Wiltshire BKA

WBKA CIO TRUSTEES

HANDBOOK

Trustees Responsibilities
Policies and Procedures,
CIO Constitution Index,
Rules for County Members,
Rules for local Branches and
Terms of Reference

- Last updated 17/5/2024 by Sophie Butcher: Kennet Rules updated.
- Last updated 13/2024 by Sophie Butcher. Section 1 changes included after 11/2023 trustee meeting (Plus General Secretary amended to Secretary throughout
- Last updated 7/4/2024 by Sophie Butcher: Section 2 changes included after approval in 3.2024 trustee meeting
- Last updated 17/5/2024 by Sophie Butcher: Kennet Rules updated.
- Last updated 1/7/2025 Sophie Butcher – safeguarding section updated.
- Last updated 30/7/2025 Sophie Butcher – Kennet Whatapp policy added.
- Last updated 2/9/2025 Sophie Butcher – Trustee approved section 3 (Finance) updated
- Last updated 4/11/2026 Sophie Butcher – Trustee approved section 4 (members policies and procedures)

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SECTION 1 - WBKA organisation

1.1 Introduction

1.1.1 The Wiltshire Beekeepers Association (WBKA) is an Area Association Member of the British Beekeepers Association (BBKA) which was founded in 1874 as a national umbrella organisation for beekeeping associations. The WBKA in turn provides an umbrella organisation for its authorised County Branches of Kennet (KBKA), Swindon and District (SDBKA), Melksham (MBKA) and West Wilts (WWBKA).

1.2 Constitution of the WBKA

1.2.1 The WBKA is a Charitable Incorporated Organisation (CIO) whose Constitution is approved by both the Association membership and the Charity Commission. The Constitution glossary and index are at Appendix 1 which highlights the outline framework of its governance, including the legal responsibilities of the CIO Trustees (clauses 12-19 inclusive, but see also paragraphs 1.6.4 – 1.6.7 below). The Constitution can only be amended by a resolution agreed in writing by all members; or, by voting at an Annual General Meeting or at a Special General Meeting - providing that the amendment receives at least 75% of the votes cast. No amendment to the Constitution can take effect until it has also been recorded in the Register of Charities. No amendment may be made to certain clauses (including clause 3, clause 28 and clause 29) unless prior written consent has been obtained from the Charity Commission.

1.3 Objects of the WBKA

1.3.1 The objects of the CIO are to advance the education of the public and beekeepers in the craft of beekeeping and promote the importance of bees in the environment. See clause 3 of the Constitution.

1.4 County rules for members of the WBKA

1.4.1 The Rules for members of the WBKA are those matters which are an extension of the Constitution and contain further regulations private to the WBKA for the proper conduct and management of the Association. The Rules which are at Appendix 2 can only be changed by the membership at an AGM or SGM with a 75% majority in favour of the proposed change(s).

1.5 Purpose of the CIO Trustees Handbook

1.5.1 The purpose of this handbook is to complement the Constitution and Rules and to provide all the policies and procedures for the more detailed governance of the WBKA and its membership by the Trustees all in one place. However, no set of written words will cover every eventuality, and this combined with the fact that the WBKA is very much an active hobby organisation which aims to meet the needs of its members, means that the Trustees should not hesitate to apply flexibility and common sense but without contravening the terms of the Constitution where appropriate. The Trustees may make changes to this document from time to time for the better governance of the WBKA.

1.5.2 References in this document to the provisions of the Constitution are for information only and for any definitive interpretation of them, reference must be made to the latest version of the Constitution as registered with the Charity Commission.

1.6 Management structure

1.6.1 As a CIO, the WBKA is managed and administered by Trustees in accordance with the Constitution (Glossary and Index in Appendix 1) and the Rules in Appendix 2, both of which

highlight the outline framework of its governance, including the legal responsibilities of the CIO Trustees. More specific responsibilities are detailed in paragraph 1.6.4 – 1.6.9 inclusive.

Complement of Trustees

1.6.2 The WBKA CIO has a complement of the eleven Trustees comprising:

The WBKA Chair
The WBKA Treasurer
The WBKA Secretary
Two Registered members chosen to be a Trustee by each of the four Branches

Note: Additionally, the President, although non-voting, may attend a Trustees meeting by invitation.

Trustee appointment timing and rotation

1.6.3 Upon creation of the CIO, the first Trustees are automatically appointed in accordance with clause 12(4) of the Constitution.

1.6.4 At the first AGM, if no ex-officio Trustee has changed since creation, the Secretary retires automatically (Constitution clause 13(1)(a)). However, they are eligible for re-appointment (Constitution clause 13(1)(d)) for a period of 3 years (Constitution clause 13(2)(d)).

1.6.5 **Ex-officio Trustees**. At all subsequent AGMs, the longest serving ex-officio Trustee (Chair, Treasurer and Secretary) automatically retires by rotation (Constitution clause 13(1)(b)) and may be eligible for re-appointment (Constitution clause 13(1)(d)) for a period of 3 years (Constitution clause 13(2)(d)).

1.6.6 If an ex-officio Trustee was appointed at the same time as another ex-officio Trustee, then they should mutually agree who should retire first and if they cannot agree, then by lot (Constitution clause 13(1)(c)).

1.6.7 If vacancies arise between AGMs, the other Trustees can appoint a new Trustee (Constitution clause 13(1)(e)) but that Trustee can only serve until the next AGM (Constitution clause 13(1)(f)), but may be re-elected by that AGM (Constitution clause 13(1)(c)).

1.6.8 **Branch Trustees**. Any vacancies of Branch trustees can be filled by the members appointed at a Branch AGM or SGM (Constitution clause 13(1)(g)) for a period of 3 years (Constitution clause 13(3)(c)). If vacancies arise between AGMs/SGMs, either the members of that Branch or the other Trustees can appoint a new Trustee (Constitution clause 13(1)(h)).

1.6.9 If vacancies arise between AGMs, any Trustee appointed by the other Trustees can only serve until the next Branch AGM or SGM, but may be re-elected by that Branch AGM or SGM (Constitution clause 13(1)(i)).

If at any time a branch fails to have any trustee in post the charity trustees may at that time decide to appoint a new branch charity trustee from any branch provided that such person is not already a trustee of the charity.

Trustees responsibilities

1.6.10 The most up to date responsibilities of a CIO Trustee are formally documented in the Charity Commission's section of the Government's website https://www.gov.uk/guidance/charity-commission-guidance under the following four headings:

a. 5 minute guides for charity trustees

b. Guidance by topic
c. Search for guidance
d. Detailed "CC" guidance: CC3 to CC49
    - Found here: https://www.gov.uk/government/collections/list-of-charity-commission-cc-guidance-publications

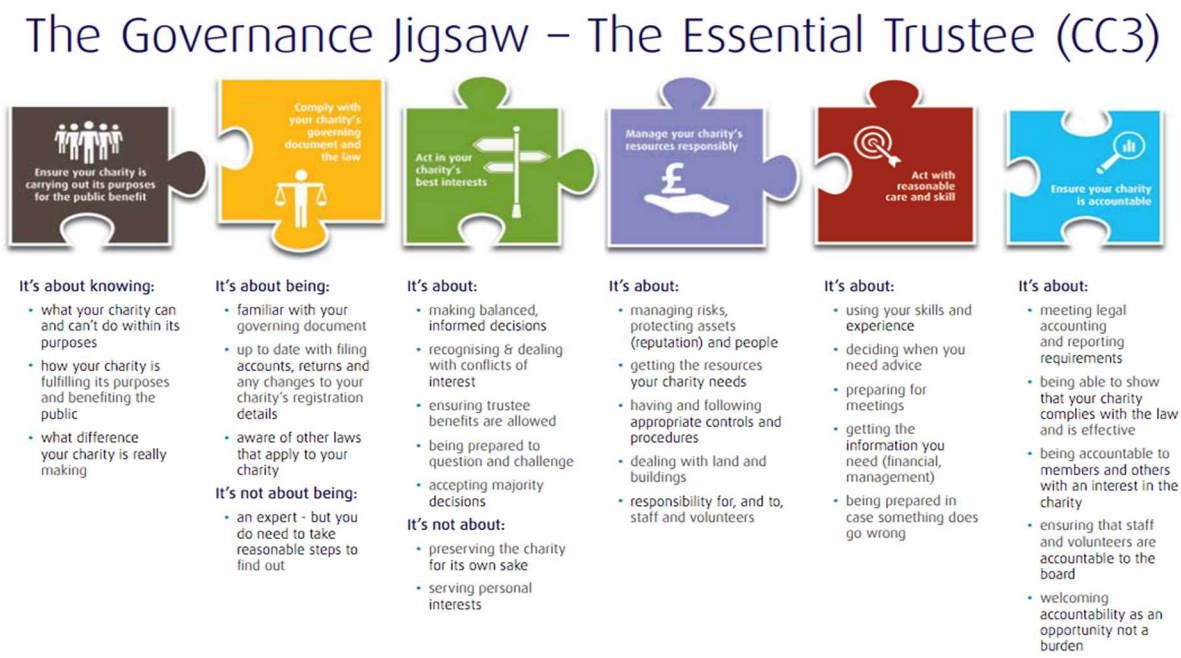
1.6.11 Two of the latter, CC3 and CC3a below, summarise the main responsibilities of a Trustee, but any references in this Handbook to the Charity Commission website are for information only and for any definitive interpretation of them, reference must be made to actual website at www.gov.uk.

Trustee main duties

1.6.12

Trustee Governance

1.6.13 See below



For more detail check out the series of 5-minute guides here:
https://www.gov.uk/government/collections/5-minute-guides-for-charity-trustees

If Trustees are faced with a problem not covered by this Trustees Handbook, it is worth referring to the Charity Commission website which provides a lot of helpful and detailed guidance when required. If you still cannot find the answer it is also worth telephoning or emailing them to ask for help, which is free. Their answer may take a little time coming but it is usually worth exhausting this resource first and before considering instructing a legal firm to advise, which will come at a cost to WBKA.

Trustees County Duties

1.6.14 In addition to the management and administration duties defined in paragraph 1.6.1, the other duties of the Trustees are to:

a. Further the objects of WBKA by advancing the education of the public and beekeepers in the craft of beekeeping and promoting the importance of bees in the environment.
b. Appoint non-voting officers of the Management Board
c. Ensuring the Management Board exercises transparent control of the WBKA's finances in accordance with the policies and procedures within Section 3 of this Handbook.

Trustees Accountability

1.6.15 The Trustees are accountable to the:

a. Charity Commission during both formal inspections as well as by submission of an annual report and/or comprehensive annual accounts.
b. Membership through the AGM, and by providing access to the annual report and accounts.

Management Board (MB)

1.6.16 The Trustees are supported in the day-to-day operational management and administration of the Association by a Management Board (MB) whose membership of voting and non-voting members is defined in the Board's Terms of Reference in paragraph 5.1.4. A summary of the MBs membership is tabulated below in paragraph 1.6.17 below for ease of reference.

Voting and attendance table

1.6.17 The table below summarises the voting rights of the Trustees and MB members for ease of reference.

Attendee	Voting	Non-voting	Type of meeting
Trustees Meeting			Trustees
WBKA Chair and trustee	X		
WBKA Treasurer and trustee	X		
WBKA Secretary & trustee	X		
Two KBKA trustees	X X		
Two MBKA trustees	X X		
Two SDBKA trustees	X X		
Two WWBKA trustees	X X		
[The President		X	See 1.6.2 Note]
Total	**11**		
Attendee		Non-voting	Type of meeting
Management Board Meeting			MB
Trustee members (as above)	XXXXXXXXXX		
	X		
The President		X	
WBKA Membership secretary		X	
Education officer		X	
BBKA/SWBF delegate		X	
AHAT representative		X	
Spray Liaison		X	
Webmaster		X	
Honey Bee Times Editor		X	
Invitees of Trustees or Chair		XX	
Total	**11**	**10**	**= 21**

Officers' roles and responsibilities

1.6.18 The detailed Terms of Reference for the Chair, Treasurer, Secretary, and officers' roles in paragraph 1.6.17 are at paragraphs 5.2 – 5.13 inclusive.

SECTION 2 - MEMBERSHIP, ADMINISTRATION AND MEETINGS

2.1 Members code of conduct

2.1.1 The members' code of conduct is set out in the Rules for members at Appendix 2.

2.2 Membership management

2.2.1 As autonomous units within the WBKA, Branches are expected to comply with all Rules in Appendix 2 governing their operations with a light touch oversight by WBKA. In particular, Branches are required to:

a. Record information relating to new, existing and retiring members in compliance with the eR2 system provided by the BBKA, and
b. Keep that data safe, and
c. Press their members to pay their annual capitation fees within time specified deadline in Branch Rules to ensure they qualify for full membership status including voting rights and insurance.

2.3 Categories of membership

2.3.1 The WBKA has the following categories of membership:

Registered. Otherwise known as full, this class is the member with full rights to BBKA membership, public liability and trustee insurance cover, basic 3 colony BDI cover and membership of county and their Branch paying subscriptions or premiums for each. This category can vote in County and Branch meetings.

Country. This category of member has full rights as per a registered member but does not keep bees, and therefore pays no public liability, trustee insurance or BDI cover. However, this category can vote in County and Branch meetings.

Partner. This category of member is a partner of a current fully paid up registered member of the same Branch who is a beekeeper but whose bees are covered by that registered member's BDI cover. However, this category can vote in County meetings, but only in Branch meetings where authorised by the Branch – see Table of voting rights at 2.4 below.

Local. This category of member is also called Associate at Branch level and is a non-voting Branch-only member paying solely a Branch subscription and is either:

a. A registered BBKA Area Association member elsewhere (not necessarily in Wiltshire) and
    a. Either does not keep bees or
    b. Whose bees are covered elsewhere or,
b. A social member of the Branch.

Junior. This category of member who is aged between 9 and 18 years old is regarded as a full member, but without voting rights and whose subscription fees for the BBKA and WBKA are subsidised by the WBKA and Branches who decide their own policy for charging Branch subscriptions.

2.3.2 These categories are broadly based on the BBKA classification of members in order to charge the correct capitation fee, but are not exactly the same.

2.4 Voting rights

Class of membership	KBKA	MBKA	SDBKA	WWBKA	WBKA	BBKA
Registered (full)	Y	Y	Y	Y	Y	Y
Country	Y	Y	Y	N/A	Y	Y
Partner	Y	N	Y	Y	Y	Y
Local – aka "Associate"	N	Y but only in Branch	N	Y but only in Branch	N	N
Junior	N	N	N	N	N	N

No member has a vote until they have paid their annual subscription (capitation and membership fees) in accordance with paragraph 9(5)(c) of the Constitution. This should be paid within three months of the due date of 1 October (Appendix 2, Finance, Rule 7)

2.5 Rules on Meetings

2.5.1 **Trustee Meetings.** It is up to the Trustees to decide how they wish to structure and run their Trustees and MB meetings within the provisions of the Constitution (clauses 17 to 20). Minutes must be recorded (clause 24) and kept for future reference.

2.5.2 To provide an initial framework for trustees which they may wish to adopt, it is suggested that at least 21 clear days' notice of a meeting is given to participants with the agenda and papers for discussion and decision in order to have a good attendance and considered debate.

2.5.3 **Members meetings.** The provisions for general meetings of members are set out in clauses 10 & 11 of the Constitution. Except for the first AGM, AGMs are held annually within 15 months of each other and must include the business set out in clause 11(1). They can include other business. SGMs are held for specific reasons and can be held at any time.

2.5.4 There are special rules for removing trustees (clause 15(2)), changing the constitution (clause 28) and dissolving WBKA (clause 29).

2.6 County Honey Show

2.6.1 A sub-committee, ideally formed from members of all four WBKA Branches, with its Chair reporting to the MB, will meet regularly to plan and stage the annual County Honey Show.

2.6.2 The format of the event is for the sub-committee to decide and implement to the best of their abilities. In order to further the WBKA's charitable objects, it will be open to the public giving them an opportunity to learn about bees and beekeeping. The event may include speakers, trade exhibitors and charity, and show classes open to the public. Sponsors may be invited to support the event. Schools/the public may be invited to participate in some part of the day. The event may include sales of members' honey and bee products, under conditions decided by the sub-committee, with all honey sold complying with honey, labelling and hygiene regulations.

2.6.3 At a minimum the event will comprise a honey show in which all members of all Branches are invited to compete in a number of classes related to honeybee products. The honey show requires at least one BBKA show judge to adjudicate. Honey, hygiene, health and safety and all other relevant regulations (e.g. licencing laws, raffle regulations) will be complied with by the sub-committee officers staging the event.

2.6.4 The event will require advance funding from the WBKA for expenses (e.g. for venue hire, judges, speakers, marketing) and the sub-committee will arrange to reimburse the WBKA all

funds derived from the show in a timely way after legitimate show expenses have been paid. A budget will be prepared and agreed with the MB before any WBKA funds are released to the sub-committee. Usually, one of the Branches will act as show banker.

2.7 Asset Registers

2.7.1 **Permanent Asset Register**. Capital items purchased, or acquired by donation, are considered to be under the permanent custodianship of the WBKA. These items must be recorded in an asset register which is held and maintained by the WBKA Treasurer. An inventory check must be completed at least annually, but as the majority of these items are trophies, this check is normally carried out at the County Honey Show when holders are returning them for future winners.

2.7.2 **Temporary Loan Asset Register**. Winners of WBKA competitions may retain their trophies whilst they are the holder, but they must sign for their trophy on receipt in a Temporary Loan Asset Register held and maintained by the Treasurer. For trophies, this register must include details of the address where the item is held with full contact details of the holder.

2.7.3 **Asset Insurance**. The Trustees must ensure that any items on any of the asset registers must be insured if appropriate, taking into account the monetary and historical value against the risk of loss or damage.

2.8 Website and Social Media

As an active hobby organisation, the WBKA maintains a website and uses social media as appropriate to manage the organisation and keep the members up to date on any current information relative to their membership of the BBKA and the County Association.

However, as the CIO objects of WBKA also include education of the public (as well as beekeepers) in the craft of beekeeping and promoting the importance of bees in the environment, it is imperative that the Association's website and social media platforms keep this wider audience well informed. To this end, the Association has a dedicated Webmaster whose role (paragraph 5.8) is to keep the website up to date with content appropriate to the general public as well as beekeeping members.

2.9 Honey Bee Times – process for publication

Purpose

2.9.1 One of the media vehicles to advance the WBKA objects of advancing the education of the public and beekeepers in the craft of beekeeping, as well as promoting the importance of bees in the environment is the publication of the Honey Bee Times.

