislation	Nov	AB	
15-09-21	53.5	H&S training records posted on COG Shared Drive	Nov	CB	
15-09-21	53.6	Add Quick Books to new computer for COG book keeping and accounting	ASAP	LL	
15-09-21	53.7	Set up Working group to investigate and develop options for major sire improvement projects	Nov	LW	
15-09-21	53.8	Begin water distribution improvements	ASAP	CK	
15-09-21	53.8	Contact Steve Shaw regarding fruit tree pests and disease advice	ASAP	JR	
15-09-21	53.9	New allotment tenancy agreement offered to tenants along with notification of fee increase.	Nov	WT	
15-09-21	53.9	Check formula for using CPI to adjust allotment fee	ASAP	LL/AS	
15-09-21	53.9	Set up an COG allotment bank account	ASAP	LL	
15-09-21	53.9	Meeting to discuss allotment financial procedures with LL, DT and WT	Oct	WT	
15-09-21	53.10	Write to Roving Crows to decline offer to do a fundraising event	ASAP	WT	
15-09-21	53.10	Coordinate juicing sessions with schools	ASAP	JR	
15-09-21	53.10	Arrange grafting training for Herefordshire Wildlife Trust	?	AS/JR	
15-09-21	53.11	Tree sale of COG nursery stock	Oct	AB	
15-09-21	53.11	Arrange meeting with Freda re planting trees	Sept	JR	