

**Colwall Orchard Trust**  
**57<sup>th</sup> Meeting of the Board on Wednesday 14<sup>th</sup> September 2022, 7:00 pm**  
**Apple Packing Shed, Colwall Village Garden, WR13 6HB**

**MINUTES**

<b>No.</b>	<b>Item</b>	<b>Action</b>
<b>1</b>	<p><b>Present:</b> Lindsay Williams (Chair), Chris Blake, Chris Kelly (Treasurer), Peter Key, Clive Killick, Pam McCarthy, Jenny Papettas, Jilly Rosser, Wendy Thompson (Secretary)</p> <p><b>Apologies for absence</b> All Board members were present</p> <p><b>Welcome to new Trustees</b> Jenny Papettas was welcomed as a Trustee and Director, appointed at the Colwall Orchard Trust AGM on 22<sup>nd</sup> June 2022, and taking on the role of Vice Chair. Chris Kelly was welcomed as a co-opted Trustee and Director, taking on the role of Treasurer.</p>	
<b>2a</b>	<p><b>Minutes of 56<sup>th</sup> Board meeting held on 11<sup>th</sup> May 2022</b> The draft minutes were approved for signing.</p>	
<b>2b</b>	<p><b>Matters arising</b> Matters Arising discussed at the meeting which are not included in the minuted items below:</p> <ul style="list-style-type: none"> <li>● Outstanding Financial Reserves Policy and Invoice tracking system which Lindsay agreed to discuss with new Treasurer Chris K;</li> <li>● The need to complete training on our safeguarding policy;</li> <li>● Prepare policy on mediation and conflict management, and the means to identify and deal with stress;</li> <li>● Confirm list of equipment to dispose of so that this can be offered for sale to members.</li> <li>● Complete partnership paper to brief Trustees. Wendy to supply list of partners to Lindsay;</li> <li>● Complete volunteer training assessment including support on H&amp;S matters (NB annual Volunteer report to Board due in February 2023)</li> </ul>	<p>Lindsay</p> <p>Wendy Lindsay /Jilly Lindsay</p> <p>Lindsay Wendy</p> <p>Lindsay</p>
<b>3</b>	<p><b>Board decisions by email</b> Since the last meeting the Board had considered by email the following:</p> <ul style="list-style-type: none"> <li>● Approval to pay insurance premium was confirmed by majority on 15/06/22;</li> <li>● Accountancy services: Approval to contract a bookkeeper was agreed by majority on 17/06/22;</li> <li>● Approval of reviewed Governance Document (inc description of Chair, Treasurer and Secretary roles) – Approved. No comments or changes requested by deadline 22/07/22;</li> <li>● Approval to increase expenditure on disabled toilet – approved by majority on 29/08/22;</li> <li>● Approval to buy ornamental bird bath for COG allotment plot approved by majority on 6/9/22;</li> </ul>	

	<ul style="list-style-type: none"> <li>Approval to explore expanding our educational programme by increasing Forest School activities via Colwall Primary (and others) approved on 10<sup>th</sup> September.</li> <li></li> </ul>	
<b>4</b>	<p><b>CVG Developments (Paper COT 57.4)</b> Clive introduced the paper which collated together proposals for a number of projects at CVG in order to demonstrate the inter-relationships between them, and with a view to establishing where there was broad agreement to proceed, identify where further discussion was needed, or which projects should be shelved. The aim was also to identify a lead Trustee who would be responsible for taking each project forward. The following was agreed:</p> <ul style="list-style-type: none"> <li>i. <b>Disabled compost toilet</b> – approved to proceed with Clive K leading;</li> <li>ii. <b>Old compost toilet</b> – defer any decision to move and re-purpose and incorporate into APS detailed planning. Undertake regular maintenance plus works identified in 2021 (move seat?);</li> <li>iii. <b>Container storage</b> – approved to proceed led by Clive K. Consultation on storage and location options to be implemented as first step;</li> <li>iv. <b>In confidence: Purchase/lease additional land</b> – Clive remarked that “this project was the highest priority as other projects depended on it (to COG’s benefit)”. Lindsay agreed to open discussion with PFT about land on both sides of CVG access track;</li> <li>v. <b>Gate relocation</b> – dependent on iv;</li> <li>vi. <b>Bulk deliveries</b> – dependent on iv, v and vii;</li> <li>vii. <b>Car parking</b> – dependent on vi. Agreed that options need to be set out. No Trustee volunteered to coordinate this.</li> <li>viii. <b>Covered area extension to APS</b> – Peter agreed to seek advice on costs, design, structural engineering, planning requirements etc from an architect or builder. He would set out COG requirements in a specification (based on issues raised in paper COT 57.4). If a budget was required for the advice Peter would request by email.</li> <li>ix. <b>Water supply to orchard and allotments</b> – several of the Trustees were very keen to explore the option of a pond reservoir to supply water which Clive agreed to look into alongside the feasibility and cost of other options.</li> <li>x. <b>Water storage</b> - See ix. The option of purchasing sufficient plastic water tanks to store water was ruled out due to cost and environmental impact;</li> <li>xi. <b>Pond dipping platform</b> – approved for installation on existing pond. Lindsay to include in grant application to improve access on site;</li> <li>xii. <b>WiFi on site</b> – approved with Jilly exploring options and costs.</li> </ul> <p>The Chairman thanked Clive for all his hard work in preparing the paper. All named leads to report back via Clive for December meeting.</p>	<p>Clive Peter Clive Lindsay  Peter  Clive  Lindsay Jilly  Leads above</p>
<b>5a</b>	<p><b>COG leadership Roles (Paper COT 57.5a)</b> The leadership roles document circulated was approved with the assumption that this would evolve and need updating. The Board agreed that there was no need for a Lead Volunteer section as this was incorporated into the table under support roles. Clive K to keep the document updated.</p>	Clive K
<b>5b</b>	<p><b>COG Competence structure and management (Paper COT 57.5b)</b> The structure and delivery mechanism set out in the paper was approved.</p>	
<b>6a</b>	<p>COG Insurance Position (Paper COT 57.6a) Three issues were raised in the paper and discussed by the Board:</p>	