2.9.2 Publication of this magazine is led, managed and coordinated by the Honey Bee Times Editor whose terms of reference are at paragraph 5.13 of this Handbook.
An overview of what is involved is set out below, although the editor may chose a different modus operandi, delivery format and magazine structure to suit them and their skills.

The Editor will agree when forthcoming editions will be published with the Management Board and Trustees.

The magazine may take advertising. If this is so, it should be invoiced for by the Treasurer and paid for in advance, with the advertiser supplying a pdf/jpg to be inserted into the magazine. Insertion fees to be agreed by the Treasurer and Editor.

Article sources could include the following:

a. Branch Secretaries – a brief update, including a list of upcoming branch meetings.
b. WBKA Chair- a brief update
c. Education Officer–a brief update on exams and possibly on some season-related topic with some images
d. AHAT officer-a brief update
e. The Wiltshire Bee and Honey Day Show Coordinator for a preview of the show, or for post show report with some images
f. Membership - encourage members with a story to share or photos they are proud of to send these in.
g. Upcoming local and national shows with website link
h. A précis with a link to articles from other sources
i. Check out recent scientific publications, research on honey bee, and précis suitable article or even just the headline with a link to:https://onlinelibrary.wiley.com/
j. Avoid lifting photos or articles from other sources including the Internet without prior written permission to avoid copyright litigation.

The Editor will lay up the articles in a suitable format and, if possible, ask another party to proofread it and check the links all work.

The Editor will send the final pdf to the WBKA Webmaster to load onto the WBKA Website and the Webmaster will send the Editor a link to the relevant page.

The Editor will also load a copy for future reference into the Honey Bee Times Dropbox file at: https://www.dropbox.com/sh/6xzoqsmvixivvd6/AADt67nqWdWTQHkgn82jObEba?dl=0.

The Editor will send the link to the Branch Secretaries, who will inform branch membership that content is available for downloading and reading.

SECTION 3 - FINANCIAL MANAGEMENT, CONTROL AND REPORTING

3.1 Introduction

3.1.1 This section defines the Management, Control and Reporting of financial matters at both Branch and central level. Each subject starts with a single policy statement which is followed by a description of basic procedures that implement the policy.

Branch obligations

3.1.2 In order that WBKA can collectively comply with its legal obligations, the policy statements do apply to all Branches of WBKA, and the officers of each Branch must follow the procedures outlined. The procedures are supported by guidance notes.

Guidance notes

3.1.3 These are provided to help readers with less experience of financial management implement the policy, but they are not mandatory. If a Branch's officers determine a better way of applying the procedures effectively, they may present their approach to the Trustees at the next Trustee meeting for approval.

Branch autonomy and advice

3.1.4 In normal circumstances, the officers of each Branch are expected to work independently although they can seek help from the County Treasurer at any time, if they wish. In the unlikely event that the financial conduct of a Branch is so poor as to undermine WBKA's collective capacity to function normally or to fulfil its legal obligations, the Trustees would be required to intervene.

Central finance control

3.1.5 WBKA's central finances will be managed and controlled in the same way as Branch finances, and any reference to Branch officers will apply to WBKA's officers/Trustees for the purpose of managing WBKAs central finances unless differences are detailed.

3.2 Financial Management Policy

3.2.1 The financial management policy requires the WBKA to take all reasonable actions to safeguard its assets against misuse.

Financial Management Procedures:

3.2.2 These include

a. Bank mandates require two signatures for any authorisation and named authorised signatories from within our membership.
b. Bank signatories require access to the accounts that they control using electronic banking. The Branch Treasurer and one other signatory must have authority to make payments via electronic banking. See 3.2.5 below.
c. All electronic payments must be pre-approved by someone other than the authorised payer. See 3.2.5 below.
d. All monetary receipts must be banked promptly.
e. All physical assets must be appropriately secured.
f. No legal liability shall be incurred without prior written or minuted approval of the Trustees.

Guidance Notes on Financial Management

Appointment of Branch Treasurer

3.2.3 As most receipts and payments are made electronically, the normal practice will be for the Branch to appoint a Treasurer, who will be the person authorised to make payments using the bank's internet based tools.

Signatory control

3.2.4 The traditional safeguard of two signatures on cheques ensured that at least two Branch officers were aware of the payment, so if one was tempted to misuse funds, the other would prevent them. This control should be carried through to internet banking, where 2 signatories is required to authorise each electronic payment.

Making payments

3.2.5 The signatories should not make payments without independent, prior written approval. This could take a number of forms, including:

a. Minutes of a Branch meeting, which might include the payment of repetitive costs, an agreed overall budget for an expense category, or
b. A request from another Branch officer with responsibility for the expenditure providing that this expense is approved by the committee at the next committee meeting and minuted accordingly.

Retention of approvals

3.2.6 All written approvals should be retained until the year end accounts have been independently inspected. Where an expense is authorised in committee, the minutes of the meeting achieve this, but in other cases this could be as simple as retaining emails in a folder. At each meeting, management accounts are presented, payments are considered approved with the approval of the accounts. See 3.2.5. above.

Banking cash and cheques

3.2.7 It is increasingly unusual to collect cash and cheques, but if significant values of cash are received, they should be banked, not spent. Banking of cash and cheques should be done promptly. Cheques can be banked without visiting the bank, using internet banking.

Cash floats

3.2.8 If cash is routinely needed for minor expenses, the Branch should maintain a fixed value cash float held in a secure container. A named person should be responsible for the security of the float. As cash is spent, vouchers or invoices explaining the expense should be held in the float container, the value of these and the value of remaining cash should always add up to the approved float value. When the cash needs to be replenished, the Treasurer should release funds from the bank to the value of vouchers and invoices passed to them. Small value cash receipts can be taken into the float, provided a voucher explaining the date, time and value is provided.

3.3 Financial Control Policy

3.3.1 The financial control policy requires that all WBKA bank statements are independently reviewed to confirm integrity.

Financial Control Procedures

Bank statement reviews

3.3.2 At regular intervals throughout the year a Branch officer not authorised to make electronic payments must review all bank statements and confirm that all payments have been correctly approved.

3.3.3 At those reviews the balance of each bank account must be confirmed with both the bank statement and Branch's accounting record, to ensure the record is complete.

Guidance Notes on Financial Control:

3.3.4 Someone other than the Treasurer, often the Chair of the Branch, or one of the account signatories with access to the bank accounts, should review the bank statement periodically. The Chair will ask the Treasurer to explain any payments that they do not recognise, and the Treasurer will present explanation for the payment. The Chair will sign the bank statement at the closing balance as evidence of the review. If the two officers cannot meet face to face, the process can be done by exchange of email, as long as there is a clear record of the closing date and account balance the Chair is acknowledging.

Presenting accounts

3.3.5 Whenever the Treasurer is presenting accounts, the Chair should:

a. Ensure that the two officers' review of the bank statements is complete up to the date of the accounts
b. Check that the closing bank balances are consistent with the reported reserves of the Branch.

Reconciling reserves and bank statements

3.3.6 Given the way WBKA operates, it is likely that the reported reserves and bank statement balances will match in value, but if for any reason they do not, the Treasurer should list the transactions that reconcile the two documents for the Chair to review.

3.3.7 If the Chair is not able to undertake these tasks for any reason, they will nominate a deputy.

Members and Trustees Expenses

3.3.8 Where circumstances are appropriate, the WBKA may wish to reimburse Members or Trustees for reasonable expenses incurred while performing tasks or duties requested by the Association. The policy for these expenses whilst performing tasks or duties requested by the Association are detailed in section 4.5.1 of this Handbook.

Swarm Collection Expenses

3.3.9 The BBKA rules state that no one may charge for a swarm collection; the WBKA's policy is that any sums paid for the collector's expenses by the public are to be paid to that member's Branch.

3.4 Financial Reporting Policy

3.4.1 The financial reporting policy requires that the WBKA prepares and publishes accounts for the benefit of Members and to meet all external requirements.

3.4.2 Each Branch will determine the timing, format and circulation of Branch accounts to its officers and members, spread at regular intervals through the year.

3.4.3 At the close of each fiscal year, each Branch will provide a Receipts and Payments account for the full year in a format that facilitates aggregation by the WBKA Treasurer and onward disclosure to regulatory authorities.

3.4.4 The officers of each Branch are responsible for ensuring that the accounts issued provide a reliable and informative record of the activity of the Branch during the reporting period and of its assets and liabilities at the close.

Guidance notes on Financial Reporting

Summaries

3.4.5 In practice, the Treasurer will deliver accounts to regular Branch committee meetings, and the Chair will endorse the bank statement at that time to show that the accounts are up to date and accurate. The accounts will normally be a summary of all Receipts and Payments, the total of which will explain how the reserves have changed. The Branch Treasurer will summarise the receipts and payments into headings that best informs the interests of Branch Members. It will generally be good practice to include a comparative value to help Members and Officers consider trends, either the prior year values or a current year budget. Where an activity generates both receipts and payments, these should be grossed up. For example, where training courses attract income but require some expense, the two values will be shown separately, but in a way that makes clear the connection.

Year End

3.4.6 At the year end, the CIO Treasurer will provide a template of a similar Receipts and Payments report, but with some predetermined summary headings. This is necessary in order that the accounts from all Branches can be aggregated in a meaningful way. It is likely to include less detail than the Branch reports.

3.4.7 The Branch accounts and year end accounts may have different formats but must be consistent. In practice, the opening and closing reserves figures will be the same. The year end accounts will include a simple statement about the purpose of reserves, as required by our reserves policy.

3.5 Reserves Policy

3.5.1 For a CIO, the Charity Commission requires the WBKA to have a reserves policy that applies equally across all Branches of the Association.

As a reserves policy, the WBKA will maintain:

a. Adequate general reserves to protect its current activities from unplanned disruption or closure caused by fluctuations in income and expenditure.
b. Designated funds to enable the realisation of future plans and aspirations.

In all cases, these reserves and funds are to be compliant with the WBKA's legal or regulatory obligations, and the legal duties of its Trustees. When changing the value of any reserves or funds, the WBKA will respect any guidance provided by the Charity Commission.

3.5.2 Officers and Trustees have a legal duty to spend income on the charitable purpose within a reasonable time. They may create reserves, but they must justify doing so within the context of the charitable purpose.

Restricted and Unrestricted Funds

3.5.3 Money belonging to the charity is characterised as "Restricted" or "Unrestricted". Restricted funds arise when the charity accepts conditional donations that restrict how the money can be used. If the Trustees accept such a bequest, they are obliged to honour the terms of the bequest within the same compliance framework as all other donations and it must be kept separate from unrestricted funds.

3.5.4 For both unrestricted funds and unrestricted reserves, designated reserves are for specific projects considered and resolved by the Branch committee; general reserves are the remaining unspent money of the Branch.

3.5.5 WBKA intends that each Branch should spend the money it raises, and this policy allows each Branch to set reserves and funds at levels of its choosing as long as it:

a. Complies with the policy statement in paragraph 3.5.1 above, and
b. Does not negatively impact on other Branches without prior agreement.

Monitoring Reserves

3.5.6 WBKA has a legal responsibility to monitor the operation of its Reserves Policy, and all its Trustees have a responsibility to ensure that it does so. To this end, the officers of WBKA will make enquiries of the Branch officers in regard to the valuation and purpose of general reserves and designated funds. These enquiries are solely for the purpose of confirming the application of the reserves policy and practice, not to dictate how Branches choose to utilise locally raised monies.

Restricted Fund Reporting

3.5.7 Every charity has a responsibility to report on its restricted funds, its general reserves and its designated reserves annually. The WBKA report is a consolidated aggregation of all Branches, but it may require some identification of individual Branch decisions.

3.5.8 General reserves and designated reserves, being unrestricted, must be viewed together whereas Restricted funds must be kept separate – usually in a separate bank account. If an initial characterisation of monies as designated proves to be inappropriate, the value defaults into general reserves. So the two concepts are causally linked.

Managing general reserves in practice

3.5.9 The Charity Commission suggests that holding too little in general reserve creates the risk of disruption to the work of a charity, while holding excessive general reserves consumes money that should be spent on the charitable purpose. This means that the WBKA Trustees must judge what that range is for its support of beekeeping.

Designated Reserves

3.5.10 To characterise monies as a designated reserve, they must:

a. Be held for a documented reason consistent with the WBKA charitable purpose
b. Meet a clear commitment, typically with minuted approval
c. Have a target value for the fund that must be quantified, but which can be revised at any time
d. Have a clear timescale for expenditure, but this too can be revised at any time.

3.5.11 Designation of monies as a reserve is temporary. If a project or aspiration proves impractical, the need disappears or greater priorities emerge, the monies can be removed from a designated reserve and either reallocated to another reserve, or spent on other activities. However, this flexibility creates responsibility. Trustees must resist any temptation to create artificial designations in order to disguise excessive general reserves.

3.5.12 As a CIO, the WBKA may well be challenged to understand why we hold monies and how the Association can use them to best effect, and it is a reasonable challenge. Therefore, in creating designated reserves, the Trustees of WBKA must endeavour to be clear of mind and pure of heart. Examples of things that might justify monies as a designated reserve might include:

a. Funding of future scheduled events like the Honey Show.
b. A maintenance programme for a Branch apiary.
c. Building up a “war chest” for a future project.

At the end of each year, the WBKA and each of its Branches must be able to justify its net assets in terms of general reserves and designated funds.

3.6 Dispute Resolution

3.6.1 If the officers of the WBKA have concerns about the compliance of any Branch with these financial policies, procedures and practices, they must seek to resolve these through reasonable and timely discussion with the officers of that Branch.

3.6.2 In the unlikely event that a difference of view cannot be resolved by discussion, either the Chair of the Branch or the Chair of WBKA can request the opinion of the Trustees who may seek the opinion of the Independent Examiner. Any cost associated with this will be paid by WBKA if the Branch's view is upheld, or by the Branch if it is not.

SECTION 4 - PERSONNNEL POLICIES AND PROCEDURES

For 'WBKA' also read 'WBKA Branch'

4.1 Safeguarding Policy of Children, Young Adults and Vulnerable Adults

As an Area Association Member of the British Beekeepers Association (BBKA) the WBKA conforms to the national policy on safeguarding children, young people and vulnerable adults.

You can also find more information here:
https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees

4.1.1. Safeguarding overview

[Copied to every branch]

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. This applies to all WBKA interactions with the public, including handling live bees in the presence of members of the public where we expect additional safety precautions to be undertaken.

Although all members have a duty to be respectful to other members and those they deal with in their capacity as beekeepers as per our Constitution and County Rules, members have an enhanced duty to children under our current law.

This duty could be described as roughly equivalent to the duty that parents have to their children (sometimes called "in loco parentis"). This is an onerous duty and should not be dismissed as a technical responsibility.

When does this apply?	All the time that a beekeeper is with children.
Exception: Can your duty be relieved for children?	Yes, for children if their parent, guardian or teacher is present at all times.
How does the Act apply to vulnerable adults?	For beekeepers, there are no special provisions which apply, ie our responsibilities are the same as to any adult. None of our beekeeping activities are the subject of the provisions of the current law which apply to a vulnerable person's health, care and affairs.

Any breach or allegation of breach must be reported to the Trustees asap.

If the exception for children above does not apply, then a person who has received clearance to be around children must be present at all times. Just because you have never had any contact with children does not make you cleared. You have to apply to the Disclosure and Barring Service ("DBS") as an individual to get clearance.

If we wish to spread our beekeeping message to children where the exception does not apply, then it is our responsibility to obtain checks for one of our members from the DBS. An application form has to be completed and submitted. See instructions below.

It will take time to get a response from DBS so you would have to make the application some weeks ahead of your presentation. DBS are checks are unlikely to be transferrable from one

organisation to another, so further guidance may be required on an individual's suitability to supervise children if required (i.e. being subjected to a DBS check for one organisation may not absolve WBKA's responsibilities).

Getting consent from the parent or guardian is not a defence and failure to comply is a criminal offence.

The law also sets out duties to maintain details and to follow procedures, which are referred to below.

Please note that any beekeeper alone with a child or children not his/her own runs a risk of breaching Safeguarding laws because there may be no supporting evidence to protect him/her.

4.1.2. Safeguarding Policy

4.1.2a Introduction

Whilst the principle, keeping safe everyone we come across, is easy to understand, the Safeguarding of Vulnerable Groups Act 2006 ("the Act") is not, in our view, an easy piece of legislation to follow in practice, having a number of conditions such as whether what we do is a regulated activity to which the Act applies. Teaching is a regulated activity but not all our teachings are covered by the Act.

However, for practical purposes, we believe that we should make sure that our beekeepers are covered by a policy which works for them and is in accordance with law to prevent the risk to them (and to WBKA) of prosecution.

Beekeepers must avoid being in a position where they are alone with a child or children unless they are the parent of all those children. The reason is that there will not be any corroborating evidence to show that the beekeeper is blameless in the case of any allegation by the child/children.

Also there is overlap between Charity Commission Trustees' duties, Safeguarding and our general duty to keep safe people who are attending live bee demonstrations or who come to our Apiaries. A breach of Safeguarding is a criminal offence but a breach of any of the others is prosecuted as a civil claim. All breaches have to be reported to an authority or to all authorities depending on the severity of the breach. If there is a breach, legal advice is going to be necessary.

There are 2 distinct groups of people protected by this Act, **children (under 18)** and **vulnerable adults**, ie those adults who are not capable of giving consent due to a mental condition.

4.1.2b Vulnerable Adults

The Act applies to vulnerable adults but not to the activities that we propose, eg presentations about bees and bee products or of live bees. Therefore we can treat them as we would all other adults save that they will need more attention to ensure that they understand the dangers of live bees. There is also another Act which protects them in a care setting.

4.1.2c Children

Applying the rules above, any beekeeping course given to a child must comply with the Act.

4.1.2d Our own Introductory, Basic and other technical courses

Our Introductory Courses and our Basic and other technical courses need to comply every time they are convened as they are defined as "frequent" (occurring more often than any 3 days out of 30 days). There is a "let-out" if there is no timetable but I have ignored this aspect as all our courses will be at pre-published times.

4.1.2e One-day (or two-day) presentations at schools

A one-day or two-day presentation to a class or classes of children **at a school** does not impose a liability on us under the Act meaning that we do not have to comply. The teachers are responsible for safeguarding under the Act because the children are under their care when at the school.

4.1.2f One-day (or two-day) presentations at an Apiary

A one-day or two-day presentation to a class or classes of children at an Apiary is our responsibility under the Act so we have to comply.

