

**Colwall Orchard Trust**  
**58<sup>th</sup> Meeting of the Board on Wednesday 07<sup>th</sup> December 2022, 7:00 pm**  
**Apple Packing Shed, Colwall Village Garden, WR13 6HB**

**MINUTES**

**Note: These minutes are prepared as an action/decision list which is an agreed departure from previous practice.**

No	Item	Action
1	<p><b>Present:</b> Lindsay Williams (Chair), Chris Blake, Chris Kelly (Treasurer), Clive Killick (acting Secretary), Pam McCarthy, Jenny Papettas, Jilly Rosser.</p> <p><b>Apologies for absence</b> Peter Key</p> <p><b>Thanks to Retiring Trustee</b> The Chairman announced Wendy Thompson had resigned as a Trustee and Director. He expressed appreciation for the many years of service on the Board and the exceptional work she had done covering many key roles. It was agreed that he would write to Wendy to thank-her for her contribution.</p>	
2a	<p><b>Minutes of 57<sup>th</sup> Board meeting held on 14<sup>th</sup> September 2022</b> The draft minutes were approved for signing.</p>	
2b	<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>• H&amp;S Ladders Safe Ways of Working. This action is closed as the amendments to the legislation had no material effect on COT.</li> <li>• Safeguarding Policy development will be handed over to Phil King (if he is willing) to replace Wendy.</li> <li>• H&amp;S Support for Volunteers. This action to be deferred and a working group of Lindsay, Jenny and Chris B, set-up to develop a way forward.</li> <li>• It was agreed to see if a local expert on mycorrhiza could give advice on the benefits (if any) of using woodchips or manure.</li> <li>• It was agreed to set-up a Board training and awareness session on; <ul style="list-style-type: none"> <li>○ safeguarding</li> <li>○ 1<sup>st</sup> aid,</li> <li>○ mediation</li> <li>○ manual handling to improve our general skills in these areas.</li> </ul> </li> </ul>	<p>Lindsay</p> <p>Lindsay</p> <p>Jilly/Lindsay</p> <p>Phil K.</p> <p>Kath Di-M Chris B</p>
3	<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>• Request from LW for approval to purchase tree guards for winter tree planting (<b>Approved</b> by all at 11<sup>th</sup> October 2022)</li> <li>• Request from WT for Board approval to extend contract with Book Keeper (<b>Approved</b> by all at 17<sup>th</sup> October 2022)</li> <li>• Request from CKi to repair existing soak-away at CVG (<b>Approved</b> at 13<sup>th</sup> October 2022)</li> <li>• Request from WT for Board views on holding a Wassail in January 2023</li> </ul>	