	<p><b>a. Lending and loaning equipment</b> Clive had confirmed that COG had no insurance cover relating to lending or hiring out equipment. Jenny advised on the difference between insurance cover and liability and suggested that in some cases the risk of volunteers borrowing tools and equipment was high, and in some cases, very low. She recommended that COG deal with this on a case by case basis with a rule not to hire out tools and equipment that could be damaged, or if there was a high risk attached to using it (eg scythes). She advised that all items loaned out should be with a signed disclaimer statement. The Board agreed that a loans book should be set up with a simple statement which anyone borrowing equipment must sign. Where a charge for the equipment hire was involved this would formalise the arrangement but was essentially the same principle. Jenny agreed to draft the disclaimer statement.</p> <p><b>b. Contractor paperwork regarding liability</b> The Board noted the requirement for contractors working for COG to have public liability insurance to the value of £5 million and would request all contractors confirm in writing that they have this.</p> <p><b>c. Tractor/Trailer use</b> The Board noted the requirements and restrictions on tractor and trailer driving relating to their driving licence permissions, and their current vehicle insurance. This would need to be checked when COG volunteers undertook these activities. The details were set out in a new SWOW.</p>	Jenny
<b>6b</b>	<b>SWOW 08 Fire Pit (Paper COT 57.6b)</b> Reviewed document was approved.	
<b>6c</b>	<p><b>COG Insurance position: Definition of “the business” (Paper COT 57.6c)</b> The Board advised that this needed to be consistent with the charity objects and activities recorded with the Charity Commission. Jenny advised that many activities would be listed under insurance group headings and the need to list all activities was not so important. Chris K had provided (by email) a suggested description of the business. Clive agreed to discuss with insurance company to clarify if there was a need to change description of the business.</p> <p>Chris K pointed out that the current insurance cover for Contents (£32,589) was less than the currently stated value of the Assets (£37,888). Clive pointed out that the Assets Register was not up to date due to recent purchases. All discipline leads with responsibilities for completing the asset register to do this urgently (see minute 8 below). Clive agreed to ask the insurance provided to increase the value.</p>	Clive  Relevant Team Leaders Clive
<b>7</b>	<p><b>Finance Quarterly Report (Paper COT 57.7)</b> Wendy reported that the summary of financial activities had been prepared by the contracted bookkeeper. The process for producing it was work in progress with efforts made to streamline the income and expenditure headings available for recording against. She felt the headings were more or less right but some of the transactions had yet to be allocated accurately.</p> <p>Lindsay and Wendy had been uploading receipts, invoices and statements to a system which streamlined entering to Quickbooks which was straight-forward and working well – but it was an additional task for them to undertake. Chris K agreed to look at this now that he had taken on the COG Treasurer role.</p>	Chris K