4.1.2g Compliance with the Act

There are 3 ways to comply with the Act:

1. Have a parent or guardian of each child present at each teaching session, or
2. Have a child's teacher present at each teaching session or
3. Have one of our members present at each teaching session who has been checked by the Disclosure and Barring Service ("DBS") specifically for the purposes of the WBKA.

Whilst it is possible to use option 3 above, this has to be planned well in advance of the presentation as the clearance procedure takes at least 2 weeks. It also places a big personal responsibility on the member. To apply for clearance, go to www.gov.uk and select Disclosure and Barring Service - GOV.UK (www.gov.uk) . This gives an overview of the current procedure and costs £21.50 (as at August 2026) for the basic check.

Therefore Options 1 & 2 should be encouraged.

Note that included in our membership are often teachers who were, during their employment, DBS cleared for a period of time. That check may, with their consent and providing the check is updated and transferrable, be sufficient for the presentation if they attend, but be prepared for clearances to expire in time.
BBKA has a Safeguarding Policy which was updated in July 2025.

4.1.2h Responsibilities under the Act

The Trustees are answerable to all the provisions in the Act, the main provisions of which are (briefly) applied to us as follows:

1. Make sure that branches and members of branches are aware of this policy and are adhering to it.
2. Refresh branch awareness from time to time as new members join, say every 2 years.
3. Help branches implement the policy with guidance and training if necessary.
4. Make sure any breach of this policy being time sensitive is reported to Trustees and investigated as soon as practicable.
5. Appoint one of the Trustees to handle the breach.
6. Preserve any evidence found by their investigations.
7. Report the breach as and when it is established taking legal advice as necessary to protect members.
8. Reporting is very time sensitive – do it as soon as possible.

4.1.2i Protecting Beekeepers going about their business

1. Beekeepers should avoid being in the presence of other parents' children on their own. Always deal with children in adult pairs or in the presence of parents.
2. Never give other parents' children a lift [except where planned in advance with the consent of the children's parent(s) or guardian(s)].

4.1.2j Frequently Asked Questions

1. *We hold Introductory courses every year and we often have children of members (and non members) applying. Do we have to comply with the Act?*
   Yes, you do. The easiest way is to have one of the child's parents present at every session (whether they are a member or not). That is one parent for each child.
2. *What if a child's parent cannot attend one of the sessions?*
   You cannot teach the child unless some other adult nominated by the parent has agreed to attend in the parent's place (and does attend).
3. *If we have a vulnerable adult in one of our teaching courses, how do we proceed?*
   Treat that person no differently to any other adult. But you will have to adjust your presentation to make sure he/she understands the course.
4. *Do we have to have a DBS cleared member even if we have no call for his/her services?*
   No. It is up to the Trustees how they comply with the Act
5. *An apiary manager invites an experienced beekeeper to help out at an Apiary day. The beekeeper turns up on the day and finds only junior beekeepers (children) awaiting instruction as the Apiary Manager is sick. What should the beekeeper do?*
   Postpone the instruction to another day and call the parents to collect their children unless the beekeeper is DBS checked.
6. *What if, in that situation, the parents cannot collect their children immediately? Can the beekeeper take the children to their homes?*
   No, unless the beekeeper is DBS checked for such activities in a WBKA role.
7. *Our club Apiary is tended by our Apiary Manager on her own and she teaches all comers there on a regular basis. Should she be DBS cleared?*
   There is no requirement to be DBS cleared but she risks breaching Safeguarding laws if she is alone with children. It would be safer for her to always be accompanied by another adult beekeeper to avoid that risk.
8. *We will be holding junior Certificate and Basic Assessment exams in the summer. How do we deal with junior members taking them?*
   One of the parents of each child must be present during the exam (but not so close that they require a bee suit).

   Prepared by Alan Iles and Tony Awdry

4.2 Privacy Policy

4.2.1 As an Area Association Member of the BBKA the WBKA conforms to the national privacy policy, the detail of which can be found on the BBKA's website https://www.bbka.org.uk/privacy-policy

4.3 Social Media Policy

4.3.1 As an Area Association Member of the BBKA the WBKA conforms to the national Social Media policy, the detail of which can be found on the BBKA's website https://www.bbka.org.uk/code-of-conduct-facebook-group-users

4.4 Equality, Diversity and Inclusivity Policy

4.4.1 As an Area Association Member of the BBKA the WBKA conforms to the national policy on equality, diversity and inclusivity, the detail of which can be found in the My Courses area of the BBKA's website under Policies and Risk Assessments:
https://memberhub.bbka.org.uk/course/view.php?id=176

4.5 Trustee and Member Expenses

4.5.1 The Constitution allows reasonable expenses to be paid to Trustees (subject to certain safeguards in the Constitution in paragraph 6(2)(a)) and members (4.7.2f below). The policy on paying expenses is:

a. All expenses to be claimed must be reasonable and proportionate.
b. All expenses to be claimed must be approved in advance, in the case of County by the Trustees and in the case of a Branch by the committee of that Branch.
c. For reference, see also: https://www.gov.uk/guidance/trustee-expenses-what-charities-can-pay

4.5.1 The level of expenses considered reasonable must be defined in advance by the Trustees and be consistent with guidance from the Charity Commission. At the date of last revision of this handbook the approved expense levels were:

a. Private Vehicle Mileage - at the prevailing HMRC allowable rate.
b. Reasonable travelling expenses if not by private motor vehicle.
c. Pre authorised rail travel at Standard Class.
d. Reasonably priced overnight accommodation where necessary.
e. Any other reasonable expense agreed at a Trustee meeting and minuted.

4.5.2 Trustees are limited as to what money (including expenses) that they can receive from the WBKA by the CIO Constitution in paragraph 6(2)(a)) and the WBKA Finance Rules 4.7.2f. below

4.5.3 The Trustees may from time to time review this policy and the amounts payable to members and Trustees by way of re-imbursement of reasonable expenses incurred when on WBKA business.

4.6 Health & Safety

The Wiltshire Beekeepers Association (WBKA) is committed to protecting the health, safety and welfare of all members, volunteers, visitors and the public. All WBKA activities must be carried out safely, responsibly, and with minimum impact on the environment.

4.6.1 Scope

This policy applies to:

a. All WBKA members, officers, volunteers and representatives.
b. All WBKA organised events, training sessions, apiary visits and demonstrations.
c. Any external event where members attend as representatives of WBKA.

4.6.2 Responsibilities

a. WBKA Trustees and Officers: Provide guidance, maintain procedures, ensure compliance, and review risks.
b. Members and Volunteers: Follow safe working practices, use PPE appropriately, act responsibly, and protect the environment.
c. Event Representatives: Ensure WBKA's standards are upheld when attending external events.

4.6.3 Safe Working Practices

Members must:

a. Follow all instructions, training and supervision provided
b. Use equipment safely and maintain it in good condition
c. Behave responsibly to safeguard themselves, others and the environment
d. Ensure tools are used safely and appropriately to minimise risks.

4.6.4 Environmental Protection

WBKA activities must minimise environmental harm by:

a. Reducing waste and avoiding pollution
b. Using chemicals responsibly and only when necessary
c. Protecting wildlife and habitats. Environmental considerations should be built into all planning and risk assessments. This includes biosecurity in the event of the movement of bees or any equipment that may transmit disease or pathogens.

4.6.5 Risk Assessment Requirements

a. Organisers for WBKA or branch involvement in any event will ensure risks are assessed.
b. Members representing WBKA at external events must comply with all local Health, Safety and Environmental risk assessments and method statements.
c. WBKA stands, demonstrations or displays must assess any risks they create and implement appropriate mitigation, using BBKA policies as guidance where relevant. If appropriate, formal briefings to personnel may be conducted to ensure risks and emergency responses are understood.

4.6.6 Event Participation & External Representation

When attending events on behalf of WBKA, members must:

a. Follow host organisation safety rules and emergency procedures
b. Ensure safe transport and handling of bees, equipment and materials
c. Maintain high standards of public safety and environmental care
d. Minimise any biosecurity risks from the transport of bees and equipment
e. Present WBKA professionally and responsibly

4.6.7 Incident Reporting

All accidents, near misses or hazards must be reported promptly to WBKA Trustees using the Association's reporting procedures. Lessons learned will be used to improve future practice.

4.7 County rules for members and personnel of the WBKA

These County Rules for members of Wiltshire Beekeepers Association (WBKA") contain further regulations private to WBKA for the proper conduct and management of the Association.

It should be noted that these County Rules can only be changed by a simple majority of votes cast at a general meeting of the members of the CIO (AGM or SGM) [clause 26 of the Constitution] and not by the Trustees at a trustees' meeting. This does not stop members or Trustees making suggestions for changes to the Trustees from time to time.

County Rules of Wiltshire Beekeepers Association to be read in conjunction with its Constitution dated 26 April 2022 and updated at the AGM on 30 January 2024 and any other amendments and adopted by resolution at the Special General Meeting held on the 8 March 2022

4.7.1 Code of conduct Rules

a. Members are expected to respect all other members regardless of age, race, gender, colour, creed or disability and behave courteously towards them at all times. [See clause 9(4) of the Constitution for the procedure for removal of a member.]
b. Members are expected to behave courteously to members of the public at all times and not bring Wiltshire Beekeepers Association ("WBKA") into disrepute.
c. Members are expected to respect all laws relating to wildlife and to care for the environment in their practice of beekeeping.
d. Members will adhere to all WBKA Policies contained in the Trustees Handbook and any subsequent Policies approved by the Trustees and the members in general meetings.

4.7.2 Financial Rules

a. Branches will record information relating to new, existing and retiring members and provide to WBKA's membership secretary or other allocated post holder on demand, such information to enable suitable records of the membership to be kept in accordance with data protection legislation and BBKA requirements.
b. Branches will properly bank and account to their members for all sums paid and received by them and provide to WBKA's Treasurer on request copies of those accounts in accordance with Section 3 of the Trustees Handbook.
c. A Branch's money including its reserves will continue to be an integral part of WBKA provided that such money cannot benefit members of other branches unless:
    i. the branch ceases to be represented at Trustee meetings as specified in the Constitution or
    ii. written consent is given by the branch committee or
    iii. the branch is in breach of the WBKA's objects and/or charity law
d. WBKA and its branches may accumulate a reasonable reserve of funds in accordance with WBKA's Reserve Policy.
e. Any member's Gift Aid claim received by WBKA will be paid to that member's branch.
f. Members are required to pay their annual subscription fees within three months of them becoming due.

4.7.3 Non-voting members

In addition to voting members branches may create:

a. Under-age members called "Junior" members who may participate in branch activities but shall have no vote at any WBKA or branch meeting, and
b. Non-voting members called "Local" (previously known as "Associates") who may participate in branch activities but shall have no vote at any WBKA or branch meeting.

SECTION 5 - TERMS OF REFERENCE

5.1 MANAGEMENT BOARD (MB) TERMS OF REFERENCE

5.1.1 Aim

The aim of the Management Board is to manage and coordinate the day to day and seasonal requirements of WBKA to meet the needs of the members and achieve within the objects of the Association as defined in the CIO Constitution.

5.1.2 Roles of the Management Board

The roles of the MB to achieve the aim above include, but are not limited to managing and/or coordinating:

a. The WBKA's finances through the Treasurer and Secretary to:
    a. Create and monitor the annual budget.
    b. Monitor all WBKA's property and ensuring adequate insurance is in place.
    c. Authorise expenditure conditional on a quorum being in agreement.
b. All training and examination activities requiring central support
c. Communication with those organisations involved in meeting the objects of the WBKA, including the BBKA, any national or local bodies, their members and/or Branch Secretaries
d. Communication with WBKA local Branches and their members.
e. The encouragement of new as well as existing members to take part in the full life of the WBKA.
f. Regular reviews and advancement of policies which improve conditions for honey bees and other pollinators by educating the public and beekeepers of the progress of science and good beekeeping practice.
g. Any items on any of the WBKA asset registers are insured in accordance with paragraph 2.7.3 of the Trustees Handbook.
h. Progression and/or execution of any matters delegated by the Trustees.
i. Deal with matters of discipline including unpaid capitation.

5.1.3 Accountability

The Management Board reports to:

a. The Trustees on policy matters, and
b. The whole membership, in the routine management of the Association.

5.1.4 Membership

The membership of the MB includes the eleven Trustees plus the following non-voting members who are appointed by the Trustees:

a. WBKA President
b. WBKA Vice Chair
c. WBKA Membership Secretary
d. WBKA AHAT Coordinator
e. A BBKA/SWBF delegate
f. WBKA Education Officer
g. Honey Bee Times Editor
h. WBKA Webmaster
i. Spray Liaison
j. Up to 2 Non-voting attendees invited by the Chair or Trustees (ie 2)

5.1.5 Quorum

A quorum for the purposes of passing a motion is four voting trustees. If the Chair is not available for a meeting or is conflicted out, the meeting can appoint a chair for that meeting. If there is an equal split in the voting at such a meeting, the motion is lost.

5.1.6 Meetings and Reports

The MB meets at least four times a year or as required with one separate meeting being dedicated to considering the Annual Financial Report and all related financial matters in the previous financial year.

The Secretary will provide minutes of all meetings within four weeks of the meeting.

5.1.7 Review of terms of reference

The Committee will review its Terms of Reference annually in January.

5.2 WBKA PRESIDENT - TERMS OF REFERENCE

5.2.1 Role of the WBKA President

The role of the WBKA President is to provide non-partisan wise counsel, guidance and advice to the trustees, officers and members of the WBKA whose objects are defined in its Constitution as a Charitable Incorporated Organisation.

5.2.2Accountability

The President is available to any and all individual members of the WBKA at any time, but formally reports to the membership as a whole at the Annual General Meeting (AGM).

5.2.3 Tasks

The tasks of the President include, but are not limited to:

a. At the Annual General Meeting when the WBKA Chair is stepping down as a Trustee:
b. Chairing and opening the AGM
    a. Ensuring a quorate Board of trustees is elected and/or reappointed, before
    b. Handing over chairmanship of the meeting to the new WBKA Chair, and in any case
    c. Addressing the membership with the President's report
c. Being a non-voting member of the Management Board (MB).
d. Providing non-partisan wise counsel, guidance and advice to any trustee, officer or member when requested either formally within the normal management framework or in confidence by an individual member.
e. Undertaking any other reasonable task(s) which the President deems to be appropriate for the good governance, management and camaraderie of the membership.
f. Recruiting a new management team in the unlikely event of the Chairman, Treasurer, Secretary and other Trustees resigning en masse.

5.2.4 Review of terms of reference

The Trustees will review these Terms of Reference annually in January.

5.3 WBKA CHAIR - TERMS OF REFERENCE

5.3.1 Roles of the WBKA Chair

The roles of the WBKA Chair are to:

a. Act as a Trustee of the CIO
b. Provide leadership to the WBKA Management Board (MB) and to promote the WBKA, its Branches, and its objects to the best of their ability in the way they see fit.
c. Be responsible for ensuring that MB is properly organised and that it functions efficiently.

5.3.2 Accountability

The Chair reports directly to the Trustees

5.3.3 Tasks

The tasks of the Chair include, but are not limited to:

a. Providing leadership to enable the MB to act effectively in carrying out its duties and responsibilities as described in the Constitution and as otherwise may be appropriate.
b. Chairing meetings of the MB as well as the AGM of the members and any Special General Meetings.
c. Working with the MB to monitor progress on the WBKA's plans, annual budgets, policy implementation and succession planning.
d. Assisting in presenting the Association vision and strategies to stakeholders, partners and the outside world.
e. Providing advice, counsel and act as a sounding board to fellow members of the MB and Branch Chairs.
f. Ensuring the MB complies with the CIO's Constitution and Members Rules.

5.3.4 Review of terms of reference

4. The Trustees will review these Terms of Reference annually in January.

5.4 WBKA TREASURER - TERMS OF REFERENCE

5.4.1 Roles of the WBKA Treasurer

The roles of the WBKA Treasurer are to:

a. Act as a Trustee of the CIO.
b. Ensure the CIO's compliance with financial regulations.
c. Safeguard the CIO as a Going Concern.
d. Manage financial assets that are not controlled by a Branch.

5.4.2 Accountability

The Treasurer reports directly to:

a. The Trustees directly as a Trustee of the CIO, but for
b. The WBKA Chair for day-to-day administration of the Association.

5.4.3 Tasks

The tasks of the Treasurer include, but are not limited to:

a. Ensuring the preparation of compliant external reporting to regulators
b. Providing appropriate financial reports requested by the Trustees or the Management Board (MB).
c. Providing leadership to the preparation of any budgets or forecasts requested by the Trustees or MB.
d. Defining standards of financial control for the CIO on behalf of the Trustees or at the request of the MB.
e. Implementing those standards in respect of assets that are not being managed by a nominated Branch.
f. Providing support to Branch Treasurers with issues of control or reporting if asked to do so by the Branch Treasurer or Branch Chair
g. Holding and maintaining the WBKA Asset Registers in accordance with Section 2.7 of the Trustees Handbook.
h. Passing all official records of their office (including relevant documents in digital format, audio/video recordings of meetings, etc) to their successor when leaving office.

5.4.4 Review of terms of reference

The Trustees will review these Terms of Reference annually in January.

5.5 WBKA SECRETARY - TERMS OF REFERENCE

5.5.1 Roles of the WBKA Secretary

The roles of the Secretary are to be:

a. Act as a Trustee of the CIO

b. Be the coordinating point of contact for all administration and communication concerning the Wiltshire Beekeepers Association as a Charitable Incorporated Organisation (CIO).

5.5.2 Accountability

The Secretary reports to:

a. The Trustees directly as a Trustee of the CIO, but for
b. Day to day administration of the Association, reports through the WBKA Chair

The Secretary is elected at the AGM, and normally serves for a period of three years.

