

# Wiltshire Beekeepers Association

Reg. Charity No. 1198735

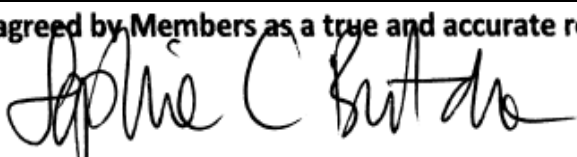
## Minutes of AGM of CIO

held on 31 January 2023 at Devizes Corn Exchange

This was a hybrid meeting (in person and via Zoom)

Minutes agreed by Members as a true and accurate record of the meeting, and signed on their behalf by:

Signed:

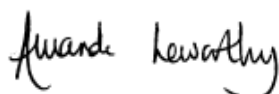


Name: Sophie Butcher

Position: Chair

Date: 30.1.2024

Signed:



Name: Amanda Leworthy

Position: Secretary

Date: 30.1.24.

The meeting opened at 19.25

### 1. Welcome and apologies

1.1 Chair of the meeting and WBKA Chair, Sophie Butcher, welcomed delegates in attendance and members attending via Zoom to the first AGM of the new Charity.

1.2 Sophie asked only those eligible to vote to take part in the votes. WBKA Secretary, Amanda Leworthy, and West Wilts member, Gloria Pilz, counted the votes in the room; Elaine Lewis and Emma Morley, Kennet members, counted the votes on Zoom. Please see Appendix 1 for the list of attendees and Appendix 2 for the summary of votes cast at this meeting.

1.3 Apologies were received from Stephen Auty, Tim Bullock, Kathy Hobson, Zanne Marchmont, Chris Rawlings, Sue Rawlings, Richard Rickitt, Donald Watt and Ruth Watt.

### 2. Election of Secretary

It was agreed for the CIO that the posts of Chair, Treasurer and Secretary would not all be replaced at the same time, and that the post of Secretary would be the first for re-election. There was only one candidate.

#### Election of Amanda Leworthy as County Secretary

Proposed by David Newell; seconded by Tony Awdry

Carried 55 in favour, 0 against, 0 abstentions

### 3. Correspondence – Amanda Leworthy

Amanda confirmed all correspondence had been circulated.

### 4. Chair's Report – Sophie Butcher

Sophie said that now WBKA had become a charity, she was looking forward to rolling out lots of different projects across Wiltshire and welcomed proposals.

### 5. Treasurer's Report – Ceri Gosling

Ceri had circulated his report before the meeting. He explained that he had provided two separate views of WBKA's finances:

1. An account of receipts and payments made through the centrally managed bank account and provided only to members of WBKA
2. An account of the aggregate receipts and payments arising under the control of the new charity that will be provided to the Charities Commission.

**Approval of Accounts for CIO 22 June-30 September 2022**

Proposed by Ceri Gosling; seconded by Robert Carpenter Turner

Carried 53 in favour, 0 against, 2 abstentions

**6. Appointment of Independent Auditor**

Ceri proposed Lucy Wood for this role for the CIO.

**Appointment of Lucy Wood to review the CIO's Accounts**

Proposed by Ceri Gosling; seconded by Tony Awdry

Carried 55 in favour, 0 against, 2 abstentions

**7. Any Other Business**

Frank Lenert wanted to outline some ideas he has for projects, however, Sophie pointed out that he should take all proposals to his Branch Trustee.

Sophie thanked members for attending and closed the meeting at 19.45.