	Chris K had been looking at previous accounts and asked about the value of capital assets and the value of land. Wendy advised this was best discussed with the COG accountant, Liz Eyre. Wendy agreed to set up a meeting between Chris K and Liz Eyre, and to hand over to Chris the COG finance laptop (with Quickbooks uploaded) along with finance files. She would arrange this with Chris K during week beginning 19 <sup>th</sup> September.	Wendy
<b>8</b>	<p><b>Health and Safety Quarterly Report (Paper COT 56.8)</b> Clive advised that there were no incidents reported within the quarter.</p> <p>The Board noted progress on:</p> <ul style="list-style-type: none"> <li>● the Electronic Incident Reports – the system was in place with blank forms available to complete by hand should it not be possible to upload on site. These would be uploaded by Chris B or Clive;</li> <li>● the annual H&amp;S document review and update;</li> <li>● COSSH review;</li> <li>● the Asset Spreadsheet. Action was required by discipline Team Leaders to update their section of the spreadsheet as per the paper. Strimmer maintenance would be added to the asset spreadsheet.</li> </ul> <p>All other actions agreed by the Board relating to H&amp;S and Asset Register are recorded on the Matters Arising and Action List at the end of the Minutes.</p>	Relevant Team Leaders
<b>9</b>	<p><b>Community Engagement (Paper COT 57.9)</b> The Board noted the background explaining the responsibilities within the Community Engagement team, along with the report on recent activities and planned future activities.</p> <p>The Board discussed options for running a Wassail event and advised that COG should not run it unless there was someone prepared to lead on the arrangements. Some of the Board were concerned that the Wassail had grown too large an event, which risked spoiling the enjoyment for some (especially volunteer helpers). It was agreed to delay a decision for a month to allow further discussion. Wendy would prompt by email by 15<sup>th</sup> October with a view to making a decision by the end of October.</p>	All  Wendy
<b>10</b>	<p><b>Grants and other External Funding</b> Lindsay reported that there were currently many opportunities to apply for funding including switching from Environmental Stewardship to Countryside Stewardship, and support to improve access for all from the Malvern Hills AONB. The Board thanked him for his work on this.</p>	
<b>11</b>	<p><b>In confidence – Colwall Allotment annual rent increase (Paper COT 57.11)</b> The Board were invited to approve an increase in the annual allotment rent in line with the Consumer Price Index. Following a discussion on the pros and cons the Board agreed to the increase to the rent (but not the tenant fee) and that tenants would be informed by the end of November, along with an offer on a renewed tenancy agreement.</p>	Wendy
<b>12a</b>	<p><b>Traditional Orchards (Paper COT 57.12a)</b> The Board noted the report on traditional orchard work. Jilly reported that she had been working with Andy on “COG Fruit Exchange” webpages and would email the Board shortly.</p>	
<b>12b</b>	<p><b>Planting fruit trees: Guidelines (Paper COT 57.12b)</b></p>	

	The Board approved the amended guidelines subject to some details noted by Jilly. Jilly to circulate a final version to the Board for final sign-off and then use in briefing volunteers.	Jilly
<b>12c</b>	<b>Orchard tree survey (Paper COT 57.12c)</b> The Board noted the report on the condition of orchard trees at Colwall Village Garden and agreed the recommendations which Jilly would oversee the implementation of.	Jilly
<b>13</b>	<b>Proposals for 2022 Apple Juicing Season (Paper COT 57.13)</b> The Board noted the recommended approach to juicing in 2022 and agreed with the proposal to discontinue juicing for secondary sales. COG would instead focus on producing pasteurised juice for sale direct to members and other customers via stalls at events and the online shop.	
<b>14</b>	<b>COG Allotment Plot</b> Jilly reported that a plan for the allotment plot was in place and costings for the fruit trees had been completed ready for order. An ornamental bird bath had also been purchased. Costings for posts, wire and arches on which to train fruit were in progress and Jilly would request permission to purchase by email. The sensory aspect of the garden was emphasised, along side the productive elements of producing soft fruit for preserves, fruit to pick to juice by school children, and a place to learn about pruning techniques.	
<b>15</b>	<b>Any other business</b> Chris B proposed a half day workshop/training session for Board members in the spring. Chris to discuss proposal with Wendy in order to make arrangements.	Chris/ Wendy
<b>16</b>	<b>Date and time of next meeting</b> Wednesday 7 <sup>th</sup> December 2022, 7:00pm in the Orchard Room.	Wendy