5.5.3 Tasks

The tasks of the Secretary include, but are not limited to:

a. General Meetings

a. Convene each meeting of the Trustees after consulting the Chair on the contents of the agenda.
b. Send electronically - minutes of the previous meeting, the forthcoming meeting agenda and related papers to all Trustees and any others requested by the Chair at least 14 days before the meeting
c. Cause proper minutes to be taken of all proceedings.

b. Annual General Meetings

a. Give at least 21 days' notice of the Annual General Meeting to the Branch Secretaries providing them with an electronic copy of the agenda.
b. Send electronically the relevant documents to the Branch Secretaries to forward to their membership not less than 14 days before the meeting.
c. Cause proper minutes to be taken of all proceedings.

c. Special General Meetings

a. Give at least 21 days' notice of any Special General Meeting to the Branch Secretaries providing them with an electronic copy of the agenda.
b. Send electronically the relevant documents to the Branch Secretaries to forward to their membership not less than 14 days before the meeting.
c. Cause proper minutes to be taken of all proceedings.

d. Communications

The Secretary is the officer for communicating with

a. BBKA and other Bee related Organisations/Associations
    a. The BBKA and other Bee related Organisations/Associations, maintaining copies of all communications for a minimum period of 6 years
b. Charity Commission
    a. The Charity Commission and other related organisations, maintaining copies of all communications for a minimum period of 6 years
c. All other organisations
    a. All other organisations, maintaining copies of all communications for a minimum period of 10 years
d. WBKA Branches
    a. All Branch Secretaries, circulating all significant and relevant correspondence.

e. Other Tasks

a. Any other tasks as directed by the Trustees or Chair.
b. Passing all official records of their office (including relevant documents in digital format, audio/video recordings of meetings, etc) to their successor when leaving office

5.5.4 Review of terms of reference

The Trustees will review these Terms of Reference annually in January.

5.6 WBKA MEMBERSHIP SECRETARY - TERMS OF REFERENCE

5.6.1 Roles of the WBKA Membership Secretary

The roles of the WBKA Membership Secretary are to:

a. Provide assistance to the Membership Secretaries of the individual branches within WBKA.
b. Provide an overview of the membership of WBKA to the Management Board (MB).
c. Act as Manager of the WBKA eReturn2 database.

5.6.2 Accountability

The Membership Secretary reports to the Management Board.

5.6.3 Tasks

The tasks of the Membership Secretary include, but are not limited to:

a. Prepare and submit electronic returns to the BBKA for WBKA
b. Prepare and submit electronic returns to the BDI for WBKA
c. Confirm the electronic returns for BBKA and BDI with the individual Branches within WBKA.
d. Compile up-to-date details of WBKA members as and when required by the MB.
e. Being the eReturn2 database controller which includes managing the access of the officers of the WBKA in the database.
f. When there is a new member in one of the County posts whose email address is at Annex A, the Membership Secretary should:
    a. Update the "Officer Section" of the eR2 database with the incoming post holder, and
    b. Remove the personal details of the outgoing post holder.

5.6.4 Review of terms of reference

The Management Board will review these Terms of Reference annually in January.

5.7 WBKA EDUCATION OFFICER - TERMS OF REFERENCE

5.7.1 Roles of the WBKA Education Officer

The roles of the Education Officer are:

a. Primarily to promote the education of beekeepers in the county in the craft of beekeeping.
b. Secondarily to encourage the education of the public in the craft of beekeeping and to promote the importance of bees in the environment at county, branch and individual level.

5.7.2 Accountability

The Education Officer reports to the Management Board

5.7.3 Tasks - Primary Role

The tasks of the Education Officer in the primary role are to:

a. Encourage and support branches in the running of annual Beginners/Introduction courses for new beekeepers.
b. Encourage and support branches preparing members for the Basic and Junior certificates.
c. Encourage and support branches helping members to improve their beekeeping knowledge and skills by running "improvers" courses and/or courses to prepare for the Honey Bee Health and Honey Bee Breeding Certificates. Facilitate such courses if there is not sufficient demand in a single branch.
d. Facilitate the running of courses to help members prepare for the module exams.
e. Assist individual members preparing for module exams as required/requested.
f. Help individual members preparing to take the General and Advanced Husbandry assessments as requested.
g. Facilitate the running of a Microscopy Group.
h. Arrange a Honey Bee Health Day in conjunction with the Regional Bee Inspector every three or four years subject to the NBU's policy.

5.7.4 Tasks - Secondary Role

The tasks of the Education Officer in the secondary role are no less important than the first, but the overall role of the Education Officer is dependent on the incumbent's experience and availability.

a. County Level. Support the running of the annual Bee and Honey Day.
b. Branch Level
    a. Encourage and support attendance at local fetes and fairs.
    b. Encourage branches to establish links with local schools and other community groups.
c. Individual Level. Encourage and support individual members to establish links with local schools and other community groups.

5.7.5. Review of terms of reference

The Management Board will review these Terms of Reference annually in January.

5.8 WBKA WEBMASTER - TERMS OF REFERENCE

5.8.1. Role of the WBKA Webmaster

The role of the Webmaster is to keep the WBKA website up to date with content appropriate to the general public as beekeeping members.

5.8.2. Accountability

The Webmaster reports to the Management Board (MB)

5.8.3. Tasks

The tasks of the Webmaster include, but are not limited to:

a. Reporting to the MB at the regular meetings on traffic and statistics
b. Confirming with the WBKA Treasurer that the billing payments are commensurate for website hosting services
c. Liaising as required with the site hosts and managing the email addresses at Annex A. (See also paragraph 3.g.i.i)
d. Sorting generic email addresses and organising 'forwarding' as new people take up posts that have generic email addresses
e. Managing site security
f. Planning and carrying out regular updates on a timely basis (at a minimum of every six months) or as directed by MB officers, including the following pages:
    a. Trustees and MB Members - as new Trustees and officers are appointed - liaising direct with new Board members.
    b. Contacts - updating details as new people are appointed.
    c. Minutes of Trustees, MB, AGM, and all General Meetings - load once formally agreed
    d. Swarm - updating branch contacts as required
    e. AHAT - updating branch contacts as required
g. Loading material onto the members' Area from time to time, items such as:
    a. The Honey Bee Times.
        i. WBKA meeting updates as required.
h. Branch events updates as required. This will require checking Branch websites/liaising with Branch secretaries to update talks sections as necessary. Also move past events into the Past Meetings section (this allows the public to see the kind of event branches have held in the past)
i. Liaising with other MB officers (eg Education Officer and Wiltshire Bee & Honey Day coordinator) to update Microscopy, BBKA Modules, Wiltshire Bee & Honey Day and Honey Bee Health Day pages as necessary.
j. When there is a new member in one of the County posts whose email addresses are at Annex A, the Webmaster should:
    a. Acquire a password from the domain name provider
    b. Send this to the new post holder with the instructions for setting up, and when complete
    c. Send a Test message to the new post holder to ensure the system works

5.8.4. Review of terms of reference

The Management Board will review these Terms of Reference annually in January.

5.8.5. Annex A – list of authorised WBKA officer email addresses

The WBKA has the following email addresses.
chair@wiltshirebeekeepers.co.uk
secretary@wiltshirebeekeepers.co.uk
treasurer@wiltshirebeekeepers.co.uk
membership@wiltshirebeekeepers.co.uk

ahat@wiltshirebeekeepers.co.uk
education@wiltshirebeekeepers.co.uk
editor@wiltshirebeekeepers.co.uk
webmaster@wiltshirebeekeepers.co.uk

5.9 WBKA DELEGATE TO BBKA ADM - TERMS OF REFERENCE

5.9.1 Roles of the Delegate to the BBKA ADM

The roles of the Delegate to the BBKA's Annual Delegate Meeting (ADM) are to:

a. Attend the BBKA's ADM (and any SDM called during their period in post).
b. Speak and vote on behalf of the WBKA at the ADM or SDM, and
c. Report on the proceedings to the WBKA's Trustees afterwards.

5.9.2. Accountability

The ADM Delegate reports to the Trustees.

a. The ADM Delegate is appointed by the Trustees, for which roles, there is no specified length of the period in office.

5.9.3. Tasks

a. The tasks of the ADM Delegate include but are not limited to:
    a. Studying the agenda for the BBKA's next Annual Delegate Meeting (normally held in January) when it is issued (normally issued 8 weeks before the date of the meeting), and liaise with the WBKA Secretary to agree a date for a mandating meeting to be held.
b. At such a mandating meeting:
    a. Giving any explanations required on ADM procedures, or
    b. On the specific issues which are likely to arise.
    c. Taking note of the instructions given by the mandating meeting, and
    d. Taking note of the consensus opinion on those issues on which the meeting has not given any instruction.
c. In advance of the ADM
    a. Requesting the Secretary to notify the BBKA of the name of the delegate who will be representing the WBKA at the ADM.
    b. Becoming familiar with the 'standing orders' (i.e. rules on procedure) which will apply at the ADM, and to prepare notes and, carry out the relevant research, for any formal speaking which might be necessary at the ADM (e.g. proposing or seconding a proposition). If the WBKA is proposing a proposition - try to find another association whose delegate will second the WBKA's proposition (this is better than hoping to find a seconder at the meeting).
d. At the ADM
    a. Keeping abreast of the proceedings (particularly changes to the agenda)
    b. Carrying out the instructions received at the mandating meeting, and
    c. Taking note of any information which might need to be reported back to WBKA.
e. After the ADM
    a. Preparing and delivering a report to the Trustees, including the outcome of propositions and issues of particular interest to WBKA.
    b. Advising on, and/or assisting in drafting, any propositions which WBKA might wish to propose at the next ADM (the deadline for receipt of propositions is normally 12 weeks before the date of the next ADM).
f. Special General Meetings (SGM)
    a. These meetings are rare but can be called at any time when the agenda is normally limited to one subject which needs to be decided before the next ADM. The ADM delegate would normally be expected to attend an SGM.

5.9.4 Review of terms of reference

The Management Board will review these Terms of Reference annually in January.

5.10 WBKA DELEGATE TO OTHER ORGANISATIONS - TERMS OF REFERENCE

5.10.1 Roles of WBKA Delegate to other organisations

The roles of WBKA delegate/representative who attends meetings with other organisations are to:

a. Cooperate with others for the benefit of beekeeping
b. Promote and protect the interests of WBKA.
c. Give a report on the proceedings/outcome to the WBKA's Trustees afterwards.

5.10.2 Accountability

The Delegate/representative reports to the Trustees.

The delegate is appointed by the Trustees. There is no specified length of the period in office.

5.10.3 Tasks

The tasks of the Delegate/representative include but are not limited to:

a. Obtain a copy of the agenda for the meeting beforehand, and to familiarise themselves with the WBKA views and interests in relation to the subjects to be covered – consulting Trustees or other officeholders as necessary.
b. Ensure that approval has been given for any travel expenses which might be incurred to be reimbursed from WBKA funds.
c. At the meeting: Act within the authority delegated by the Trustees/officers of WBKA.
d. After the meeting: Prepare and deliver a report to the Trustees and appropriate specialist officers, including details of any initiative arising from the meeting, any on-going responsibility accepted by the delegate (either personally, or on behalf of WBKA), and any other information of particular interest to WBKA.

5.10.4 WBKA Affiliations

Wiltshire Beekeepers Association (WBKA) is affiliated to the following organisations as:

a. An Area Association Member (AAM) of the British Beekeepers Association
b. A member of Bee Diseases Insurance Ltd.
c. A shareholding member of Bee Craft Ltd
d. A member of the South West Beekeepers Forum (SWBKF)*.
e. *(* From its foundation in 1974, until 2017, SWBKF was known as the 'South West Counties Joint Consultative Committee', or 'SWCJCC')*

5.10.5 Review of terms of reference

The Management Board will review these Terms of Reference annually in January.

5.11 WBKA ASIAN HORNET ACTION TEAM (AHAT) CO-ORDINATOR - TERMS OF REFERENCE

5.11.1 Roles of the WBKA AHAT Co-ordinator

The roles of the AHAT Co-ordinator are to:

a. Be the WBKA specialist on matters pertaining to the Asian Hornet,
b. Provide information/advice to Trustees on the Asian Hornet, as required, and
c. Co-ordinate the activities of 'Asian Hornet Action Teams' (AHATs) throughout the Association's area.

5.11.2 Accountability

a. The AHAT Co-ordinator reports to the Management Board.
b. The AHAT Co-ordinator is appointed by the Trustees. There is no specified length of period in office.

5.11.3 Tasks

The tasks of the AHAT Co-ordinator include but are not limited to:

a. Monitoring information and advice issued by the BBKA, NBU and other authorities about the threat posed to beekeeping by the Asian Hornet (*Vespa Velutina*), and about actions recommended for following up sightings and destroying nests.
b. Liaising with the WBKA branch AHAT Leaders to ensure that information on the Asian Hornet is distributed to them, and arranging meetings or training events for them, as necessary.
c. Establishing and maintaining contact with AHAT Co-ordinators in Salisbury BKA, and in other beekeeping associations in neighbouring counties.
d. Ensuring that adequate AHAT manpower and equipment is available to deal with any reported sightings of an Asian Hornet in the WBKA area, and responding to any requests for assistance by neighbouring associations in the event of a sighting in their areas.
e. Encouraging the membership of WBKA to put up monitoring traps for Asian Hornets throughout Wiltshire and throughout the hornet's active season.
f. Take advantage of opportunities to alert the public in Wiltshire to the need to report sightings of the Asian Hornet.

5.11.4 Review of terms of reference

The Trustees will review these Terms of Reference annually in January.

5.12 WBKA SPRAY LIAISON - TERMS OF REFERENCE

[To be issued later]

5.13 WBKA HONEY BEE TIMES EDITOR - TERMS OF REFERENCE

5.13.1 Role of the WBKA Honey Bee Times Editor

The role of the Honey Bee Times Editor is to lead, manage and coordinate the production of the Honey Bee Times as one of the media vehicles to advance the WBKA objects of advancing the education of the public and beekeepers in the craft of beekeeping, as well as promoting the importance of bees in the environment.

5.13.2 Accountability

The Honey Bee Times Editor reports to the Management Board.

5.13.3 Tasks

The tasks of the Honey Bee Times Editor include, but are not limited to:

a. Agreeing the Honey Bee Times publishing schedule with the Management Board.
b. Manage the publication process. A process for this is set out in section 2.9 of this Handbook
c. Ensure the magazine is delivered on time and within budget

5.13.4 Review of terms of reference

The Management Board will review these Terms of Reference annually in January.

5.14 WBKA "BEE CRAFT" NOMINEE SHAREHOLDER - TERMS OF REFERENCE

5.14.1 History

Kent Beekeepers' Association launched 'Bee Craft' as a county beekeeping journal in 1919. Other Associations gradually joined in and, by 1948, the journal had become a national rather than local journal so arrangements were made to pass control to a more representative body. A limited liability company, Bee Craft Ltd, was created to take over the publishing of the journal from Kent BKA.

In January 1949 the share capital of the company was £6,000 divided into 6,000 shares of £1 each. Bee Craft Ltd owned the publishing business and Kent BKA owned the 6,000 fully paid shares in the company. Kent then gave away most of the shares to other county associations that were affiliated to BBKA (in proportion to the support those associations gave to the journal). Wiltshire BKA was given 38 of the shares.

Government legislation during the early 1980′s meant that the status of Bee Craft Ltd is now a private limited company (no 00463112). Wiltshire's 38 shares are held in the name of a nominee - who is a member of the WBKA appointed by the Trustees.

5.14.2 Roles of the WBKA Nominee Shareholder

The roles of the WBKA Nominee Shareholder are to:

a. Be the point of contact between the WBKA and Bee Craft Ltd, and
b. Provide information/advice to the Trustees on matters relating to Bee Craft magazine, and the WBKA's shares in it.

5.14.3

The "Bee Craft" Nominee Shareholder who is nominated (for no specific period) by the Trustees and reports to the Trustees.

5.14.4 Tasks

The tasks of the Nominee Shareholder include but are not limited to:

a. Receiving any correspondence or reports sent by Bee Craft to its shareholders.
b. Attending Bee Craft's Annual General meeting.
c. Keeping the Board of Trustees up-to-date with news of the management, activities and plans for Bee Craft magazine.

5.14.5 Review of terms of reference

The Trustees will review these Terms of Reference annually in January.

a. The current nominee shareholder is
b. The previous nominee shareholder is Ross Gregory (Swindon & District Branch) who was appointed by the Council circa 2008.

APPENDIX 1 - Glossary and index to the WBKA Constitution

1. Glossary of terms used in the Constitution

The Constitution is a legal document and it governs the basic structure and operation of the Association as a Charitable Incorporated Organisation ("CIO" for short). It therefore contains legal phrases and expressions which may need explanation and this Glossary of terms seeks to do this.

It should be noted that the Constitution can only be changed by a 75% or greater majority vote at a general meeting of members (AGM or SGM) (or 100% paper vote) [Clause 28] and not by the Trustees at a trustees' meeting. This does not stop members or trustees making suggestions for changes to the trustees from time to time. The Trustees have a duty to ensure that all the resolutions proposed are lawful [Clause 11(2)(e)].

"CIO"	means WBKA as a Charitable Incorporated Organisation which is a form of corporate body created by the Charity Act 2011
"connected person"	means a person related to the charity trustee be they spouse, partner, child, parent, sibling, grandparent, grandchild or connected with the charity trustee by business such as a director or business partner, etc.
"natural person"	means a human being (not a corporate entity)
"General Regulations"	means the Charitable Incorporated Organisations (General) Regulations 2012
"Dissolution Regulations"	means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012
"Communications Provisions"	means the Communications Provisions in [Part 9, Chapter 4] of the General Regulations
"charity trustee"	means a charity trustee of the CIO
"ex officio trustee"	means a charity trustee who takes up their role either as Chair, Treasurer or Secretary of the CIO
"poll"	means a counted vote or ballot, usually (but not necessarily) in writing

WBKA's Constitution (Index only)

This index is designed to help members and trustees to navigate their way around the document which is extensive.