**Appendices**

1. Appendix 1 – 2023 AGM Attendees
2. Appendix 2 – 2023 AGM Voting Summary
3. Appendix 3 – Treasurer's Report

## **APPENDIX 1**

### **AGM 2023 Attendees**

#### **Delegates in Attendance (Total - 44)**

Key: # - eligible to vote; x - no vote

	First Name	Surname	Branch
#	Paul	Ainsworth	Kennet
#	Rachael	Banyard	Kennet
#	David	Brown	Kennet
#	Wendy	Butcher	Kennet
#	Sophie	Butcher	Kennet
#	Robert	Carpenter-Turner	Kennet
#	Dick	Church	Kennet
#	Steve	Double	Kennet
#	Bede	Etherington	Kennet
#	Lisa	Gates	Kennet
#	Ceri	Gosling	Kennet
#	Gary	Henstridge	Kennet
#	Ray	Josey	Kennet
#	Elaine	Lewis	Kennet
#	Peter	MacMullen	Kennet
#	Peter	May	Kennet
#	Emma	Morley	Kennet
#	Richard	Oliver	Kennet
#	Melani	Oliver	Kennet
#	Jeremy	Percy	Kennet
#	Sherrill	Percy	Kennet
#	Pete	Stanley	Kennet
#	Gordon	Steel	Kennet
#	Dawn	Steel	Kennet
#	Amanda	Vivian-Crowder	Kennet
#	Jackie	Wallis	Kennet
#	Andrea	Waylen	Kennet
#	Ruth	Woodhouse	Kennet
#	G Antony	Awdry	Melksham
#	Ed	Behan	Melksham
#	Shirley	Gate	Melksham
#	Anna	Kelly	Melksham
#	Bruce	McFarlane	Melksham
#	Frances	Shire	Melksham
#	Jeremy	Tyler	Melksham
#	Peter	West	Melksham
#	Clive	Harris+	Swindon
#	Alan	Hepper	West Wilts
x	Frank	Lenert	West Wilts
#	Amanda	Leworthy	West Wilts
#	David	Newell	West Wilts
#	Gloria	Pilz	West Wilts
#	William	Templer	West Wilts
x	Ken	Wilson	West Wilts

+Arrived at 19.30

#### **Members Attending Via Zoom (Total - 15)**

Key: # - eligible to vote; x - no vote

	First Name	Surname	Branch
#	Stan	Annis	Kennet
#	Claire	Ashley	Kennet
#	Kathleen	Ben Rabha	Kennet
#	Trudi	Granger	Kennet
#	Nicola	Memmott	Kennet
#	Sandra	Rogers	Kennet
#	Sara	Bye	Melksham
#	Alison	Daniels	Melksham
#	Mark	Preece	Melksham
#	Mel	Rowland	Melksham
#	Mike	Walters	Melksham
#	Samuel	Cooper	West Wilts
#	Liz	Gwinnell	West Wilts
#	David	Raines	West Wilts
#	Alex*	Sparke	West Wilts

\*email address name: Bob Spark

## **APPENDIX 2**

### **CIO AGM**

### **VOTING SUMMARY**

#### ***POST MEETING NOTE***

To account for internet issues, the number of Zoom voters on line was recorded before each vote.

#### **Vote 1**

#### **Election of County Secretary**

#### **Amanda Leworthy**

**Proposed by** David Newell

**Seconded by** Tony Awdry

Votes in Person	42
Votes on Zoom	15
TOTAL	57

	In person	Zoom	Total
For	40	15	55
Against	0	0	0
Abstentions	0	0	0
Total	40	15	55

#### **Vote 2**

#### **Approval of Accounts for CIO 22 June 2022 - 30 September 2022**

**Proposed by** Ceri Gosling

**Seconded by** Robert Carpenter Turner

Votes in Person	42
Votes on Zoom	13
TOTAL	55

	In person	Zoom	Total
For	42	11	53
Against	0	0	0
Abstentions	0	2	2
Total	42	13	55

#### **Vote 3**

#### **Appointment of Independent Auditor**

**Proposed by** Ceri Gosling

**Seconded by** Tony Awdry

Votes in Person	42
Votes on Zoom	15
TOTAL	57

	In person	Zoom	Total
For	42	13	55
Against	0	0	0
Abstentions	0	2	2
Total	42	15	57

## **APPENDIX 3**

### **Treasurers Report to CIO AGM**

This report reflects the year ending on 30<sup>th</sup> September 2022, a year when WBKA became a charity. This change created a new obligation, to publish accounts to the Charities Commission, (which will be made available to the general public). These public accounts have a different format than the accounts previously provided to members, which could be confusing, so I am going to provide you with two separate views of our finances:

