

Colwall Orchard Trust
56th Meeting of the Board on Wednesday 11th May 2022, 7:00 pm
Apple Packing Shed, Colwall Village Garden, WR13 6HB

MINUTES FINAL

No.	Item	Action
1	<p>Present: Lindsay Williams (Chair), Chris Blake, Peter Key, Clive Killick, Pam McCarthy, Jilly Rosser, Andrew Spray, Wendy Thompson (Secretary)</p> <p>Apologies for absence Lisanne Llewellyn (Treasurer)</p>	
2a	<p>Minutes of 55th Board meeting held on 9th February 2022 The draft minutes were approved for signing.</p>	
2b	<p>Matters arising (Paper COT 54.2b) Matters Arising discussed at the meeting are included in the Matters Arising and Action List at the end of the minutes.</p>	
3	<p>Board decisions by email Since the last meeting the Board had considered by email the following:</p> <ul style="list-style-type: none"> • Permission to spend £250 on ladder rack for new PickUp vehicle was approved by majority on 23rd March • Permission to spend £850 on fencing work at Colwall Village Garden was approved by majority. • Agreement to pay an additional £300 per year for hiring PickUp vehicle for COG work was approved by majority on 11th April. • Approval to apply for grant for fencing and gate at Lugg's Mill Orchard and Colwall Village Garden including COG top up funds of up to £1,350 was approved by majority. • Permission to increase the wildflower areas and continue to increase species diversity in the existing meadows (time 70 hours, cost £50) was approved by majority. 	
4a	<p>Organisational Risk Assessment (Paper COT 56.4a)</p> <p>WT introduced the ORA update and ran through the outstanding actions listed in paragraph 5 of the paper.</p> <p>She emphasised that having insufficient leaders with experience and capacity to take on roles was still a major weakness and urged all to think whether they could take on a role (whether lead or support) or think of someone who could.</p> <p>The Board agreed the ORA and outstanding actions were confirmed.</p> <p>New actions identified included formalising a process for identifying and managing stress including the possibility of training (LW to lead); and needing a policy on conflict including mediation and reconciliation (LW).</p>	LW-JR LW-JR
4b	<p>COG Leadership Roles (Paper COT 56.4b) CK reported that he had adapted the COG Roles and responsibilities document to create a clearer team structure, including for example, the separation of</p>	

	<p>Orchard Work from COG sites; and the creation of a new Sustainable Land Use Team.</p> <p>He explained the Team Leaders would all be Trustees and would be responsible for ensuring that those undertaking roles for COG understood their responsibilities, were competent and trained appropriately. CK and LW agreed to set out a brief description of the Team Leader responsibilities.</p> <p>The Board agreed that competency responsibility should be split between the Team Leaders.</p> <p>All to send comments on the roles document to CK by 25th May. CK to make corrections and then circulate the document and guidance to Team Leaders.</p> <p>Trustee names to be sought for unfilled Team Leader rolls.</p>	<p>CK/ LW</p> <p>All CK</p> <p>LW</p>
4c	<p>Environmental legislation and Environmental Stewardship compliance (Paper COT 56.4c)</p> <p>LW confirmed that he was monitoring compliance with environmental law and with COG's two Stewardship Agreements. The paper drew attention to areas where there were uncertainties about requirements but to the best of his knowledge COG was compliant with all.</p> <p>He reported that COG's Environmental Stewardship agreement was due to end in May 2022 but we have accepted the offer to extend it for a further year. This was now running along-side a Countryside Stewardship capital items grant which covered hedgelaying and a new field gate. He was checking on some details such as whether the higher payment for Countryside Stewardship Educational Access rate could be claimed per educational visit run by COG.</p> <p>LW would not have time to prepare a replacement grant for the Environmental Stewardship grant finishing in May 2023 nor the FiPL grant application for 2022/3 to cover car parking, changes to Apple Packing Shed, pond dipping and fencing. The Board agreed with his proposal to seek additional help with grant writing.</p> <p>The Board agreed with his proposal to seek additional help with grant writing including hiring an expert in writing such grants if needed.</p>	<p>LW</p>
4d	<p>Charity Law compliance</p> <p>WT reported that she kept COT charity law compliance under review by checking daily updates from the Charity Commission.</p> <p>If any Board members come across changes to charity law, or believe that the COT Memorandum may need to be updated, they should let WT know.</p>	
4e	<p>General Data Protection Regulations compliance</p> <p>WT confirmed that she kept the COG Privacy Policy under review and that it had not been updated since August 2021 when an additional paragraph was added to refer to allotment tenants.</p>	
5	<p>Maintenance of buildings, tools and equipment (Paper COT 56.5)</p> <p>AS confirmed that regular maintenance checks had been undertaken on buildings, tools and equipment. This included the annual PAT testing of electrical equipment and regular checks of the allotment tenant shared tools. All of these checks would be incorporated into the new Asset Register (see Minute 7b).</p>	