Constitution of WBKA

This was first created on 24 April 2022. Subsequent changes dictated that whenever interpretation is required, reference must be made to the latest version registered with the Charity Commission.

a. Name
b. National location of principal office
c. Objects
d. The objects of the CIO are to advance the education of the public and beekeepers in the craft of beekeeping and promote the importance of bees in the environment.
e. Powers
f. Application of income and property
g. Benefits and payments to charity trustees and connected persons
    a. General provisions
    b. Scope and powers permitting trustees' or connected persons' benefits

    c. Payment for supply of goods only – controls
    d. In sub-clauses (2) and (3) of this clause - meaning of company in clause 6
    e. In sub-clauses (1), (2) and (3) of this clause – meaning of connected person
h. Conflicts of interest and conflicts of loyalty
i. Liability of members to contribute to the assets of the CIO if it is wound up
j. Membership of the CIO
    a. Admission of new members
        (1) Eligibility
        (2) Admission procedure
    b. Transfer of membership
    c. Duty of members
    d. Termination of membership
    e. Membership fees and voting rights
    f. Informal other non-voting membership
k. Members' decisions
    a. General provisions
    b. Taking ordinary decisions by vote
    c. Taking ordinary decisions by written resolution without a general meeting
    d. Participation in meetings by electronic means
    e. Decisions that must be taken in a particular way
l. General meetings of members
    a. Types of general meeting
    b. Calling general meetings
    c. Notice of general meetings
    d. Chairing of general meetings
    e. Quorum at general meetings
    f. Voting at general meetings
    g. Postal Voting
    h. Representation of organisations and corporate members
    i. Adjournment of meetings
m. Charity trustees
    a. Functions and duties of charity trustees
    b. Eligibility for trusteeship
    c. Number of charity trustees
    d. First charity trustees
n. Appointment of charity trustees and President
    a. Rotation and replacement
    b. Ex officio charity trustees
    c. Branch nominated Charity Trustees
    d. President and Vice Presidents
o. Information for new charity trustees
p. Retirement, removal and suspension of charity trustees
q. Reappointment of charity trustees
r. Taking of decisions by charity trustees
s. Delegation by charity trustees
t. Meetings and proceedings of charity trustees
    a. Calling meetings
    b. Chairing of meetings
    c. Procedure at meetings
    d. Participation in meetings by electronic means
u. Saving provisions
v. Execution of documents
w. Use of electronic communications
    a. General

    b. To the CIO
    c. By the CIO

x. Keeping of Registers
y. Minutes
z. Accounting records, accounts, annual reports and returns, register maintenance
aa. Rules
bb. Disputes
cc. Amendment of constitution
dd. Voluntary winding up or dissolution
ee. Interpretation.

APPENDIX 2 - Branch Rules of the members of the West Wiltshire BKA (WWBKA)

1 INTRODUCTION

1.1 The West Wiltshire Beekeepers Association (WWBKA) is created as a Branch Association of, and is authorised by, the Wiltshire Beekeepers Association (WBKA). The WBKA is an Area Association Member (AAM) of the British Beekeeping Association (BBKA).

2. CONSTITUTION and RULES

2.1 As a member of the BBKA and WBKA, the West Wiltshire Branch conforms to the:

a BBKA Constitution
b. WBKA Constitution (index is at Appendix 1), and
c. Rules for members of the WBKA at Appendix 2

2.2 These WWBKA Branch Rules below are for the proper conduct and governance of the West Wiltshire Branch and reflect the local situation and requirements, but where there is a conflict between these WWBKA Branch Rules and those of the WBKA, or the BBKA, then the latter two take precedence.

3. WWBKA ORGANISATION:

3.1 Committee

The West Wiltshire Branch is managed on behalf of its members by a Committee consisting of:

a. President (if elected)
b. Chairman
c. Vice-Chairman
d. Secretary
e. Treasurer and
f. Up to seven other members as may be determined at an AGM

These Committee members are considered to be officers of the Branch Association.

3.2 The Committee has the power to appoint:

a. Education & Training Officer
b. Apiary Manager
c. AHAT Officer
d. Librarian
e. Membership Secretary
f. Swarm Liaison Officer
g. Spray Liaison Officer
h. Webmaster

3.3 Officers' responsibilities, tasks and accountability In the interests of brevity and to avoid duplication, the roles and tasks of West Wilts Branch officers are assumed to be the same as those of their WBKA counterparts within the terms of reference in paragraphs 5.3-5.13 of The Trustees Handbook. Additional specific Branch responsibilities for the Secretary and Treasurer are defined in paragraphs 9.7 and 9.8-9.12 of these Rules respectively. All Branch officers are directly accountable to the WWBKA Committee.

3.4 The Committee may co-opt not more than two people to become full members of the Committee who may serve until the next AGM and may offer themselves for election at that AGM.

4. ELECTION OF OFFICERS and TRUSTEES:

4.1 With the exception of the President whose normal term of office is 3 years, the Officers and Committee members are elected or re-elected annually at the Annual General Meeting. Each nominee for committee shall be proposed and seconded and shall be elected by simple majority of those present and eligible to vote.

4.2 Members seeking election/re-election must:
a. State their intentions in writing to the Secretary not less than 30 days before the AGM.
b. Attend the AGM in person unless there are exceptional circumstances accepted by the incoming Chair.
4.3 Committee members may serve as such for as long as they wish subject to annual re-election at the AGM.
4.4 The Office of Chairperson shall not be held by the same person for more than two years consecutively. In exceptional circumstances the Committee may request a person to stand for more than two years as Chairman.

4.5 Two fully paid up members of the Branch must also be elected to serve as Branch Trustee representatives at Trustee and MB meetings for a period of three years. These persons must meet the criteria defined by the WBKA's CIO Constitution, Clause 12, Sub-section 2, and must be prepared to sign a certifying declaration that this is true.

5. MEETINGS

5.1 General

5.1.1 The Committee shall meet not less than four times a year with a quorum (Clause 5.1.2), with not more than four months between two subsequent meetings.

5.1.2 A quorum at a meeting of the Committee shall be five, at least one of whom must be an Officer of the Branch.

5.1.3 At any meeting of the Committee a simple majority of those present shall be sufficient to carry or defeat a motion - the exception concerning expulsion which must then be referred to the Trustees of the WBKA who will then initiate the appropriate procedures (WBKA Constitution, Clause 9.4.(iv)).

5.1.4 By invitation of the Chair or the Committee, any person, whether or not a member of the Association may attend any meeting of the Committee. That person may participate in the discussion at that meeting but may not vote thereon, and may be asked to leave at any time by a majority of the Committee.

5.2 Special General Meetings

5.2.1 A Special General Meeting (SGM) may be called at any time by the Branch Committee or shall be so called on receipt by the Secretary of a request signed by ten paid up members of the Branch stating the purpose for which the meeting is required. The date of the SGM and full details of the business to be transacted at the meeting shall be notified in writing by email to all members of the Branch two weeks before the date of the SGM'. No other business may be transacted other than that for which the SGM has been called.

5.2.2 An SGM, so requested, must be called within 30 days of the request.

5.3 Annual General Meetings

5.3.1 The Annual General Meeting (AGM) of the members shall be held within two months after the end of the Branch's financial year (30th September).
5.3.2 Members must be given at least two weeks notice in writing of an AGM.
5.3.3 The Chairperson shall present a report of the year's proceedings at the AGM.
5.3.4 A statement of accounts for the past year shall be sent to members not less than two weeks before the date of the AGM and the Treasurer shall formally present it at the AGM.
5.3.5 Written notice of any resolution for consideration at an AGM, with the names of the proposer and seconder, must be received by the Chairperson or Secretary not less than thirty days before the AGM.

6. MEMBERSHIP

6.1 Membership of the Branch is governed by the conditions laid out within the Constitution of the WBKA, Clause 9.

7. SUBSCRIPTION

7.1 Persons wishing to be members of the Association shall pay an annual subscription. The Branch subscription shall be determined by the Committee. The annual subscription shall apply from the beginning of October. The subscription shall include any contribution or capitation to Wiltshire Beekeepers Association (WBKA) and British Beekeepers Association (BBKA) together with any Bee Diseases Insurance (BDI) premium for up to and including three colonies.

7.2 Persons may subscribe to the Association as an Associate Member providing that they do not keep bees, or that they subscribe fully (inclusive of County and BBKA capitation) to another beekeeping association. The subscription for an Associate Member will be set by the Branch Committee to exclude any WBKA and BBKA capitation fees or BDI premium, and therefore such persons will not benefit from these associations.

7.3 Membership shall lapse on the subscription being three months in arrears.
Other benefits provided by subscription (such as WBKA membership, BBKA membership and BDI insurance) will lapse in accordance with their policy and it is the subscriber's responsibility to understand any issues of non-payment.

7.4 A family member (with the same postal mailing address), who is not a beekeeper in their own right, shall be considered a social member.

8. COMMITTEE

8.1 The affairs of the Association shall be conducted by the Committee which shall comprise of the officers and other members as defined in Clause 3.1 (a) to (f).

Committee Responsibilities
The responsibilities of the Committee are to includes, but not be limited to:

8.2 Pursuing the objects of the Association, as defined in Clause 3 of the Constitution of the WBKA.

8.3 Providing support and advice, where required, to any individual, group or organisation in pursuing activities as described by the aims of the Association.

8.4 Being responsible for the administration and disbursement of the funds of the Association, the application of grants and the co-ordination of fund raising efforts.

8.5 Organising social activities in so far as they encourage the cameraderie of members and do not distract from the principal objects of the Association.

8.6 Keeping other members and the WBKA regularly informed of such activities using the full range of social media, a monthly Newsletter and the Branch website.

8.7 Ensuring all members are registered expeditiously on the BBKA eR2 database.

8.8 Ensuring that all the agenda for all Committee Meetings should be provided at least two weeks before the meeting.

Secretary's responsibilities

8.9 The Secretary is responsible for keeping minutes of Committee meetings and ensuring committee members receive copies of draft minutes soon thereafter. The Secretary also shall be responsible for keeping minutes of annual and special general meetings and ensuring members receive copies of draft minutes before the next relevant meeting.

Treasurer's responsibilities

8.10 The Treasurer is responsible for advising the Committee on financial matters, keeping the accounts of the Association, and for preparing a statement of accounts that shall be independently checked by a suitable person agreed by the Committee, and presented to the AGM for adoption.

8.11 The Committee shall determine who shall be authorised to sign cheques and other documents on behalf of the Association.

8.12 The financial year of the Association shall be from 1st October to the 30th September.

9. BRANCH APIARY

Purpose of the Branch Apiary

9.1 The WWBKA maintains a Branch Apiary whose purposes are to provide:

a. A practical hands-on teaching facility where new beekeepers can learn and practise the art of beekeeping under the supervision of experienced members.
b. Continuation training for more experienced beekeeping members,
c. A focal point for informal meetings that underpin the camaraderie of a hobby club.
d. Generate club funds through the sale of honey and practical training.

Management of the apiary

9.2 The beekeeping within the apiary is conducted in accordance with the BBKAs best practice of beekeeping and disease control paying particular attention to the requirements of the DEFRA plan 'Healthy Bees – Protecting and improving the health of honeybees in England and Wales'.

9.3 The apiary itself is managed by the Apiary Manager whose responsibilities are defined immediately below in paragraph 10.5. This excellent facility is available for use by any of the membership, but all requests for such use must be directed through the Apiary Manager.

9.4 Equipment used in the upkeep/maintenance of the apiary is only to be operated by Club members who are competent in such use.

Responsibilities of the Apiary Manager

9.5 In order to provide the range of activities (para 10.1 above) which is effectively managing the livestock facility year-round, the Committee will appoint an Apiary Manager. The Manager's responsibilities include but are not limited to:

a. Overall health, safety and security of the apiary building, the associated site and its bee livestock.
b. Being the direct liaison link between the Branch and the land owner.
c. Ensuring public liability insurance is in place and a copy of which must be displayed in the Clubhouse at all times.
e. Maintaining an optimum number of colonies to meet Branch needs.
f. Ensuring the apiary has sufficient serviceable equipment and that items such as hive tools are routinely sterilised in a soda water bucket.
g. Ensuring any beesuits borrowed on a temporary basis are laundered by the borrower and returned before the next formal apiary meeting.
h. Supervising honey extraction, including first filter of honey and storage in buckets.
k. Selling extracted Club honey in buckets to members, and
l. Informing the Treasurer of each sale including the name of the purchaser and agreed price.
m. Providing apiary reports to the Committee at Branch Committee and Annual General Meetings.
n. Regularly inspecting the Branch colonies as appropriate for the beekeeping year.

Responsibilities of the Assistant Apiary Manager

9.6 The Committee will also appoint an Assistant Apiary Manager whose broad responsibilities are to assist the Manager with his duties in para 10.5 and more specifically:

a. Deputising for the Apiary Manager when appropriate.
b. Reviewing the apiary risk assessment annually.
c. Creating and publishing the annual programme for Branch apiary meetings in consultation with the Apiary Manager, and after liaising with the Branch training team to ensure Branch training needs are met.
d. Attending Committee meetings as a member.

Branch apiary sessions

9.7 During the summer beekeeping season, the Branch runs a programme of fortnightly apiary sessions, normally on a Saturday, and this is published at the beginning of each season by the Secretary. The aim of each session depends on a combined requirements of the bees, the weather and the training team.

Apiary Session Leaders

9.8 Each apiary session has a specified Session Leader who must be a competent beekeeper who holds the BBKA Basic qualification. They are assisted by a minimum of at least one other Club member. The broad role of the Session Leader is to lead and manage the session (on behalf of the Apiary Manager), but their

duties also include preparation beforehand (as defined in para 10.9 below) as well as the execution of their duties on the day (paras10.10 -10.11).

Preparation and briefing duties

9.9 On the day of their duty at the Club apiary, the Session Leader should arrange to meet the Apiary Manager one hour before the formal start time to be briefed on:

a. The overall aim of the session
b. Any specific beekeeping requirements for the Branch colonies
c. Any specific training requirements of the Training Team
d. The anticipated weather and any go/no criteria
e. Any other apiary task requirements for members during the session

Apiary session day duties

9.10 On the day of the session, the Session Leader should ensure that they and their supporting member(s):

a. All visitors to the apiary are indemnified and supervised.

b. Have sufficient milk for hot drinks
c. Identify and prepare the equipment required for the aim and/or tasks of the session, and
d. Once the attending members are gathered, brief members on the session, allocating tasks as required to meet the aim – and bearing in mind the beekeeping experience of those attending to teach or mentor.

Post session duties

9.11 On completion of any apiary training session, the Session Leader is responsible for ensuring that:

a. In the apiary:
    i. All hives are re-assembled and secured for anticipated weather conditions.
    ii. No loose equipment or consumables are left outside.
    iii. All smokers are extinguished and stored within the "Smoker safety point".
    iv. The five bar gate is closed, latched and padlocked with key returned to Clubhouse cupboard.

b. In the Clubhouse:
    i. All equipment is left tidy, with
    ii. All foundation, tools, chemical treatments and
    iii. The five bar gate padlock key and toilet padlock key to be returned to
    iv. The storage cupboard which is to be locked and
    v. Cupboard key placed in external key safe.
    vi. All drink and refreshment items are clean and left in closed containers.
    vii. Opening window is securely closed.
    viii. All electrical lights and switches are OFF.
    ix. All used crockery and cutlery are taken home for washing.
    x. The information white board is updated for the next planned users.
    xi. Floor mats to be shaken, floor swept and mopped dry (with equipment stored in the toilet).
    xii. Both doors are bolted and locked with Clubhouse padlock.
    xiii. The Clubhouse padlock key is returned to the external key safe.

d. In the meeting area, the:
    i. Table and chairs are wiped down
    ii. External electrical socket is switched OFF and weatherproof lid closed
    iii. Beekeeping equipment storage area/shelving is clean and tidy

e. In the toilet shed, the:
    i. Portaloo is left clean with the seat and lid down
    ii. Floor is swept and mopped dry
    iii. Mop and cleaning materials are returned to storage area
    iv. Door is bolted closed and the padlock locked
    v. Padlock key is kept in the Clubhouse cupboard

f. Before leaving the apiary site:
    i. The external key safe is shut and locked checking that there are two keys within.
    ii. All WWBKA rubbish from the apiary, clubhouse, meeting area and toilet has been collected and is being removed for disposal off site.
    iii. All cars have left the apiary parking area, and

iv. The main five bar gate is closed and latched.
v. If there are any issues of concern, inform the Apiary Manager or the Assistant Manager, ideally, prior to departure.

g. On completion of the session, the Session Leader must contact the Apiary Manager to provide a full debrief on the session, and include any specific action that might be required subsequently with the Branch colonies.

10 BBKA SWARM COLLECTION SERVICE

10.1 The BBKA operates a 24/7 national swarm collection service which can be accessed by members of the public who require help to remove swarms of honeybees from their properties. The service is provided by locally based 'approved swarm collectors' who are experienced and competent beekeepers selected and appointed by local area associations on behalf of the BBKA, and who undertake the task on a voluntary basis. Members of the public can access the service by visiting the BBKA website www.bbka.org.uk where they are guided to a map on which the location of each swarm collector is indicated by a 'pin' on the map. By inputting the postcode of the swarm location and clicking on the pins nearest to that location the enquirer can obtain contact details for their nearest swarm collectors.

10.2 In Wiltshire, the onus for recruiting suitable beekeepers rests with Branches and, within the West Wilts Branch, the Committee has adopted the following selection criteria. Members who wish to become 'approved swarm collectors' on the BBKA's list must:

a. be a registered member (or partner) of West Wilts Branch of the WBKA, and
b. have achieved the Basic Beekeeping Certificate, or
c. have kept bees for at least five years, and
d. have proved their competence by having successfully captured and hived at least one swarm, and
e. be familiar with the BBKA Guidelines on swarm collection (BBKA leaflet L004: '*Collecting a swarm'*), and
f. be familiar with the BBKA's "Swarm Collectors Protocol" (see paragraph 11.5) and be committed to work to the standards of that protocol.

10.3 The list of approved beekeepers for the forthcoming season should be drawn up by the beginning of March each year, and updated accordingly on the eR2 membership database by the Membership Secretary.
When drawing up the list, the Branch Swarms Coordinator will check whether those who were on the list for the previous year wish to remain on the list.
Any other members who have applied to become BBKA Swarm Collectors, should be considered by the Branch Committee against the criteria listed in paragraph 11.2 (above) and, if considered sufficiently experienced and competent, their names may be added to the list. If the number of names on the list is considered too few, approaches could be made to other members who satisfy the criteria, especially if they live in areas where there would otherwise be no approved BBKA swarm collector.

10.4 Thereafter, the Swarms Liaison Officer will brief the swarm collectors on:
a. The contents, meaning and implications of the Swarm Collectors Protocol
b. Whilst the primary purpose of the swarm collection is to provide an important service to the public, a secondary benefit is to provide a useful source of bees for other branch members (especially beginners) who need them. Obviously, the collectors may sometimes need a swarm themselves but they should not allow their own needs (i.e whether they need a swarm, or not) to determine whether to go out to collect a swarm.

10.5 BBKA's Swarm Collectors Protocol
The BBKA's Swarm Collectors Protocol, which is available on the BBKA's website at https://www.bbka.org.uk/branch-and-association-resources is reproduced in these Branch Rules for members ease of access. It is intended to identify the necessary knowledge and standards, which are felt to be required of any beekeeper who undertakes to collect swarms on behalf of their Association and the BBKA. Its terms are summarised below:
Considerations:

- *Dealing with a swarm of honey bees can be a difficult task. It is therefore recommended that new or inexperienced beekeepers should not undertake this work until they have received appropriate*

training within their Association and gained sufficient knowledge and experience of swarm collecting.