*Lindsay Williams*

	<ul style="list-style-type: none"> <li>Agreed at a meeting on 9<sup>th</sup> November to hold a non-public event for volunteers.</li> </ul>	
4	<p><b>Organisational Risk Assessment (COT58.1)</b> The spreadsheet risk assessment (ORA) was received by the Board. It was noted that the main action points (volunteers, safeguarding, conflict resolution and filling gaps in the trust roles) are all included in action programmes lead by board members.</p> <ul style="list-style-type: none"> <li>Clive agreed to take over responsibility for maintaining the ORA and integrating it into the H&amp;S workscope.</li> </ul>	Clive
5	<p><b>CVG Developments</b> Lindsay updated the Board on the architect appraisal of the proposed APS veranda organised by Peter. Jilly confirmed that there was a WiFi node in the road at the bottom of our drive. As long as there are no easement constraints, it should be relatively easy to provide broadband in the APS.</p> <ul style="list-style-type: none"> <li>It was agreed to move ahead with plans for this element of the CVG development with the initial objective of obtaining planning permission (support from John Stock?) and grant support.</li> <li>Investigate the easement and set-up a mini project to install a WiFi cable from the road to the APS</li> <li>When appropriate, approach Park Trust to discuss the likelihood of changing our land boundaries.</li> <li>All Board members were asked to keep the CVG development programme in mind and build the elements into future plans.</li> </ul>	Lindsay Jenny Jilly Lindsay Lindsay
6	<p><b>COG Governance and Roles structure</b> The Board addressed the changes in governance and the appointment of new people to lead in areas previously covered by Wendy. A number of potential candidates were identified and they are included in the draft update to the roles spreadsheet.</p> <ul style="list-style-type: none"> <li>The results of this discussion are included in a revised Roles document that will be continuously revised and updated as we move forwards.</li> </ul>	Lindsay Clive
7	<p><b>COG Finance (COT58.3)</b> Chris K presented the financial report covering the last quarter (Sept-Nov). He drew attention to the following:</p> <ul style="list-style-type: none"> <li>Various admin applications had been completed, e.g. with Co-op Bank, HMRC, etc, for Chris to act as Treasurer.</li> <li>Income for the financial year will exceed £40k, the highest that COG has achieved. It has been boosted by substantial grants.</li> <li>Our current account balance is healthy and it was agreed to move some funds (at the Treasurer's discretion) to the savings account.</li> <li>Check the handover of all outstanding tree orders following the resignation of Andy Ball</li> </ul>	Chris K Jilly
8	<p><b>Health &amp; Safety</b> Clive presented the quarterly report and reported that there had been two relatively minor incidents in the last quarter. The opportunity had been taken to prepare a new electronic incident report template. The second incident was thought to represent an opportunity to review/improve our materials handling for juicing and a new (to COT) incident investigation methodology using the 5 Why's technique was developed. An investigation meeting was held and it was agreed to review the storage facilities in the APS Kitchen. It was also agreed to add a consent box in the volunteer form to allow Next-of-kin details to be more readily available for use in an incident. The audit of COT assets has been completed, the assets spreadsheet updated and it now needs to be adopted by team leaders. The insurance policy needs to</p>	

	<p>be updated and all the testing requirements for each piece of equipment updated.</p> <ul style="list-style-type: none"> <li>• The new incident report format and investigation template were approved</li> <li>• Update the volunteer form to allow more readily accessible Next-of-kin details for use in an incident. Confirm this complies with GDPR requirements.</li> <li>• The recommendations from the incident investigation to be reviewed.</li> <li>• Update the asset insurance cover to reflect the audit</li> <li>• Clive to hold meetings with each asset owning team leader to review and update the testing requirements sections of the spreadsheet.</li> </ul>	<p>Clive Jenny  Clive Clive Clive</p>
<b>9</b>	<p><b>Community Engagement</b> This item was held-over to await the replacement for Wendy in this role.</p>	
<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. There is concern about the effort required to replace Wendy's involvement in the TOFI programme as it enters its final year. This is seen as a priority and we need to ask the membership if anyone is willing to help.</p> <ul style="list-style-type: none"> <li>• The Board supported switching items such as the disabled toilet to the DEFRA access grant.</li> <li>• Jenny and Lindsay to organise the TOFI planting programme and Jilly the tree pruning. Advertise amongst the membership for people willing to help.</li> </ul>	<p>Lindsay  Lindsay</p>
<b>11</b>	<p><b>Complaint</b> The Board were informed that a formal complaint had been received from a COG member which was investigated by a sub-group of trustees who unanimously agreed that the evidence did not support the complaint, which was therefore not upheld. This was reported to the Board and the finding was accepted. It was agreed that no further action is required on the complaint.</p>	
<b>12</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Jilly presented two documents. The implementation plan for the recommendations from the CVG orchard survey and the Planting Fruit Trees guidelines. Both documents were approved.</li> <li>• It was agreed that we should shut-down produce sales from our web page.</li> </ul>	<p>Lindsay</p>
<b>13</b>	<p><b>Date and time of next meeting</b> Wednesday 8<sup>th</sup>, 15<sup>th</sup> or 22 March, 7:00pm in the Orchard Room.</p>	<p>All</p>