

**Colwall Orchard Trust**  
**60<sup>th</sup> Meeting of the Board on Wednesday 28 June 2023, 7pm**  
**Apple Packing Shed, Colwall Village Garden, WR13 6HB**

**MINUTES**

No	Item	Action
1	<p><b>Present:</b>  Lindsay Williams (Chair), Peter Key, Chris Kelly (Treasurer), Clive Killick, Pam McCarthy, Jenny Papettas, Jilly Rosser, Lynne Drew (Minute Secretary).</p> <p><b>Apologies for absence</b>  Chris Blake</p>	
2	<p><b>Minutes of 58<sup>th</sup> Board meeting held on 7 December 2022 and minutes of 59<sup>th</sup> Board meeting held on 15 March 2023</b>  Both sets of draft minutes were approved for signing.</p>	
3	<p><b>Outstanding Actions and 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>• Jenny gave a brief update to her outstanding actions. Two of which are now complete (<b>AP59.1 and AP59.8</b>) and two ongoing which she suggested a target date of end of August 2023 (<b>AP57.6a and AP58.8</b>).</li> <li>• Jilly gave an update to the Wi-Fi connection action (<b>AP58.5</b>). She has spoken to the onsite foreman. He is meeting with a Gigaclear representative on Friday 30/6 in Colwall and they will contact Lindsay to discuss.</li> <li>• All other actions had been updated via email prior to the meeting and these updates were distributed to the Board via the Action List Document COT60-3.</li> </ul>	<p>Jenny  <b>AP57.6a</b>  <b>AP58.8</b></p> <p>Jilly <b>AP58.5</b></p>
4	<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 to purchase wire, stakes and posts for tree guards at CVG and LMO. (Approved by Board 28 March 2023)</li> <li>• Request from LW for spending of £400 to purchase new mower. (Approved by Board majority 1 June 2023)</li> </ul>	
5	<p><b>Update on Trees and Orchard Work</b>  Jilly did not have an update at this stage and will update further following the survey which will be done over the summer.</p>	
6	<p><b>Tree order date – Action Point AP57.12c</b>  The Board agreed that mid-August would be the most suitable time and a date of 15 August 2023 was set. Jilly will liaise with Deb.</p>	<p>Jilly  <b>AP57.12c</b></p>
7	<p><b>How we handle complaints – Action Point AP56.4/58.2b</b>  The Board had received and considered two documents: A discussion paper – Working with Relational Issues from Kath and Dian and a draft Complaints Policy and Procedures from Chris K. These were discussed and the merits of both mediation and a complaints policy were commented on. It was considered how the two approaches could work together. Various points were raised:</p> <ul style="list-style-type: none"> <li>• The emphasis needs to be on mediation to avoid getting to the point of a formal complaint.</li> <li>• The Complaints policy incorporates both informal and formal stages.</li> <li>• The emphasis should be to 'de-escalate'.</li> <li>• A formal complaints policy is needed even if we do not use it unless we must and after mediation.</li> <li>• Perhaps the policy needs to be shorter and simpler for the type of organisation we are.</li> </ul>	

*Lindsay Williams*

	<ul style="list-style-type: none"> <li>Perhaps the policy needs to be shorter and simpler for the type of organisation we are.</li> <li>When does a complaint become a formal complaint?</li> <li>Does the informal mediation step need to be formally written down?</li> <li>There is a concern of the large burden placed on LW when all issues/complaints come to solely to him.</li> </ul> <p>It was agreed that the complaints policy would be recirculated for comment (LD) and a training session with Kath and Dian would be set up (JR). Following that training a decision would be taken regarding the complaints policy wording. Going forward LW will ask members raising issues/complaints with him to speak to one of the other trustees. In the first instance this will be JR and PK.</p>	Jilly/Lynne/ Lindsay <b>AP60.1</b> (replacing AP56.4/58.2b)
8	<p><b>Grants and other External Funding – Action point AP59.2</b></p> <p>Following the FiPL application the panel expressed concern that the costs of the project is higher than can be supported given the current number of grants under consideration. They were particularly concerned with the costs of tree guards, formative and maintenance pruning as well as tree watering provisions. Lindsay provided an update to his report.</p> <ul style="list-style-type: none"> <li>Despite concluding that volunteer time should not be reimbursed, Lindsay has had a meeting with them and they are moving towards agreeing to some reimbursement of time.</li> <li>The panel have requested that we reduce our costs for formative and maintenance pruning and have asked what our minimum would be.</li> </ul> <p>It was agreed that the grant would be submitted again:</p> <ul style="list-style-type: none"> <li>With a reduction in the amount claimed for tree cages to match that claimed last year and that volunteer time should be reimbursed.</li> <li>Without a reduction of the amount reimbursed for formative and maintenance pruning as the amount claiming was the minimum we could accept.</li> </ul> <p>The Board thanked Lindsay for all his hard work on this application and all the subsequent meetings and negotiations.</p> <p>Work has now started on the Countryside Stewardship application. Lindsay needs to inform RPA that we wish to change from our current ES grant to a CS Mid-Tier grant and Wildlife Offers 2023 by 1 July. Chris Kelly and Lindsay are working on the application which has to be submitted by 18 August 2023.</p>	Lindsay/ Chris K <b>AP59.2</b>
9	<p><b>Planning for the AGM 14 September 2023</b></p> <p>The plan is for this to be held at CVG using the marquee. A newsletter/annual report needs to be produced along with Treasurers report etc. Lindsay will draft the annual report with Chris K and Lynne will assist with organisation.</p> <p>It was noted that invites with agenda need to go out to meet the requirements of the Articles of Association and that quorum requirements need to be met. Chris K will also need to be formally voted on the Board.</p>	Lindsay/ Chris K/ Lynne <b>AP60.2</b>
10	<p><b>Finance</b></p> <p>Chris K presented the financial report covering the last quarter (Mar-May 2023).</p> <ul style="list-style-type: none"> <li>Chris K plans to work improving on financial information on allotment tools, equipment, mulch, chippings etc.</li> <li>It was agreed that we need to continue to retain reserves in the Land Purchase saving account in order that we can remain opportunist for any land opportunities that become available.</li> <li>Chris K confirmed that the membership figure is now 179 (ie 6 members added last week since earlier 173 total given).</li> <li>Lindsay confirmed that the inspection of the Lugg's Mill orchard by RPA was satisfactory and that the report is on the Grants drive.</li> </ul>	Chris K <b>AP60.3</b>