1. The first is an account of receipts and payments made through the centrally managed bank account (without reference to any branch activity). This format should be familiar to anyone who has read the Treasurers report in previous years. It will overlook the conversion into a charity and will reflect the full year of activity, so that you can easily compare with previous years. It is provided only to members of WBKA and will not be made available to the Charities Commission.
2. An account of the aggregate receipts and payments arising under the control of the new charity, that will be provided to the Charities Commission. It includes the activities of all branches and the centrally managed bank account, added together. It does not provide any detail of the activity of an individual branch, but for the first time will show the total value of our collective reserves.

#### **1. Centrally Managed Activities**

Figure 1, below, is a Receipts and Payments account of the centrally managed bank account. The report covers the full year from 1<sup>st</sup> October 2021 to 30<sup>th</sup> September 2022, as if there had been no change to the constitution. It has not been subject of any independent review, and is provided solely to give members a sense of continuity with prior years accounting.

##### Receipts

WBKA had 414 fully paid up members, down slightly from 421 the previous year. The individual capitation payable to the BBKA increased by about 10%, but WBKA sheltered members by absorbing this increase. As a result the receipts retained by WBKA fell from £2,947 to £2,070. This funding was sufficient for our activities, and the reduced WBKA capitation rate of £5 is sustainable.

Just before the end of the year I submitted a first claim for Gift Aid. It reflected claims made by a small number of new members who joined in the Autumn. This was intended as a pilot project where I tested our capacity to meet the requirements of Gift Aid. So the value received is not significant, but promises much larger receipts for 2022/3.

(It is our policy that all monies received as Gift Aid will be passed to the claiming members branch, and the small sum received in September 2022 was passed to the branch just after the year end.)

##### Payments

The conversion into a charity did incur some costs; £300 in legal fees and £305 to organize a special general meeting. These costs were an investment, and in 2022/3 one branch has already received charitable donations of £750 that would not have been available without charitable conversion.

Central funds have traditionally been used to support the Wiltshire Bee and Honey Show. The Show helps us meet our objective of educating the public. In October 2020 we were unable to run the show because of the pandemic restrictions, but it ran in October 2021, at a net subsidy of £414. This cost was less than incurred by previous shows, reflecting an ambition that the show fund itself. (The October 2022 show was indeed self funding, through the efforts of the Show committee, and will be reported in the 2022/3 accounts).

The end of pandemic restrictions also allowed us to reinstate the traditional AGM, which was £160 more expensive than the Zoom meeting in lockdown, but which facilitated a more constructive dialogue between members and officers.

Other sundry payments were £236, down from £330 in the previous year.

### Reserves

The net surplus of receipts over payments resulted in an increase in our reserves of £675, down from the surplus of £2,582 in the previous year.

This took our reserves to £12,341. Of this, £2,000 is reserved as working capital for the Honey Show and the rest is available for the Trustees to use in furthering our charitable objects (see below).

## **2. Published Charity Accounts**

The new charity was registered with the Charities Commission on 26<sup>th</sup> April 2022, but for consistency we chose to retain the 30<sup>th</sup> September year end for the new organization. Figure 2 shows the consolidated receipts and payments of the whole charity, including all branches, up until 30<sup>th</sup> September. This is presented in the format that we will have to provide to the Charities Commission.

The accounts have been reviewed by a qualified Independent Accountant, in compliance with the requirements of the Charities Commission. The review was conducted, pro bono, by Lucy Wood, a Chartered Accountant. Lucy grew up near Melksham and currently works as a forensic accountant within the Bristol office of an international accounting practice.

