

**Colwall Orchard Trust**  
**61st Meeting of the Board on Wednesday 27 September 2023, 7pm**  
**Apple Packing Shed, Colwall Village Garden, WR13 6HB**

**MINUTES (FINAL)**

No	Item	Action
1	<p><b>Present:</b>  Lindsay Williams (Chair), Chris Kelly (Treasurer), Chris Blake, Clive Killick, Pam McCarthy, Jenny Papettas, Jilly Rosser, Lynne Drew (Minute Secretary).</p> <p><b>Apologies for absence</b>  None</p>	
2	<p><b>Minutes of 60<sup>th</sup> Board meeting held on 28 June 2023</b>  The 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 ongoing actions which she suggested revised target dates for <b>(AP57.6a and AP58.8)</b>. For AP57.6a she has produced a draft policy which some of the trustees have seen. The board discussed the proposed policy and Jenny will send the policy out to the whole board. Jenny will order the book for recording loans and we will then trial the booking out system.</li> <li>• Pam confirmed that she will complete the action putting a sign in the disabled access toilet before Apple Day <b>(AP59.8)</b>.</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 COT61-3.</li> </ul>	<p>Jenny  <b>AP57.6a</b>  <b>AP58.8</b></p> <p>Pam  <b>AP59.8</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 for Gigaclear connection at a cost of £864 over 24 months. (Approved by Board majority 29 July 2023)</li> </ul>	
5	<p><b>Finance</b>  Chris K presented the financial report covering the last quarter (Jun-Aug 2023).</p> <ul style="list-style-type: none"> <li>• Chris K noted that the Annual Report and Accounts had not yet been submitted to the Charity Commission due to issues with their website. He hopes it will be sorted and uploaded shortly. [Post meeting note. Annual return now uploaded to Charity Commission website.<sup>1</sup>]</li> <li>• As part of his review of our financial controls referring to the Charity Commission's updated guidance he had identified a few non-compliances such as only one person authorising online banking (instead of recommended two). He will need to take account of this when revising the Financial Controls Policy. <b>(AP60.11)</b></li> <li>• Chris Blake asked for more information about the water leak. A tap was left flowing when the cherries were watered. Lindsay suggested that we could switch the stopcocks off when the orchard taps were not in use and it was agreed by the Board that the default should be that that they are left turned off. This was agreed. Lindsay to action <b>(AP61.1)</b>.</li> </ul> <p>Chris K was thanked for his report.</p>	<p>Chris K  <b>60.11</b></p> <p>Lindsay  <b>AP61.1</b></p>

<sup>1</sup> <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5016195/accounts-and-annual-returns>

*Lindsay Williams*  
29 Dec 2023



6	<p><b>Health &amp; Safety</b> Clive presented his quarterly report.</p> <ul style="list-style-type: none"> <li>• There was one incident during the H-Art exhibition. It was a minor first aid case and the site was tidied up and trip hazards removed.</li> <li>• Following the incident with unauthorised campers at the weekend Clive has asked Lindsay to write up an incident report (AP61.2). Clive will then produce a list of actions to take following the action such as emergency contact numbers on the door and not storing glass outside the APS.</li> <li>• The Board discussed in depth the benefits and risks of confronting people in such situations. The Board noted Clive's views and concerns regarding confronting people in more serious situations but it was agreed that a policy regarding the correct approach was not necessary and discretion should be allowed.</li> <li>• Lindsay was thanked dealing with the incident and Clive was thanked for his advice.</li> </ul>	Lindsay/ Clive AP61.2
7	<p><b>Safeguarding</b> This is now a standing agenda item.</p> <ul style="list-style-type: none"> <li>• Lynne gave an update on the DBS checks. Of the trustee checks, two are complete, three need ID checks and two applications still need to be started. Lynne will start further checks of other lead volunteers once Lindsay has provided the necessary list. (AP60.10)</li> <li>• Jilly suggested that Jenny would be the best trustee to take on the role of Designated Safeguarding Trustee. Jenny agreed to take on this role and it was agreed that only a verbal report would be required for most meetings. It was also agreed that safeguarding records would be kept online in the H&amp;S restricted area on the Google drive.</li> </ul>	Lynne/ Lindsay/ All AP60.10
8	<p><b>Disagreements and Disputes Policy – Action Point AP60.1</b></p> <ul style="list-style-type: none"> <li>• The revised Disagreements and Disputes Policy had been circulated and broadly agreed by the Board except for the recording of any dispute. Chris Kelly stated that following a complaint we needed a) to ensure that the process was fair to both parties (complainant and complainee) and neither felt disadvantaged by it, and b) to record any lessons learned. This could be in the way of a one line report. If no information is given following a complaint there is no way of addressing rumours.</li> <li>• Chris Kelly offered an example paper of how complaints could be recorded in the future which would be publicly available. The Board discussed. Clive stated that we need to keep full records of any dispute and this could be kept confidentially. Chris Kelly said the Charity Commission encourages being open and transparent. The Board agreed that a concise one line report of any complaints would be included along with a report of H&amp;S incidents in the annual report and that neither complainant or complainee would be named publicly.</li> </ul> <p>Chris Kelly will modify the draft policy. (AP60.1)</p>	Chris K AP60.1