	<ul style="list-style-type: none"> <li>Chris K to refer to Charity Commission updated guidance on Internal financial controls for charities (CC8) and review and improve COG policies.</li> <li>Chris K was thanked for his report.</li> </ul>	Chris K AP60.4
11	<p><b>Health &amp; Safety</b></p> <p>Clive presented the quarterly report. The Board approved the expenditure for the insurance renewal and the new business description. It was agreed that it was not necessary to amend the definition of business with the Charity Commission.</p> <ul style="list-style-type: none"> <li>Clive to obtain and display certificate of insurance in Apple Packing Shed.</li> <li>Clive to continue to sort and update H&amp;S documents and ensure easier access on website.</li> <li>Tool-box talks to start on Fridays. Clive will write up some guidance and Clive and Chris B will attend on Friday initially with the intention that Team Leaders will give these talks going forward. Further discussion centred on how to communicate this safety information either by easier access on the website, adding web links to weekly emails and also rotating who is delivering the talks each week.</li> </ul> <p>Clive presented the incident report.</p> <ul style="list-style-type: none"> <li>There had been two potentially serious incidents in the last quarter.</li> <li>The Board was asked to consider any possible revision to the tool lending policy when they are to be used alone or outside the official volunteer sessions.</li> <li>The other outstanding action from previous incident should be resolved by the implementation of the tool-box talks discussed above.</li> </ul>	Clive AP60.5 Clive AP60.6  Clive/ Chris B AP60.7
12	<p><b>Apple Packing Shed Improvements</b></p> <p>Peter presented plans for a proposed veranda to be added to the Apple Packing Shed and asked the Board for their comments.</p> <ul style="list-style-type: none"> <li>Clive noted that the headroom needed to be increased – confirmed.</li> <li>There was a discussion on whether the veranda should be open. The design shows cladding on 50% of the bays. This could be decided on later.</li> <li>Jenny confirmed that the builders have given a rough estimate of £25k-£30k</li> <li>It would be preferred to seek donations/funding for this project. Pam offered to research any potential funding opportunities and Lindsay could investigate FiPL funding.</li> <li>It was agreed that building work should take place next summer.</li> <li>Consideration needs to be made for the use of the outside kitchen/sink area and be mindful of food safety regulations.</li> <li>It was agreed that it may be advisable to appoint a planning consultant to help with the planning application. Peter will look into this.</li> </ul>	Pam/ Lindsay AP60.8  Peter AP60.9
13	<p><b>Safeguarding Policy – Action point AP58.2c/d</b></p> <p>The Board considered the documents provided by Phil King. Phil felt that the previously prepared policy needed changing and that DBS checks are required. Phil is happy to help with DBS checks and training.</p> <ul style="list-style-type: none"> <li>The Board questioned whether we could not just amend the previous documents.</li> <li>It was suggested whether the policy should be more geared to vulnerable adults rather than children who are always accompanied by responsible adults. But Phil feels this is not sufficient and that there is a still a need to consider children to cover ourselves fully.</li> </ul>	

	<ul style="list-style-type: none"> <li>• There was some concern to the tone and language used within the whistleblowing document, and its relevance to a small volunteer organisation was questioned.</li> <li>• Lindsay suggested that the trustees do the training session first before they decide how to proceed with the policy documents.</li> <li>• It was agreed to arrange the training session and DBS checks as a first step.</li> </ul>	Lindsay <b>AP60.10</b> (replacing 58.2c/d)
14	<b>AOB</b> <ul style="list-style-type: none"> <li>• Jilly gave an update on her contact with Gigaclear as noted above.</li> <li>• Chris K noted that the requirements of Articles of Association should be referred to with regards to the AGM as noted above.</li> <li>• Lindsay thanked the Board for all its hard work and commitment over the last few months which had been period of change.</li> </ul>	
15	<b>Date and time of next meeting</b> Wednesday 27 September 2023, 7pm in the Orchard Room was provisionally agreed.	All