The first transaction was the donation of all the net assets of WBKA, £45,385. This took place on the evening of 21<sup>st</sup> June, and was the first time we had visibility of the aggregate value of the money held by the whole organization.

From that moment all the economic activity of WBKA was undertaken by the charity, the final quarter of the financial year:

- The autumn capitation yielded £2,070 (most income came through the spring capitation).
- Apiary activities yielded £981 (payments came early in the year, receipts later).
- Training cost £575 (receipts came earlier in the year, payments later)
- Other beekeeping payments exceeded receipts by just £115
- Administration payments were £449

The total net receipts were therefore £2,012, taking total reserves to £47,397

### Reserves



Any capitation paid by members has to be safeguarded until it is given to the BBKA and BDI. Also, if members pay local capitation early, the money is not available to spend until we enter the new membership year. These monies are placed in a “restricted” reserve, which at the year end was £2,484.

The Trustees set aside a “general” reserve to protect us from uncertainty. We have reserved enough funds to allow WBKA to operate for a full beekeeping season if income was badly disrupted or costs suddenly rose. At this year end we reserved £16,357.

The Charities Commission encourage Trustees to review the purpose of any reserves, so that money is used wisely to further the objects of the charity. Specifying reserves is evidence of this review, but is not a commitment to spend the money, and the Trustees may change priorities at any time in response to events or awareness.

We have an existing specific reserve of £2,000 to provide working capital to the Wiltshire Bee and Honey Show. (The show committee will spend money before the show, then collect money at the show, and this creates the need for working capital.)

The branches are responsible for development of club apiaries that can support members’ training, and we aspire to raise these to a standard that facilitates public visitors. In 2021/2 West Wilts spent a significant proportion of their local reserves on their apiary. In 2022/3 Kennet expect to do the same. Branches have specified reserves of £16,500 to support apiary development.

After our first review, the Trustees have also specified some targeted reserves that are intended to encourage applications for support from members or branches:

- An innovation reserve to support any member who wants to pilot some new beekeeping technique or technology that is unfamiliar to WBKA’s members.
- A community fund reserve to support any collaboration with other organisations that have objectives in common with WBKA.
- An education reserve to support improvements in education of beekeepers or the general public.
- A capital projects reserve that would allow us to lend funding to any branch wishing to undertake substantial capital investment (such as land purchase).

The financial condition of WBKA can support ambition. The limitation at this time is the commitment of members to suggest and undertake initiatives. (Any reader with an interest is welcome to approach the Treasurer or any of the Trustees.)