9	<p><b>Rabbit Damage on the allotments</b></p> <p>Jilly presented the options for dealing with the rabbits. It would cost about £6000 to construct a rabbit proof fence around the whole site but this would require gates to be always closed to be effective. The Board discussed the options and it was agreed that COG would purchase materials to sell to allotment holders if they wished to protect their individual plots. Jilly has called a meeting for allotment holders after Apple Day and will discuss with them what needs to be bought.</p> <p>Lindsay noted that myxomatosis is in the area which will reduce numbers. He also noted that any proofing will not stop muntjacs and that the use of soft netting should be discouraged.</p>	
10	<p><b>Naming the orchard at Colwall Village Garden</b></p> <p>The Board discussed the various suggestions for the orchard name. It was agreed that orchards should not be named after people. Jenny suggested that we have an umbrella name for all our orchards of Colwall Community Orchards and then individual names for each orchard. The Board agreed.</p> <p>It was decided that all members would be given the opportunity to vote on two names (Pomona vs Gas Orchard) with an explanation of the chosen suggestions. If there is an equal number of votes for the suggestion the Board will make the decision. Jilly will forward the original suggestions to Lindsay and he will contact members to vote. (AP61.3)</p>	Lindsay/ Jilly AP61.3
11	<p><b>Apple Packing Shed Improvements – Action point 60.8</b></p> <p>Lindsay confirmed that a planning application had been submitted but acknowledged that this had happened without the Board approving the plan. The Board then discussed Clive's paper circulated in response to the plans.</p> <ul style="list-style-type: none"> <li>• Clive noted that there was a need to consider the combined development discussion that the Board had had previously. He stated the need to consider the long term plan and the cost benefit of the development.</li> <li>• Lindsay confirmed that the AONB have mentioned they may be able to fund part of the development. He said we would have to put in a grant application this year and that Helen has offered to assist.</li> <li>• Jenny felt that the veranda would have many uses and liked the idea of removable panels around the outside. She said that if we needed to amend the plans we can do this free of charge (except for the cost of new designs). The primary purpose of the veranda would be to provide shelter to allow activities to continue in poor weather.</li> <li>• The Board discussed that the current plan allows for a width of 3m and whether a width of 5m would be preferable. The width still needs to be decided on. Jenny will mock up the options on design software to help with the decision.</li> <li>• Chris K suggested waiting to see what the planning decision will be before we decide on any width change and standardising for marquee panels. The target decision date is currently 17 October.<sup>2</sup></li> <li>• It was agreed that not all the Board need to be involved in the next steps and that Lindsay, Clive and Jenny would form a working party to move forward on this and report back to the Board.</li> </ul>	Lindsay/ Clive/ Jenny AP60.8



14	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>Chris B informed the Board that more people need to be first aid trained. One day training is now advised at a cost of £100+VAT. It was agreed that 6 to 8 people would be trained or retrained and working volunteers would be asked. Clive to add request to next weekly volunteer email. <b>(AP61.4)</b></li> <li>Chris noted that the Ladder Policy states that someone should be supervised by a leader if they have not had ladder training and suggested a change to use of ladders only if they have undertaken online training. Training costs £15 per person and about 22 volunteers have done it. The Board discussed and agreed the change to require online training. Two weeks' grace will be given before it is required. Chris Blake will inform everyone via the weekly email. <b>(AP61.5)</b></li> <li>Following requests prior to this year's AGM, Lynne requested the Board's agreement to accept statements assigning proxies by email but without signature for future meetings in addition to the normal method of a hard copy signed statement. Authentication will be by the member's assigned email address. The Board agreed.</li> <li>Lindsay asked the Board's opinion on poor weather contingency plans for Apple Day. It was agreed, rather than arranging a marquee, in the event of a poor weather forecast on the day a cutdown version will be arranged communicated via social media.</li> </ul>	<p>Chris B <b>AP61.4</b></p> <p>Chris B <b>AP61.5</b></p>
15	<p><b>Date and time of next meeting</b> Wednesday 13 December 2023, 7pm in the Orchard Room was provisionally agreed.</p>	<p>All</p>