- *Telephone calls from the public can relate to **all** flying insects and not just honey bees i.e. wasps, bumble bees, solitary bees etc so the beekeeper must know what advice to provide should the reported problem not be honey bee related.*
- *Members of the public are generally concerned about swarms of honey bees and the beekeeper must be able and confident to deal with the situation and maintain a safe working environment.*
- *As a member of any swarm collecting system, it is expected that a beekeeper whose name is on the collectors list will remain on the list for the whole of the season.*
- *If a beekeeper accepts a "swarm call", the beekeeper then owns the problem until it has either been resolved or they pass it to a fellow beekeeper to resolve i.e. it must not be ignored.*
- ***N.B. BBKA Insurance is invalid if the swarm collection is done for commercial gain.***

Recommended Person:

- *A Swarm Collector must be a beekeeper with experience of bees and beekeeping.*
- *Be aware of, and be able to assess the potential dangers and risks associated with swarm collecting to themselves, the public and property and deal with them appropriately.*
- *Have received training & experience of collecting a swarm together with an experienced beekeeper; who will have mentored the beekeeper in the task to ensure that the beekeeper is able to undertake the task correctly and safely.*

- *They should be aware of the public liability insurance restrictions associated with their membership, i.e. whilst the beekeeper can request payment of expenses associated with the work or a donation to their Association, the beekeeper cannot:*
  Undertake the work for commercial gain i.e. cannot make a charge for the service, nor
  Sell-on the swarm to a third party.
- *Be familiar with the BBKA Guidelines on swarm collection (BBKA Information Leaflet L004 – 'Collecting a swarm').*
- *Know what to do in respect to the safe disposal of the swarm after it has been collected, i.e. hive it or pass it to another beekeeper.*
- *Be able to communicate with the public and be prepared to show their BBKA membership card if requested.*
- *Be physically able to perform all tasks.*
- *Be contactable by telephone, but that does not imply that the beekeeper has always to be available to collect swarms, or to accept all calls.*

10.6 Distribution of swarms.

To help find homes for the swarms collected by the Approved BBKA Swarm Collectors, the Branch Swarm Coordinator will maintain an annual list of those branch members who would like to provide a home for a swarm. Those Branch members who would like to receive a swarm can supply their contact details to the Swarm Coordinator to add to the list. Besides its use for swarms captured by the appointed Swarm Collectors, the list could also be used to find a home for any other unexpected swarm which a branch member wishes to pass on to somebody else.

10.7 Recording movement of swarms

For the benefit of those who accept swarms, Swarm Collectors are encouraged to keep a record of each swarm (or cast), showing where the swarm was collected from, and who the swarm was passed on to. This will enable the member who received the swarm to be alerted if they have been given a swarm which was collected from an area where a bee disease or bee parasite is subsequently discovered.

10.8 WEST WILTS BEE BANK

The purpose of the WWBKA bee bank is to link members who wish to sell a nucleus of bees to members who wish to buy one. The advantages of buying bees through the club are that:

a. The bees have been raised locally, and should therefore be well suited to local conditions.
b. Nuclei that are offered for sale should comply with the BBKA Standard and Guidance Notes for Nuclei (see https://www.bbka.org.uk/bbka-leaflets).

c. The purchase price is lower than that typically charged for commercially sold nucs. The price of summer raised (same season) nucs is £110.00, and the price of over-wintered nucs is £180. The purchaser will pay the seller direct.
d. Club members selling nucs are able to raise some funds to offset the running costs of their beekeeping hobby.
e. Your club benefits from a small contribution towards club funds.

10.9 Having transferred the nucleus to a hive, the purchaser will, unless otherwise agreed with the seller, return the nuc box to the seller, including 5 clean brood frames with foundation.

10.10 The seller undertakes to donate £10.00 from each sale arranged through the WWBKA Bee Bank to the WWBKA.

10.11 The Secretary will maintain a list of members who wish to sell nucs and those who wish to purchase one. Members wishing to go on to the list agree to provide the following personal information which will be shared with prospective sellers and purchasers for the purposes of arranging a sale:

a. Full name
b. Contact telephone number(s) and email
c. For sellers- the location of the apiary where the nucleus is located
d. For buyers - the location of the apiary where the nucleus is to be hived

Members wishing to be included on the Bee Bank list, should contact the Secretary on Secretary-WWBKA@outlook.com.

11. MENTORING

11.1 Mentoring Programme

The Branch runs an annual mentoring programme primarily to provide the correct level of practical support for:

a. Graduates of the Beginners Course once they have completed the second practical session at the Club Apiary, and
b. New members who join in the middle of season AND commit to joining the next Beginners Course, or
c. Exceptionally when members need some additional support .

11.2 Role of the Mentoring Coordinator

The Mentoring Coordinator is required to provide an annually documented list of mentors and mentees having:

a. Approached all students on the Beginners Course to identify which ones either have bees, or plan to get bees during the upcoming season.
b. Identified sufficient volunteer mentors
c. Matched mentors and mentees initially by geographic proximity, but taking into account the experience of both parties and/or any special requirements.
d. Gained agreement from the Basic Course Director for the proposed pairing.
e. Informed all mentors and mentees (normally by email) with whom they are paired for the upcoming season.

11.3 The formal mentoring programme is deemed to be in effect from the point at which Beginners Course graduates complete their second apiary practical session in the Spring of the forthcoming season until 30 March of the following year. This ensures that mentees are supported as their colonies emerge from the winter, but then allows mentors to be available for new students. However, as many mentoring pairings lead to on-going friendships, there is no reason why any mentoring beyond that date should not continue - but outwith the formal programme.

11.4 It is fully recognised that the success of mentoring arrangements relies significantly on the chemistry and relationship between the two individuals involved.
If either member – or the mentee in particular – feels that they are not getting the maximum harmonious benefits from the pairing, they should discuss the matter with the Mentoring Coordinator in complete confidence.

11.5 The role of a Beginners Mentor
The role of a Beginners mentor is to provide one to one support to a nominated new beekeeper for their first beekeeping season, with such support ranging from:

a. Encouraging new Beekeepers to attend the Apiary fortnightly throughout the season."
b. Advice by phone and/or email on basic beekeeping matters as and when requested by the Beginner.
c. Meeting the Beginner at the Branch apiary for dedicated one-to-one mentoring and practical training as agreed with, and programmed by the Apiary Manager.
d. Assisting with weekly inspections at the Beginners apiary (if mutually agreed)
e. Assisting with weekly inspections at the Mentor's apiary (if practical and convenient)
f. Ensuring the Beginner is made aware of any training or experience that they would otherwise not be aware of.

12. LIBRARY

12.1 Members may borrow books free of charge from the Branch Librarian. Whilst in their custody, members are responsible for the care and protection of the books (some of which are now out of print) and must return them to the Librarian in good condition as soon as practicable. It is the responsibility of the "Borrower" to replace any losses and/or rectify damage.

13 CESSATION

13.1 In the event of the Association ceasing to function or wishing to close, the residual funds and assets of the Association shall pass to the WBKA to be held in trust for a · period of five years, after which time they shall become the property of the WBKA.

14 INTERPRETATION OF BRANCH RULES

14.1 No Branch Rule shall be interpreted such that it will contradict either the Constitution of Wiltshire Beekeepers Association and/or that of the British Beekeepers Association.

15. ALTERATIONS

15.1 An alteration to the Branch Rules shall only be made at an AGM or SGM providing members receive in writing the proposed alterations not less than fourteen days before such a meeting and the proposed alterations are accepted by not less than two thirds of those present and eligible to vote.

APPENDIX 3 - Branch Rules of the members of Melksham Beekeepers Association (MBKA)

[Approved by the Branch members at the Annual General Meeting on the 31st October 2022]

1. Introduction and Definitions

1.1 The Melksham Beekeepers Association (MBKA or Branch) is a Branch Association Member of, and authorised by, the Wiltshire Beekeepers Association (WBKA).

1.2

1.2.1	"Clear days"	means days not including the day of sending and the day of receiving
1.2.2	"Registered member"	means a member who is a member of WBKA and who keeps honeybees
1.2.3	"Country member"	means a member who is a member of WBKA and who does not keep bees
1.2.4	"Partner member"	means a member who is a member of WBKA and is a partner of a Registered Member
1.2.5	"Junior member"	means a member who is a member of WBKA and is under the age of 18 years
1.2.6	"Local member"	means a member (previously known as an Associate Member) who is not a member of WBKA but wishes to be a social member of MBKA
1.2.7	"CIO Constitution"	The Constitution of WBKA

2. Constitution and County Rules.

2.1 As all members of MBKA are members of WBKA (except Local members), MBKA conforms to:

2.1.1 the CIO Constitution (index is at Appendix 1 of the Trustees Handbook), and

2.1.2 the County Rules of members of the WBKA at Appendix 2 of the Trustees Handbook.

2.2 These MBKA Branch Rules are for the proper conduct and governance of the Melksham Branch and reflect the local situation and requirements, but where there is a conflict between these MBKA Rules and either the CIO Constitution or the County Rules or both, then the CIO Constitution or the County Rules or both take precedence.

3. MBKA Organisation:

Branch Committee: MBKA is managed on behalf of its members by a Committee consisting of, if elected:

Two Trustees		Postholders:	Membership Liaison Member
Officers:	Chair		Membership Secretary
	Vice-Chair		Minutes Secretary
	Treasurer		Social Media Member
	Secretary		Swarm Liaison Co-ordinator

Postholders: Asian Hornet Action Team (AHAT) Member
Apiary Manager

Education & Training Member
Librarian

4. Election of Committee Members and Trustees

4.1 The Branch elected Trustees are elected or re-elected annually at the Branch Annual General Meeting ("AGM") or at an SGM (see below) for a period of 3 years. (Constitution clause 13(3)). Each nominee for trusteeship shall:
4.1.1 be a Registered, Country or Partner member of MBKA.
4.1.2 before such AGM be provided with a copy of the Charity Commission guidance "the Essential Trustee" (CC3), and
4.1.3 at the AGM, be proposed, seconded and be elected by simple majority of those present and eligible to vote.

4.2 Before they take up their trusteeship, each trustee must:
4.2.1 confirm their eligibility to be a trustee;
4.2.2 sign the Trustee Eligibility Declaration, and**;**
4.2.3 lodge the signed Declaration with the WBKA Secretary

4.3 No trustee shall serve for more than their elected period without offering themselves for re-election.
[*Note the rules appointing trustees are in the CIO Constitution so that these branch rules are subject to the provisions of the CIO Constitution and Charity Law.*]

4.4 The Officers and Committee members are elected annually at the Branch AGM.

4.5 Each nominee for committee shall be proposed, seconded and be elected by simple majority of those present and eligible to vote.

4.6 A person may not be elected to the committee unless that person is a Registered, Country or Partner.

4.7 Persons shall not be eligible for election if they are not present at the meeting or have not confirmed to the Chair or Secretary before the meeting that they are willing to do so.
4.8 The committee may appoint any other branch members to serve on the Committee to assist it with its business.

5. Committee meetings and business

5.1 The Committee shall meet not less than six times a year so as to manage the business of the branch, without specific prior reference to members except for such major decisions which may affect the future viability of the branch, at which a quorum shall be 4 members including 2 of either the Chair, Vice-Chair, Secretary, Treasurer or Trustee.

5.2 The Committee may allocate duties amongst themselves.

5.3 The Committee may appoint members whether members of the Committee or not for specific duties as it sees necessary. Such postholders shall be responsible to the Committee and report to it at regular intervals.

5.4 Committee members should be given not less than 14 clear days' notice of any Committee meeting of any regular business but without notice in case of emergency.

5.5 The chair of a Committee meeting shall be the Chair of MBKA or if absent another officer or trustee of MBKA present as appointed by the meeting.

5.6 At any meeting of the Committee, minutes shall be taken and made available to members upon request and a simple majority of those present (whether in person or electronically) and eligible to vote shall be sufficient to carry or defeat a motion, except where clause 5.9 applies. If votes are tied the motion is lost.

5.7 Committee members must declare if they have a conflict of interest between their personal or business beekeeping activities and those of the MBKA. The Committee shall record in the minutes such conflicts of interest.

5.8 By invitation of the Chair or the Committee, any person, whether or not a member of the Association may attend any meeting of the Committee. That person may participate in the discussion of the business transacted at that meeting but may not vote thereon.

5.9 The Committee shall have the power to terminate the MBKA membership of any member (including a local member) who commits a serious breach of MBKA rules or of the WBKA Constitution or County Rules. The Committee shall give at least 14 clear days' notice in writing of such proposed termination to the member concerned, giving reasons for membership termination and provide an opportunity for the member concerned to address the Committee before any decision is taken. A vote to terminate a member's membership is only effective if passed by a two thirds majority of those present (whether in person or electronically) and eligible to vote. Such member (other than a local member who is not a WBKA member) shall have a right of appeal to the WBKA trustees under clause 9(4) of the CIO Constitution.

Note that a member who is "branchless" cannot remain a member of WBKA – see paragraph 9(1)(a) of the Constitution.

6. Committee Responsibilities

The responsibilities shall include:

6.1 To pursue the Objects of WBKA, as defined in Clause 3 of the CIO Constitution.

6.2 To provide support and advice, where required, to any individual, group or organisation in pursuing activities as described by the Objects of WBKA.

6.3 To be responsible for the administration and distribution of the funds of the Branch, the application of grants and the co-ordination of fund raising efforts.

6.4 To organise social activities in so far as they encourage the camaraderie of members and do not detract from the Objects of WBKA.

6.5 To keep branch members and WBKA regularly informed of such activities.

6.6 To pursue all the above in so far as the funds and other resources of the Branch will permit.

6.7 The Secretary shall be responsible for keeping minutes of Committee meetings and ensuring committee members receive copies soon thereafter. The Secretary also shall be

responsible for keeping minutes of AGMs and SGMs and ensuring members receive copies before the next relevant meeting, if appropriate.

6.8 The Treasurer shall be responsible for keeping the accounts of the Branch and for preparing a statement of accounts that shall be independently checked by a suitable person agreed by the Committee and presented to the AGM for adoption.

6.9 The Committee shall determine who shall be entitled to operate the Branch's bank accounts and sign cheques and other documents on behalf of the Branch.

6.10 At least one MBKA Trustee and at least two of the Chair, Secretary and Treasurer shall normally attend meetings of WBKA and represent the interests of the Branch.

6.11 The financial year of the Branch shall be from the 1st October to the end of the following September.

7. Annual General Meeting ("AGM")

7.1 The Annual General Meeting of members shall be held as soon after the end of the preceding year as is practical.

7.2 Members shall be given at least 21 clear days' prior notice in writing of an AGM with its agenda.

7.3 The chair of the meeting shall be the Chair of MBKA or if absent another officer or trustee of MBKA present as appointed by the meeting.

7.4 The business to be conducted at the AGM shall include:

7.4.1 A report by the Chair, Treasurer, Education and Training Member, Apiary Manager and by each of the other postholders of the year's proceedings.

7.4.2 The report by the Treasurer shall include the presentation of the annual accounts to be submitted to the WBKA Treasurer

7.4.3 Appointment of any trustee, officer or other committee member or postholder where any vacancy exists

7.5 Written notice of any resolution for consideration and nominations for appointment of any person as a trustee, officer or committee member at an AGM, with the names of the proposer and seconder, must be received by the Chair or Secretary not less than 14 clear days before the AGM. If the Chair considers that the subject matter of the resolution warrants its inclusion in the agenda, then a revised agenda must be prepared and sent out to the membership at least 7 clear days before the meeting.

7.6 No business other than that set out in the agenda (or revised agenda if clause 7.5 is implemented) is to be voted on and become binding on the membership.

7.7 For the purpose of an AGM, a quorum shall consist of 10 fully paid up members present (in person or electronically) and eligible to vote and shall include not less than two officers and one trustee but if not available four committee members.

8. Special General Meeting ("SGM")

8.1 A Special General Meeting may be called at any time by the Branch Committee or shall be so called on receipt by the Secretary of a request signed by 10 or more fully paid up and eligible to vote members of the Branch stating the purpose for which the meeting is required.

8.2 An SGM, so requested by 10 or more such members, must be called within 30 days of the request.

8.3 The date of the SGM and full details of the business to be transacted at the meeting shall be notified in writing to all members of the Branch 21 clear days before the date of the SGM.

8.4 The chair of the meeting shall be the Chair of MBKA or if absent the Vice- Chair or if absent the members will appoint one of their own to chair the meeting.

8.5 No business may be transacted at the SGM other than the business notified to the membership by clause 8.2.

8.6 For the purpose of an SGM, a quorum shall consist of not less than 10 fully paid up members present (in person or electronically) and eligible to vote and shall include not less than two officers and one trustee but if not available four committee members.

9. Membership and Subscription

9.1 Persons wishing to be Members of MBKA shall pay an annual subscription according to the categories of members set out in the CIO Constitution clause 9 and the County Rules clause 11.

9.2 The Branch subscription shall be determined by the Committee and be subject to acceptance at an AGM. The annual subscription shall apply from the 1st October and be paid by all members within one month of that date. The subscription shall include any contribution or capitation to Wiltshire Beekeepers Association (WBKA) and British Beekeepers Association (BBKA) together with any Bee Diseases Insurance (BDI) premium for not less than three colonies.

9.3 Membership shall automatically lapse if the subscription is one month or more in arrears.

9.4 The categories of member and their entitlements are:

9.3.1 Registered member who may attend and vote at branch and WBKA members' meetings

9.3.2 Country member who may attend and vote at branch and WBKA members' meetings

9.3.3 Partner member who may attend and vote at branch and WBKA members' meetings

9.3.4 Junior member who may attend branch and WBKA members' meetings but has no power to vote at any branch or WBKA members' meeting

9.3.5 Local (previously "Associate") Member who may attend and vote at branch meetings but has no power to vote at WBKA members' meeting.

10. Cessation

In the event of the Association ceasing to function or wishing to close, the residual funds and assets of the Association shall pass to the WBKA to be held in trust for a period of five years, after which time they shall become the property of the WBKA.

11. Interpretation of these Branch Rules

No rule shall be interpreted such that it will contradict the CIO Constitution.

12. Alterations

No alterations to these rules can be made except by branch members at an AGM or SGM providing a full copy of the proposed alterations is provided to members and the proper notice and procedure for AGMs (clause 7) or SGMs (clause 8) is followed and the proposed alterations are accepted by not less than two thirds of those fully paid up members present in person or electronically and eligible to vote.