Ceri Gosling

1<sup>st</sup> January 2023

Figure 1: Centrally Managed Funds

Wiltshire Beekeepers Association									
Receipts and Payments Report - Period Ending 30 September 2022									
	2021/22	2020/21	Difference		2021/22	2020/21	Difference		
	30/09/2022	30/09/2021							
Receipts					WBKA Paid Up Membership				
Total Capitation									
Kennet	3,605.50	3,488.00	117.50		Kennet	145	141	4	
Melksham	2,725.50	2,728.50	-3.00		Melksham	111	112	-1	
Swindon	1,698.00	1,886.50	-188.50		Swindon	67	75	-8	
West Wilts	2,471.00	2,606.50	-135.50		West Wilts	100	104	-4	
	10,500.00	10,709.50	-209.50	-2.0%		423	432	-9	
BBKA Capitation					Subsidy for Juniors <sup>1</sup>	-9	-11	2	
Spring	(7,910.00)	(6,946.00)	964.00		Paying Members	414	421	-7	-1.7%
Autumn	(520.00)	(816.50)	-296.50						
	(8,430.00)	(7,762.50)	667.50	8.6%	Rate	£ 5.00	£ 7.00		
WBKA Capitation	2,070.00	2,947.00	877.00			2,070.00	2,947.00		
Gift Aid (owed to branch)	55.38	-							
Net Receipts	2,125.38	2,947.00	-821.62						
Payments									
Core Activities									
Honey Show	414.70	-	-414.70						
Sponsorship									
Asian Hornet		100.00	100.00						
National Honey Show	44.00		-44.00						
SWJCC/SWBF		50.00	50.00						
Wiltshire Wildlife	7.50	7.50	0.00						
Training			0.00						
Website	81.99	81.99	0.00						
Speakers	72.40								
Refunds to Branches		91.00	91.00						
	620.59	330.49	-308.70	87.8%					
Administration			0.00						
AGM	195.10	35.00							
SGM	305.05								
Council	30.00								
Legal Council	300.00								
	830.15	35.00							
Total Expenditure	1,450.74	365.49	-308.70						
Net Operating Surplus	674.64	2,581.51	-1,130.32						
Movement on Honey Show Funding Reserve	-	(2,000.00)	-2,000.00						
Total Net Surplus	674.64	581.51	-93.13						
Balance Sheet									
Reserves									
Bank Statement on 1st October	11,666.74	11,085.23							
Adjustment re Honey Show	-	(2,000.00)							
Reported B/F on 1st October	11,666.74	9,085.23							
Movement in Period (as above)	674.64	2,581.51							
C/F on 30 Sep 22	12,341.38	11,666.74							
Bank Account at 30 September 2022	12,341.38	11,666.74	674.64						
	-	-							
Notes									
1	Our policy is not to charge capitation to junior members								
2	These accounts reflect only those transactions controlled by the Council of WBKA and managed by its Treasurer, they do not reflect the activities of WBKA's four branches. We are in the process of preparing aggregated accounts for submission to the Charities Commission, and this shows closing reserves of the charity at 30th September were £.								



Figure 2: Charity Accounting

Section A Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations	44,956	529	-	45,485	-
Membership Capitation	52	2,593	-	2,645	-
Training	220	-	-	220	-
Apiary Activity	1,861	-	-	1,861	-
County Honey Show	875	-	-	875	-
Other Beekeeping Receipts	159	-	-	159	-
Sundry Non Beekeeping Receipts	141	-	-	141	-
	-	-	-	-	-
<i>Sub total (Gross income for AR)</i>	48,264	3,122	-	51,386	-
<b>A2 Asset and investment sales, (see table).</b>					
None	-	-	-	-	-
	-	-	-	-	-
<i>Sub total</i>	-	-	-	-	-
<i>Total receipts</i>	48,264	3,122	-	51,386	-
<b>A3 Payments</b>					
Donations	-	-	-	-	-
Membership Capitation	-	575	-	575	-
Training	795	-	-	795	-
Apiary Activity	880	-	-	880	-
County Honey Show	793	-	-	793	-
Other Beekeeping Payments	356	-	-	356	-
Sundry Non Beekeeping Payments	590	-	-	590	-
	-	-	-	-	-
	-	-	-	-	-
<i>Sub total</i>	3,414	575	-	3,989	-
<b>A4 Asset and investment purchases, (see table)</b>					
None	-	-	-	-	-
	-	-	-	-	-
<i>Sub total</i>	-	-	-	-	-
<i>Total payments</i>	3,414	575	-	3,989	-
<i>Net of receipts/(payments)</i>	44,850	2,547	-	47,397	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
<i>Cash funds this year end</i>	44,850	2,547	-	47,397	-
Section B Statement of assets and liabilities at the end of the period					
Categories	Details	Unrestricted funds	Restricted funds	Endowment funds	
		to nearest £	to nearest £	to nearest £	
<b>B1 Cash funds</b>	Cash	726	-	-	
	Bank Accounts (immediate access)	44,124	2,547	-	
		-	-	-	
	<i>Total cash funds</i>	44,850	2,547	-	
	(agree balances with receipts and payments account(s))	OK	OK	OK	