	<p>The Board agreed that:</p> <ul style="list-style-type: none"> • petrol trimmers, bar one, would be disposed of, possibly by sale to members via the Newsletter; • the Allotment Tenant Shared Tools maintenance sheet could be simplified as proposed and that monthly checks could be reduced to 4-6 times per year. 	AS
6a	<p>Community Engagement: Education and Training and other outreach</p> <p>JR reported on recent activities including a visit by the Colwall Beavers and informed the Board about sessions planned with Malvern Scouts. She also informed the Board that the Elms, Downs and Colwall Primary schools were all booking meadow walks, and that Tim Dixon would run a training session on wildlife and Helen Stace on moths. Tim Kaye, Project Officer for <u>Hidden Herefordshire</u> will be running two courses for COG members on orchard pollinators and orchard flora on Sunday the 10th July.</p> <p>The Board noted the report with thanks to JR.</p>	
6b	<p>Events (Paper COT 56.6)</p> <p>WT reported on the recent and future events for the remainder of 2022. CK and LW confirmed that the organisers of h.Art would be Kath Killick and Mhari Brown. No formal activity was expected from the COT Board, but individual volunteers would be asked for help setting-up the site, clearing out the APS, erecting the marquee as well as helping with provision of refreshments, the car parking etc.</p> <p>WT would seek further information on arrangements from the organisers.</p> <p>JR agreed to provide more information on the COG contribution (equipment and volunteers) to the Downs School Apple Day on 8th October. JR confirmed that COG juicing equipment would be required and PK agreed to keep a list of anyone hiring the juicing equipment.</p> <p>The Board noted the future events and agreed that COG would not take part on the Queen's Jubilee Garden Fete at the Colwall Park Hotel.</p>	<p>WT</p> <p>JR- PK</p>
7	<p>Health and Safety Quarterly Report (Paper COT 56.7)</p> <p>CK advised that there were no incidents reported within the quarter.</p> <p>He updated the Board on progress with creating electronic incident reports; COG H&S Policy; and on H&S document reviews including Safe Ways of Working documents.</p> <p>CK introduced the new Asset Register which he would place on the COG Shared Drive. It covered Compliance, Functional and Condition Testing. CK agreed to circulate a link to the document along with advice to those needing to add information to it.</p> <p>All other actions agreed by the Board relating to H&S and Asset Register are recorded on the Matters Arising and Action List at the end of the Minutes.</p>	CK
8	<p>Finance Quarterly Report</p> <p>Report postponed.</p>	
9	<p>In confidence</p>	

10	<p>Increasing biodiversity and wildlife habitats within and around COG orchards (Paper COT 56.10)</p> <p>LW was thanked for presenting his perspective on the value of biodiversity in orchards, how we continue to improve our orchards for biodiversity, and the role COG plays in helping others to increase biodiversity.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • managing our land sympathetically for biodiversity was very important; • helping others through inspiring, educating and developing new skills was also very worthwhile; • the vision for our orchards was important and we should continue to share this through our work; • working in other orchards across Colwall allowed us to demonstrate the importance of orchards for biodiversity. • the importance of leaving deadwood both on our own sites and encouraging others to do so was stressed. <p>LW expressed concern about the balance of resource and effort required to respond to requests for advice and information. There were occasions when COG was invited by individuals, the Parish Council and Colwall Greener on biodiversity issues ranging from wildlife gardening to extensive wilding within the parish. While good to be asked, the Board agreed that we should be mindful as individuals about how much of this we felt we should do on behalf of COG.</p>	
11	<p>Any other business</p> <p>There was no other business raised.</p>	
12	<p>Date and time of next meeting</p> <p>Wednesday 14th September 2022, 7:00pm</p>	WT