APPENDIX 4 - Branch Rules of members of Swindon and District Beekeepers Association (SDBKA)

(APROVED BY SDBKA COMMITTEE ON BRANCH MEETING 16/09/21 – LEAD: CLIVE HARRIS).

1. INTRODUCTION.

The Swindon and District Beekeepers Association (SDBKA) is a Branch of, and authorised by, the Wiltshire Beekeepers Association (WBKA). The WBKA is an Area Association Member (AAM) of the British Beekeeping Association (BBKA).

2. CONSTITUTION and RULES.

As a member of the BBKA & WBKA, Swindon and District Branch conforms to the:

a. BBKA Constitution.
b. WBKA Constitution (index is at Appendix 1), and
c. Rules for members of the WBKA at Appendix 2

These SDBKA Rules below are for the proper conduct and governance of the Swindon and District Branch and reflect the local situation and requirements, but where there is a conflict between these SDBKA Rules and those of the WBKA, or the BBKA, then the latter two takes precedence.

3. SDBKA ORGANISATION:

3.1 Committee:-

The Swindon and District Branch is managed on behalf of its members by a Committee consisting of:-:

a. President (if elected)
b. Chairman
c. Vice-Chairman
d. Secretary
e. Treasurer and
f. Up to five other members.

3.2. The Committee has the power to appoint:-

a. Education & Training Officer
b. Apiary Manager
c. AHAT Officer, and
d. Librarian
e. Membership Secretary
f. Swarm Liaison Officer
g. Spray Liaison Officer
h. Webmaster

3.3 If the total Committee is less than 10 persons, then the Committee may co-opt not more than two people to become full members of the Committee who may serve until the next AGM and may offer themselves for election at that AGM.

4. ELECTION of OFFICERS and TRUSTEE(s):

4.1. The Officers and Committee members are elected or re-elected annually at the Annual General Meeting. Each nominee for committee shall be proposed and seconded and shall be elected by simple majority of those present and eligible to vote.

4.2 A person may not be elected as an officer until that person has been a subscribing member of the Association for at least twelve months.

4.3. Persons shall not be eligible for election or re-election if they are not present at the meeting or have not stated in writing to the Chairperson or Secretary before the meeting that they are willing to do so.

4.4. No member of the committee shall serve for more than two years without offering themselves for re-election.

4.5. The Office of Chairman shall not be held by the same person for more than two years consecutively. In exceptional circumstances the Committee may request a person to stand for more than two years as Chairman.

4.6. One/Two fully paid up member(s) of the Branch must also be elected to serve as a Branch Trustee representative at Trustee/MB meetings for a period of three years. This/These person(s) must meet the criterion defined by the CIO Constitution, Clause 12, Sub-section 2, and must be prepared to sign a certifying declaration that this is true.

5. MEETNGS:

5.1. GENERAL:

5.1.1 The Committee shall meet not less than four times a year with a quorum (Clause 5.1.2), with not more than four months between two subsequent meetings.

5.1.2. For the purpose of a committee meeting, a quorum shall consist of half of the members of the full committee plus one, to include not less than two officers.

5.1.3. At any meeting of the Committee a simple majority of those present shall be sufficient to carry or defeat a motion - the exception concerning expulsion (Clause 6.2). The chairperson of a meeting shall have a second or casting vote should it be needed.

5.1.4. By invitation of the Chairperson or the Committee, any person, whether or not a member of the Association may attend any meeting of the Committee. That person may participate in the discussion of the business transacted at that meeting but may not vote thereon.

5.2. SGM

5.2.1. A Special General Meeting may be called at any time by the Branch Committee or shall be so called on receipt by the Secretary of a request signed by ten paid up members of the Branch stating the purpose for which the meeting is required. The date of the SGM and full details of the business to be transacted at the meeting shall be notified in writing to all members of the Branch two weeks before the date of the SGM' No other business may be transacted other than that for which the SGM has been called. .

5.2.2. An SGM, so requested, must be called within 30 days of the request.

5.2.3. For the purpose of an SGM, a quorum shall consist of 25 percent of members eligible to vote on the nature of the business proposed (i.e. Association only or concerning WBKA or BBKA) and to include not less than two officers.

5.3. AGM:

5.3.1. The Annual General Meeting (AGM) of the members shall be held in the month of October.

5.3.2. Members must be given at least two weeks notice in writing of an AGM.

5.3.3.. The Chairperson shall present a report of the year's proceedings at the AGM.

5.3.4. The Treasurer shall present the annual accounts of the Association at the AGM.

5.3.5. Written notice of any resolution for consideration at an AGM, with the names of the proposer and seconder, must be received by the Chairperson or Secretary not less than seven days before the AGM.

5.3.6. For the purpose of an AGM, a quorum shall consist of 25 percent of members eligible to vote on Association business and to include not less than two officers.

6. MEMBERSHIP

6.1. Membership of the Branch is governed by the conditions laid out within the Constitution of the WBKA, Clause 9.

7. SUBSCRIPTION:

7.1. Persons wishing to be Members of the Association shall pay an annual subscription. The Branch subscription shall be determined by the Committee and be subject to acceptance at an AGM. The annual subscription shall apply from the beginning of November and be collected following an AGM. The subscription shall include any contribution or capitation to Wiltshire Beekeepers Association (WBKA) and British Beekeepers Association (BBKA) together with any Bee Diseases Insurance (BDI) premium for not less than two colonies.

7.2. Persons may subscribe to the Association as an Associate Member providing they do not keep bees or otherwise subscribe fully (inclusive of county and BBKA capitation) to another beekeeping association. The subscription for an Associate Member will be set by the Branch Committee to exclude any WBKA and BBKA capitation fees or BDI premium, and therefore such persons will not benefit from these.

7.3. Membership shall lapse on the subscription being two months in arrears.

7.4. A partner or other family member (with the same mailing address), who is not a beekeeper in their own right, shall be considered a social member.

8. OFFICERS:

8.1. The Officers of the Association shall be the President, Chairperson, Vice Chairperson, Secretary and Treasurer and other such officers as may be determined to be necessary at an AGM.

9. COMMITTEE:

The affairs of the Association shall be conducted by the Committee which shall comprise:

9.1. The Officers as defined in Clause 6,

9.2. The Committee shall have not less than one general committee member per ten (or part thereof) subscribing members of the Association, but such that the total number of Committee members is no more than 10 persons.

9.3. If the total Committee is less than ten persons, then the Committee may co-opt up to an additional two members who may serve until the next AGM but such co-opted members may offer themselves for election at that AGM.

9.4. For the purpose of a committee meeting, a quorum shall consist of half of the members of the full committee plus one, to include not less than two officers.

9.5. At any meeting of the Committee a simple majority of those present shall be sufficient to carry or defeat a motion - the exception concerning an expulsion which must then be referred to the Trustees who will then initiate the procedures defined within the Constitution of the WBKA (Clause 9.4.(iv)).

9.6. The Committee may allocate duties amongst themselves.

9.7. The Committee may appoint officers for specific duties as it sees necessary. Such officers shall be responsible to the Committee and report to it.

9.8. By invitation of the Chairperson or the Committee, any person, whether or not a member of the Association, may attend any meeting of the Committee. That person may participate in the discussion of the business transacted at that meeting but may not vote thereon.

10. COMMITTEE RESPONSIBILITES:

The responsibilities shall include:

10.1. To pursue the Aims of the Association, as defined in Clause 3.of the Constitution of the WBKA.

10.2. To provide support and advice, where required, to any individual, group or organisation in pursuing activities as described by the Aims of the Association.

10.3. To be responsible for the administration and disbursement of the funds of the Association, the application of grants and the co-ordination of fund raising efforts.

10.4. To organise social activities in so far as they encourage the brotherhood of members and do not distract from the principal aims of the Association .

10.5. To keep other members and the WBKA regularly informed of such activities.

10.6. To pursue all the above in so far as the funds and other resources of the Association will permit.

10.7. The Secretary shall be responsible for keeping minutes of Committee meetings and ensuring committee members receive copies soon thereafter. The Secretary also shall be responsible for keeping minutes of annual and special general meetings and ensuring members receive copies before the next relevant meeting.

10.8. The Treasurer shall be responsible for keeping the accounts of the Association and for preparing a statement of accounts that shall be independently checked by a suitable person agreed by the Committee and presented to the AGM for adoption.

10.9. The Committee shall determine who shall be entitled to sign cheques and other documents on behalf of the Association.

10.10. The President, when there is one, shall act as chair at an AGM or SGM.

10.11. The Chairperson, Secretary and Treasurer and one other person for every 35 members (paying WBKA capitation), or part thereof, of the Association shall normally attend meetings of the WBKA and represent the interests of the Association.
10.12. The financial year of the Association shall be from October to the end of the following September.

11. CESSATION:

In the event of the Association ceasing to function or wishing to close, the residual funds and assets of the Association shall pass to the WBKA to be held in trust for a · period of five years, after which time they shall become the property of the WBKA.

12. INTERPRETATION OF CONSTITUTION:

No rule shall be interpreted such that it will contradict the Constitution of Wiltshire Beekeepers Association.

13. ALTERATIONS:

An alteration to the rules shall only be made at an AGM or SGM providing members receive in writing the proposed alterations not less than fourteen days before such a meeting and the proposed alterations are accepted by not less than two thirds of those present and eligible to vote.

APPENDIX 5 - Branch Rules of members of Kennet Beekeepers Association (KBKA)

Version control document can be found on the last page of this section.

1.Introduction:

The Kennet Beekeepers Association (KBKA) has been created as a Branch Association of, and is authorised by, the Wiltshire Beekeepers Association (WBKA). The WBKA is an Area Association Member (AAM) of the British Beekeeping Association (BBKA). This rule book is designed to provide guidance to Kennet members and officers alike in regard to various policies and standards as referenced in the KBKA constitution. As members of WBKA and BBKA, Kennet members are required to conform with the BBKA and WBKA constitutions. The KBKA branch rules are in place to ensure proper conduct takes place by Kennet members and its committee officers. Officers are voted into office at the KBKA Annual General Meeting that takes place each year.

2. KBKA Committee

This is made up of the following officers and members are voted into the roles at the AGM for a period of 1 year, following which they may stand for re-election. At the AGM each committee member must be proposed and seconded, followed by a simple majority vote by those present at the meeting who are eligible to vote:

2a. Club Chairman and WBKA Trustee
2b. Member representative and WBKA Trustee
2c. Secretary
2d. Treasurer
2e. Membership Secretary
2f. Education & Training Secretary
2g Apiary Manager/s
2h. Web coordinator
2i. Fetes and Fairs Coordinator
2j. Additional officers up to a maximum total committee membership not exceeding 12.

WBKA membership voted in 2022 for the WBKA to become a Charitable Incorporated Organisation (CIO) and as a consequence KBKA have voted that the chairman and a member representative must be elected to serve as Kennet Branch Trustee representatives on the WBKA Trustee and Management Board meetings for a period of three years. Any person standing for either position must meet the criteria defined by the WBKA's CIO Constitution, Clause 12, Sub-section 2, and must be prepared to sign a certifying declaration that this is true.

3. Code of conduct Rules

3.1 Members are expected to respect all other members regardless of age, race, gender, colour, creed or disability for example and behave courteously towards them at all times.

3.2 Regardless of the method of communication being used members are expected to be respectful to each other and to each others differing points of view.

3.3 Members are expected to behave courteously to members of the public at all times and not bring Kennet Beekeepers Association ("KBKA") into disrepute.

3.4 Members are expected to respect all laws relating to wildlife and to care for the environment in their practice of beekeeping.

Should any of the above condition be broken by a member of KBKA the following process will apply:

3.5 The KBKA committee schedule a special meeting to consider the seriousness of the offence and whether the member should be removed from the association. However, before the decision is taken to remove a member from the club the following actions must take place.

3.5 (a) inform the member of the reasons why it is proposed to remove them from membership.

3.5 (b) give the member at least 21 clear days notice in which to make representations to the committee as to why they should not be removed from the membership. A member is entitled to make their point in person, in writing or via a representative should they wish to do so.

3.5 (c) following receipt of the information from the member the committee should meet again to further consider if it is still appropriate to terminate the membership. The outcome of the meeting should be advised in writing to the individual concerned.

3.5 (d) If the member wishes to appeal the decision that has been reached then this matter will need to be referred to the WBKA.

4. Apiary Rules:

Introduction:
KBKA currently have two apiaries, the production apiary at Caen Hill, for which there is no member access and the training apiary based at Bishops Cannings. Members have access to the training apiary on alternate Saturdays throughout the season when they can benefit from hands on training under the guidance of the Apiary Manager, together with a band of volunteer beekeepers known as the "A Team". The Association has developed the training apiary for the benefit of all members, irrespective of skill level and aims to run the regular beginner sessions through the season as well specific Improver sessions for the more experienced beekeepers, covering a range of more advanced topics such as Queen rearing.

Our aim is to provide a friendly and welcoming environment for all, at whatever stage you are at in your beekeeping journey. Beginners will have the opportunity to reinforce their theory learning through practical sessions prior to obtaining their own bees – or having the opportunity to ask the many questions that inevitably arise. The Association encourages and supports these would be beekeepers to join the Introduction to Beekeeping theory course run prior to the start of the season.

4.1 Any member of the Kennet BeeKeepers Association (KBKA) using or visiting either the main KBKA apiary site or any out apiary does so entirely at their own risk. The Association shall not be liable for any damage or injury to the member, or their property.

4.2 Non-members of the KBKA must only visit the main apiary site, or any out apiary, in the presence of an Association member. The KBKA member will be responsible for the actions of the visitor. KBKA shall not be liable for any damage or injury to the visitor or their property.

4.3 Entrance to the main apiary site and any out apiary is acknowledgement and acceptance of the rules contained herewith.

4.4 Parking at any KBKA apiary is strictly at the risk of the visitor(s) and to be in accordance with the instructions given at site.

4.5 The KBKA will appoint one or more Apiary Managers who may co-opt Apiary Assistants as required (sometimes known as the A-Team). The Apiary managers are accountable to the KBKA Committee.

4.6 The Apiary Managers will be responsible for general management of the apiary site(s) they look after.

4.7 The Apiary Manager's decision is final in all matters relating to the husbandry of the club's bee. If any problems arise as a result of this policy, the matter may be taken to the KBKA Committee for final decision. Responsibility for an out apiary may be delegated to an Apiary Assistant.

4.8 The Apiary Manager will be the primary key holder (terminology used in this instance relates to actual keys and/or lock combinations) for the main apiary site and any out apiary. Members of the KBKA (in particular Apiary Assistants will be keyholders) may be key holders for the main apiary site and/or an out apiary, but only with the approval of the Apiary Manager or the KBKA Committee. The Apiary Manager will maintain a list of all key holders. Each key holder will be responsible for locking and securing the apiary after their visit.

4.9 Members who are not apiary key holders and who wish to visit the main apiary site may do so on set apiary diary dates, or when apiary classes are planned. Other visits must be made with an apiary key holder(normally an Apiary Assistant) with the knowledge of the Apiary Manager (or delegated Apiary Assistant).

4.10 Clean bee suits and gloves must be worn at all apiary inspections.

4.11 Members must not use their own equipment on any KBKA hive without prior consent of the Apiary Manager (or delegated Apiary Assistant). All equipment must be cleaned after use.

4.12 Smokers must be knocked out in a manner which does not pose any fire risk.

4.13 By prior agreement with the Apiary Manager (or delegated Apiary Assistant) and following disease inspection of the colony, a member's bees may be hived at a club apiary. This must only be temporary, to include but not limited to, relocation of hives, quarantine, re-queening or temperament assessment. Under exceptional conditions, and by prior agreement with the Apiary Manager and the KBKA Committee, a member's bees may be hived at the main apiary site. This will be for an agreed period but which may be subject to revocation or extension. The member's equipment must be clearly marked and identifiable. A fee equivalent to two 1lb jars of honey (based on the KBKA guide honey price for the current year) will be charged by KBKA.

4.14 Any member temporarily hiving bees on a KBKA out apiary (or main apiary site) shall agree to notify the Apiary Manager (or delegated Apiary Assistant) the location from where the bees are to be moved from and to where the bees are eventually moved to. This will assist the KBKA with disease control and traceability should a notifiable disease become apparent on the out apiary (or main apiary site).

4.15 No bees are to be removed from the main apiary or any out apiary site without notifying the Apiary Manager (or delegated Apiary Assistant).

4.16 No rubbish or debris is to be left on the main apiary or any out apiary site. This includes wax and hive debris. This must be removed and disposed of responsibly by the person or persons concerned. Repeated failure to do so may lead to the member being banned from any KBKA apiary site and if applicable, be requested to remove their hives from any KBKA apiary site.

4.17 Any KBKA member carrying out duties or routine management of the KBKA 's colonies shall update the colony and/or apiary records in the prescribed format.

4.18 Any KBKA member carrying out routine management of colonies must advise the Apiary Manager (or delegated Apiary Assistant) immediately, ideally no more than one calendar day, of any

colony welfare concerns that could harm a colony. These shall include, but are not limited to, disease, queenlessness and shortage of stores.

4.19 Any dispute arising for the operation of these rules must be notified to the KBKA Committee in writing. Verbal presentations, at the discretion of the KBKA Committee, may also be made. A decision will be determined by a majority vote of the KBKA Committee. That decision will be final and absolute.

4.20 Any member's beehive(s) or colony(ies) not visited for a period of three months or not properly maintained in accordance with good beekeeping and bee husbandry practice, the said member will be notified verbally and in writing to remove the beehive(s) and bees from the main apiary site or out apiary. If after a further four weeks the equipment has not been removed, it will be deemed to have been abandoned and thereby, the title and ownership will pass to the KBKA.

4.21 If any hive is suspected to contain a notifiable disease the local bee inspector will be contacted, and an inspection of all hives on the apiary arranged. All members using KBKA apiary sites do so on the understanding that the National Bee Unit Bee Inspector may inspect their colonies. Should any colonies have to be destroyed, or a shook swarm arranged there can be no recourse by the owner to the KBKA. If other disease is confirmed, treatment is required if the hive(s) is to remain on any KBKA apiary site. Any treatment used must be an accepted treatment and must be acceptable to the Apiary Manager (or delegated Apiary Assistant)

4.22 Any member visiting either the main apiary site or any out apiary site must respect the landlord's wishes, both stated and implied. This should include considerate parking and restricting activities to only the apiary site and paying due diligence to the requirement of dipping footwear before entering the site.

4.23 Any breach of the above rules could constitute a breach of the conditions of membership that could lead to disciplinary action and/or revocation of the offender's membership.