### Matters Arising and Action list: 14<sup>th</sup> September 2022

Meeting Date	Minute Ref	Action	Target date	Who	Updated @ meeting on 14th September 2022
17-09-20	49.4 50.2b	Financial reserves policy – Lindsay to prepare a first draft for discussion with Chris K	Feb 2022	Lindsay	See minute COT 54.7 (Dec 2021). Lindsay to discuss draft with Chris K,
19-05-21	52.5	Non-payment of invoices – tracking system	Sept 2021	Lindsay	Lindsay to discuss with Chris K.
15-09-21	53.5	H&S: Lugg's Mill bridge engineers report and maintenance plan from Deb Turnbull	ASAP	Clive	Report received and identified requirement to add a binder to stabilise planks. Work required and maintenance plan outstanding and need chasing.
15-09-21	53.5 54.12	Loaning equipment policy Check insurance, liability issues	Complete		Advice from insurance company received, See minute COT 57.6a.
15-09-21	53.5	H&S: Ladders Safe Ways of Working update to reflect changes to legislation	Nov 2021	Clive	Review of ladder SWOW and upload new ladder regulations. See minute COT 55.7a
15-09-21	53.9	Set up a COG allotment bank account	ASAP		Wendy to discuss with Chris K.
09-02-22	54.4	Volunteer training assessment	Feb 2022	Lindsay	Roll Forward. Add question on training needs to a volunteer survey
09-02-22	54.4	External influences – partnerships paper to Board	May 2022	Lindsay	Roll Forward
09-02-22	55.6	Safeguarding Policy	Feb 2022	Wendy	Policy complete and circulated DBS checks and training for Trustees need to be put in place.
09-02-22	55.7	H&S: Contractor responsibilities to be identified and communicated.	Complete		See agenda item 6a
09-02-22	55.7	H&S: Tree safety work Lugg's Mill as per plan	2022	Lindsay	Roll forward
09-02-22	55.7	H&S: COSHH review	Complete	Clive	See paper COT 57.8
09-02-22	55.7	H&S: Replace paper accident book with an electronic register filed in confidence on the Shared Drive.	Complete	Clive	See paper COT 57.8
09-02-22	55.7	H&S: Support for volunteers – proposal to May Board meeting.	May	Clive	Roll forward See paper COT 55.7
09-02-22	55.9c	Provide estimate of costs of creating COG allotment garden, in order to seek approved budget.	ASAP	Jilly	Outline plan agreed and costings to follow for approval by email.
09-02-22	55.12a	Harvestline: Gather more information	Complete		
09-02-22	55.12b	Fruit tree planting: send comments on current guidance to Jilly by end February	Complete		Final draft to circulate for approval See minute COT57.12b

<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Target date</b>	<b>Who</b>	<b>Updated @ meeting on 14th September 2022</b>
11-05-22	56.4	ORA: Leadership roles need to be filled by Trustees	Ongoing	All	Remove from Action list as a continually ongoing matter?
11-05-22	56.4	ORA Stress	Roll forward	Jilly/ Lindsay	Formalise a process for identifying and managing stress, including possibility of training
11-05-22	56.4	ORA: Conflict mediation and reconciliation		Jilly/ Lindsay	Prepare Policy on conflict including mediation and reconciliation
11-05-22	56.4b	Team Leader roles	Complete	Clive	See minute 57.5b
11-05-22	56.4c	Grant writing	Ongoing	Lindsay	Help to be sought as required. Remove from Action list.
11-05-22	56.5	Petrol strimmers disposal	Roll forward	AS	Wendy to circulate in Autumn Newsletter once list is confirmed and sent to her.
11-05-22	56.6b	Events: H.Art Events: Downs School Apple Day	Complete		
11-05-22	56.6b	Apple Juicing Equipment use and hire	Complete		Peter maintains a personal calendar of bookings for juicing equipment. All request to him.
14-09-22	57.4	CVG Developments: report back via Clive	Dec 2022	Various	Work strand leads to report back via Clive to next meeting
	57.6a	Loaning tools and equipment: Disclaimer form for those borrowing to sign	Nov 2022	Jenny	New
	57.6c	Insurance: business description. Clive to check with insurance provider		Clive	New
	57.7	Finance: handover of papers to Chris K and set up meeting with COG accountant.		Wendy	New
	57.8	Asset spreadsheet: relevant Discipline Team Leaders (DTLs) to complete information required	Nov 22	DTLs	New
	57.9	Wassail: continue discussion and aim to make decision on holding Wassail by end October		All	New
	57.12b	Fruit tree guidelines: Finalise for circulation to Board for final sign-off.	Nov 2022	Jilly	New
	57.12c	CVG Orchard Survey: Implement recommendations in paper		Jilly	New
	57.15	Board half day workshop/training event	Mar 23	Chris	New