4.24 Apiary FAQ's

Q: What is the cost of attending the fortnightly sessions at the apiary?
A: Access is free to members

Q: Do I need to have attended the Introduction to Beekeeping theory course before I can attend the practical sessions?
A: Although we strongly recommend that you do so, it is not obligatory but you will gain far more understanding of the practical side of beekeeping in the early stages if you have done so.

Q: What should I wear to attend the practical sessions?
A: A bee suit with veil is of course mandatory [and sensible], see below. Most standard one layer bee suits offer good protection from stings and especially if you wear a long sleeved shirt and trousers underneath. [you can purchase multi layered suits that offer guaranteed protection at greater expense] Wellington's or at least boots that cover your ankles are also advised [no Crocs - yes, it has happened] together with a pair of Marigold type washing up gloves. See 'will I get stung' below.

Q: Will I need my own bee suit?
A: Please bring your own suit if possible. The Association does have some spare suits but they cannot be guaranteed. You can pay a great deal for a bee suit but it is equally possible to buy a good quality one for well under £70. We recommend a one piece rather that separate jacket and trousers [one less gap for the bees to find!]. It is also advisable to order a bee suit at least one, if not two sizes bigger than your usual fitting to give yourself plenty of room to move, and to stay cooler.

Q: Do I need to bring any other beekeeping equipment for the practical sessions?

A: No, we provide the necessary kit in the early stages and it is best to see what is needed before buying what you might think you will require.

Q: Can the Association help me to find bees for myself?
A: Yes, the Association offers unbiased advice and guidance across every aspect of beekeeping, including training, clothing and equipment, hives and bees. We very strongly suggest that you attend the Introduction to Beekeeping theory course and the practical sessions prior to getting your own colony as many new beekeepers give up in the first year or two due to the loss of their colony through lack of experience.

Q: Will I get stung?
A: There is always a chance that you will get stung but unless you suffer from Anaphylaxis [see below], it normally causes little more than temporary discomfort. In the normal course of events, and provided that they are treated with respect, bees seldom become defensive enough to sting although it can never be guaranteed. If you think you may suffer from anaphylaxis then you must inform the Apiary Manager prior to any session. It is a thankfully rare occurrence but bee stings are a recognised trigger in some cases.

Anaphylaxis:
https://www.nhsinform.scot/illnesses-and-conditions/immune-system/anaphylaxis

5. Swarm Collecting policy:

5.1 How can a member become a Swarm Collector for KBKA.

- The member can indicate on their membership/renewal form that they are interested.
- All parties interested in collecting Swarms in the forthcoming season are identified by the club secretary.
- A verification process is carried out by the club secretary to ensure that adequate knowledge and experience has been gained by those wishing to collect swarms. Criteria updated via KBKA committee April 2024.
- When the ratified list of swarm collectors has been completed, the first name, post code, contact information is then uploaded onto the KBKA and BBKA websites.
- Members of the public may approach the swarm collector for their area directly or if they are unable to help for any reason the swarm co-ordinator's name and contact number is provided on the KBKA website.
- Swarms identified to the swarm co-ordinator are highlighted to collectors in the nearby vicinity and if no response within a few hours the notification will be extended out to all registered swarm collectors.
- Swarm collectors may be listed at 2 post code sites as their bees may be located at a different area to their registered postal address.
- If members wish to gain experience of swarm collecting, please let your club secretary know and you can be put in contact with an experienced collector in your area.
- All swarm collectors are to be aware and abide by the procedures detailed at points 5.2 – 5.7 below.

Note to Swarm Collectors -When a member of the public thinks they have found a swarm of honeybees and then contacts the Swarm Co-ordinator for Kennet Beekeepers Association (KBKA) the club will contact a suitable member to collect that swarm. It is important that the collection procedure is done safely and responsibly. These guidelines are to ensure that all on the Associations list of swarm collectors are aware of the proper procedure that will be expected of them while removing a swarm of honey bees on behalf of KBKA.

5.2 KBKA swarm collectors are expected to abide by these guidelines. All members who are registered for collecting swarms will have had prior experience before they are included on the KBKA list of swarm collectors.

5.3 On being informed that there is a swarm to collect. Contact the person who has contacted KBKA as soon as possible that day and check for your own sake the following:-

- How long has the swam been there?
- Reassure that person that new swarms are usually docile, but also advise them to stay away from the bees.
- Check they are Honeybees and not wasps or bumble bees going into a building/roof.
- Ask where the swarm is, how high up?
- Will you be able to reach it?
- You will need the land owners permission to collect, ensure you have received this before proceeding.
- Is it in a public place? If in a public place you must be very responsible and make sure you have someone with you to ensure people do not get close to the bees while you are collecting them. You also need to leave a notice warning that there is a swarm box that will be collected that evening.
- Is it a swarm and not an established colony of honeybees secure behind a wall or ceiling/roof?
- If they are inside a chimney, cavity wall or in a roof space it is most likely to be an established colony and as such this type of work is a private arrangement with a qualified and insured person and is **not covered by KBKA/BBKA insurance.** No action should be taken that brings KBKA into disrepute.

5.4 Equipment Required:

- Bee suite and gloves
- An apiary and hive to put the swarm when collected.
- Nuc box/skep or strong cardboard box and sheet to cover.
- A bungee or cord to fasten the box lid.
- Cloth to cover skep.
- Smoker or water sprayer sometime needed.
- Secateurs are really useful for swarm collection when in hedges.
- A charged mobile is good should you need directions or some extra help.
- Bee brush.
- Possible step ladders.
- Transport to collect the swarm that evening.

5.5 When you first arrive:

- At the swarm site you need to establish if you can collect the swarm without help, and that the bees are not in an impossible place for you to reach.
- If you do need help now is the time to arrange this before you start collecting the bees.
- Once you are sure you can manage, you need to inform the person(s) (if they are there) that you will take charge of the collection and explain that you will knock, or shake the bees into a box/skep, or onto a cloth on the ground and then leave an upturned box there for the bees to walk up into during the rest of the day, hoping that you will have the Queen.
- The idea being that as long as the Queen goes into the box/skep the bees will signal to the flying bees that she is there and by dusk they should all be in your box/skep.
- Explain that you will leave your box/skep there, propped up on a stick so the bees can enter and join the Queen, until dusk when all the flying bees should have come home to their Queen.

- You can then seal up the box/skep, or wrap it in cloth or gauze, so that the bees can breath, but not escape.
- You then are ready to take them to your apiary and set them up in a hive in the position you wish to place them.

5.6 At Dusk:

- KBKA will expect all swarm collectors to return in the evening.
- A swarm that is taken and removed during the day will leave the flying bees with no Queen and no home to come back to.
- This may leave some very annoyed and angry bees around, leaving the public in danger of being stung for several days in that area.

5.7 Remember:

- If you say you can take the swarm, it becomes your responsibility to complete the task and remove the bees.
- Sometime things do go wrong, but KBKA expects every member on our Swarm collection list to be responsible and take all reasonable precautions.
- You have public liability insurance cover of up to £3,000,000- but this is made null and void if you make any charges.
- If in doubt please get another member to help you and remember you are not only representing yourself as a beekeeper but the reputation of KBKA.

6. Honey sold at KBKA events:

From time to time KBKA attend fetes and fairs and offer honey for sale to the public. Members honey which is of a satisfactory quality may be sold at these events at an agreed price determined by the KBKA committee. A 10% commission is payable to KBKA on all honey and bee product related sales.

7. Extractor Hire:

KBKA have honey extractors available to members for hire. The cost of such hire is advertised on the KBKA website and members are expected to pay promptly upon collection of the extractor and to return it within 7 days in the condition in which they borrowed it. It is expected to be returned having been fully cleaned and undamaged.

8. KBKA members must respect and adhere to the following BBKA policies:

8a. Safeguarding Policy and Procedures.
8b. Equality, Diversity and Inclusiveness Policy.
8c. Whistle Blowing Policy.

All of the above can be viewed on the BBKA website through the link below and whilst the documents state that each branch will have their own versions KBKA will adhere to those versions prepared by BBKA:
https://www.bbka.org.uk/risk-assessments

9. Mentor Programme Guidelines

9.1 Goals -To support the success of beginner beekeepers and maximise their inclusion in club activities, including apiary sessions and club meetings and to support the development of competent beekeepers able to successfully complete the Basic Assessment after one to two years.

9.2 Objectives - To provide a support programme for new and inexperienced beekeepers to encourage responsible and enjoyable beekeeping. This may include beekeepers in their first two years of beekeeping or those yet to acquire bees. To provide clear guidelines on what is expected of both mentors and mentees within the mentor / mentee arrangement.

9.3 Useful Resources (all books / pamphlets held in KBKA Library)

Advice for beekeepers	BBKA	2009
Bee stings	BBKA	2011
Colony Management	BBKA	
Queen Rearing	BBKA	
Swarming	BBKA	
The BBKA guide to beekeeping	Davis, I & Cullum-Kenyon, R	2012
Practical beekeeping	de Bruyn, C	2008
Bees at the bottom of the garden	Campion, A	2003
Practical beekeeping	de Bruyn, C	2008
Guide to bees and honey	Hooper, T	2010
Foulbrood disease of honey bees	The National Bee Unit	2017
Managing varroa	The National Bee Unit	2017
The bee manual: the complete step-by-step guide to keeping bees	Waring, C&A	2015
https://BBKA.org.uk		
https://www.nationalbeeunit.com		
https://theapiarist.org		
https://www.beelistener.co.uk		

9.4 Mentee guidelines

9.4.1 The prospective mentee must be a fully paid-up member of Kennet Beekeepers Association (KBKA). This means a full member if the prospective mentee already has bees or an associate member if not yet in possession of bees. An associate member must change their membership to full membership status upon acquiring bees.

9.4.2 The mentee should have attended an introductory course on beekeeping, although not necessarily one run by the KBKA.

9.4.3 Prospective mentees will be assigned a mentor by the KBKA Education Secretary. The KBKA Education Secretary will aim to allocate a mentor who lives within a reasonable distance of the mentee in order to keep costs and demands to a minimum but this cannot be guaranteed.

9.4.4 The mentor is not expected to carry out routine beekeeping activities for the mentee.

9.4.5 The duration of a mentoring arrangement will last for at least one full beekeeping year but may be ongoing (on an informal basis) if both parties agree.

9.4.6 During the initial mentoring period, the mentee may expect to receive 3 or 4 visits to the mentee's apiary. The dates and times of these visits should be by mutual agreement. Once agreed, both mentor and mentee should avoid late cancellation or postponement otherwise the mentoring arrangement may be revised or terminated. By mutual arrangement, more than 3 or 4 visits may be agreed.

9.4.7 Both parties should agree on their preferred means of communication. However, this must not be excessive and contact should be made at reasonable times, as agreed by both unless in an emergency. A mentor's responses should be timely but need not be immediate.

9.4.8 The mentee should attempt to answer any questions / resolve any issues themselves before contacting their mentor. A list of resources is included above.

9.4.9 When the mentor visits, the mentee should ensure easy access to the apiary and that all equipment is readily to hand.

9.4.10 If the mentor / mentee relationship is difficult, either party can refer to the Education Secretary to seek resolution.

9.4.11 The mentor may conclude that more support is required than can be provided via the mentoring programme. In this situation, the mentee may be advised to reduce the number of colonies or that s/he has or someone else may be asked to provide more intensive support in the role of bee buddy for a limited period. The support provided will be agreed on a case-by-case basis and agreed by the KBKA Committee.

9.5 Mentor guidelines

9.5.1 A mentor should be a good communicator and willing volunteer.

9.5.2 A mentor should normally have a minimum of three years' experience of bee keeping and have either passed the BBKA Basic Assessment or have been keeping a minimum of five hives for five years or more.

9.5.3 Mentors are expected to provide guidance and advice to their mentee. They are not expected to perform routine beekeeping tasks that a new beekeeper would be able to undertake if they had completed an introductory bee keeping course and attended practical open apiary teaching sessions.

9.5.4 Mentors must not charge for their services although they can request their travel expenses to be paid. See KBKA Expenses and Reimbursement Policy.

9.5.5 During the initial period, the mentor may expect to make 3 or 4 visits to the mentee's apiary. The dates and times of these visits should be by mutual agreement. Once agreed, both mentor and mentee should avoid late cancellation or postponement. By mutual arrangement, more than 3 or 4 visits may be agreed.

9.5.6 The mentor should respond to emails and telephone calls from the mentee in a timely manner. The method of communication should be agreed by both.

9.5.7 As above, the duration of a mentoring arrangement will last for at least one full beekeeping year but may be ongoing if both parties agree.

9.5.8 If the mentor / mentee relationship is difficult, either party can refer to the Education Secretary to seek resolution. The mentor may conclude that more support is required than can be provided via the mentoring programme. In this situation, the mentee may be advised to reduce the number of colonies or that s/he has or someone else may be asked to provide more intensive support in the role of bee buddy for a limited period. The support provided will be agreed on a case-by-case basis and agreed by the KBKA Committee.

9.6 Contact information **-:** **education@kennet-beekeepers.co.uk**

10. WhatsApp Usage Policy

10.1 Purpose - To maintain an effective, focused, and respectful communication channel for all members of the KBKA. - To ensure WhatsApp messages are limited to beekeeping-related topics, events, and announcements. By joining the KBKA WhatsApp group, members agree to comply with this usage policy.

10.02 Scope - This policy applies to all members, officers, volunteers, and guests participating in the KBKA WhatsApp group.

10.3 Acceptable Use - Only messages directly related to beekeeping activities, including: Hive management and best practices. Scheduling of meetings, workshops, and Apiary days. Notices about pests, diseases, or weather alerts impacting bees. Requests for assistance or sharing of beekeeping resources. Relevant research, articles, and educational materials.

10.4 Direct Messaging (DM) - When communication involves only two individuals or concerns private matters, members are encouraged to use WhatsApp Direct Messaging rather than the group chat. Appropriate uses of DMs include: One-on-one scheduling or coordination that does not impact the wider membership. Private questions or clarifications about policies, account details, or personal roles. Sharing sensitive or personal information (e.g., contact details, personal schedules). Confidential feedback or concerns about group interactions or content.

10.5 Prohibited Use - Non-beekeeping content, including but not limited to: Political discussions, Religious messages, Personal promotions or marketing unrelated to beekeeping, Jokes, memes, or social chit-chat not directly tied to association activities. Chain messages, spam, or forwards without context - Use of WhatsApp for any conduct that violates national laws or WhatsApp terms of service.

10.6 Buying and Selling - Members may use the WhatsApp group to post offers to buy, sell, or exchange bees and beekeeping-related equipment only. All such transactions are conducted solely between the individuals involved, and the Kennet Beekeepers Association (KBKA) accepts no responsibility or liability for the quality, condition, suitability, or outcome of any sale, purchase, or exchange. Members are reminded that caveat emptor (buyer beware) applies, and they should exercise due diligence when engaging in private transactions. Listings unrelated to beekeeping will be removed.

10.7 Group Management - Administrators will approve new members based on association membership status. Member contact information will be used solely for group communication and will not be shared outside the administration team. - Group description and pinned messages should clearly outline this policy and key announcements.

10.8 Administrator Responsibilities - Enforce policy by reminding members of guidelines when violations occur. - Remove posts that clearly violate the policy and, if necessary, warn or remove repeat offenders. - Maintain an up-to-date group description, contact list, and manage admin roles.

10.9 Enforcement and Consequences - First misstep: Private reminder and request to adhere to policy. - Second misstep: Public warning in the group with reference to policy. - Third misstep: Removal from the WhatsApp group and review by the KBKA Committee.

10.10 Review and Updates - This policy will be reviewed annually at the first board meeting of each calendar year. - Amendments require a majority vote of the board and notification to all members.

11. Interpretation of Branch Rules

No Branch Rule shall be interpreted in such a way as to contradict either the Constitution of Wiltshire Beekeepers Association and/or that of the British Beekeepers Association.

12. Alteration to the rules.

An alteration to the Branch Rules shall only be made at an AGM or SGM. Members must receive in writing the proposed alterations not less than fourteen days before the scheduled meeting date. The proposed alterations can be accepted so long as the meeting is attended by at least 20% of paid up members of the association who are eligible to vote and the motion being carried by at least 75% of those voting members present.

Version Control Document.

Version	Date	Brief detail of Amendment	Approval	Updated by
V1.0	Feb 2022	Final version prepared and sent to WBKA for inclusion in the constitution paperwork	Approved by current KBKA committee members	E. Lewis
V2.0	Jan 2023	Inclusion of New Apiary activities and rules	Approved by current KBKA committee members at Jan 2023 meeting	E. Lewis
V3.0	April 2024	Amendment to wording for swarm collector criteria	Approved by current KBKA committee members at April 2024. By 7:3 majority	E. Lewis
V4.0	April 2024	Inclusion of mentor rules	Previously approved but has been missed from earlier edition. Now included.	E. Lewis
V5.0	May 2025	Revised mentoring rules (point 9)	Rules have been revised and approved by committee members	E. Lewis
V6.0	July 2025	Inclusion of WhatsApp usage policy	New policy approved by KBKA committee July 2025	E. Lewis

APPENDIX 6 - History of Wiltshire Beekeepers Association

7.1 Roll of honour for Past Presidents and Past Chairs

Since its formation, the Wiltshire Beekeepers Association has relied upon a succession of volunteers who have stepped forward to take on prominent roles in the life and development of the Association. Although these individuals did not seek fame or reward, it is considered that their service should be acknowledged with not only the roll of honour below, but to ensure that their corporate knowledge is readily available as the Association develops further as a CIO.

Presidents

? - 2012	Michael Farrar (Salisbury)
2012 - 2015	Graham Rendall (Salisbury)
2015 - 2020	Alan Stonell (Kennet)
2020 - to date	Christopher Rawlings (West Wiltshire)

Chairs

2004 - 2006	Ross Gregory (Swindon & District)
2006 - 2008	John Whitford (Melksham)
2008 - 2010	Jerry Wickham (Melksham)
2010 - 2012	Sally Wadsworth (Kennet)
2012 - 2015	Terry Cooke (Kennet)
2015 - 2017	Chris Rawlings (West Wiltshire)
2017 - 2018	Richard Oliver (Kennet)
2018 - 2020	Stephen Auty (Melksham)
2021 - to date	Sophie Butcher (Kennet)

NB - This list is not complete. However, if any member can confidently add additional entries, especially for dates before 2012/2004 respectively, this information should be forwarded to WBKA Secretary

7.2 Formation of WBKA and development

NB – Graham Rendell has been approached to try and get the history of the Association.