



## BuzzWorks Association Hitchin

### Minutes of Trustees Meeting held on Thursday 14<sup>th</sup> October 2019

Present: Paul Calvert (PC), Anne Taylor (AT), Andy Cooper (AC), Rachel Scanlan (RS), Giorgio Martinelli (GM), Robin Dartington (RD),

Apologies: Mari Stevenson (MS), Chris Parker (CP)

Minutes: taken and issued by PC

Minutes approved & actions reviewed from previous meeting

This meeting is focused on 2020 Budgets

#### 1. Education

Amendments & comments;

- Cupboard, Chairs & Tables spend (£974.36) could be deferred till later date if needed
- 2x Pop Ups aligned to education, x1 moved to marketing & stall budget
- Open day materials (£120) moved to marketing budget to align with revenue
- Herts county Show fee increased to £370 to allow for gazebo. There was a discussion around this item and whether or not we see this as something worth investing in at this point in time, due to catchment area, use of scarce volunteer's time etc. **A decision on this will be deferred to the next trustee meeting.**
- Charging was discussed, such as cost per child, with minimum fee. No decision was made and will be left to the education team to provide proposal.

Buzzworks - 2020 Budget Planning				
<b>Education</b>	<b>£3,121</b>	<b>£720</b>	<b>£1,465</b>	<b>£-936</b>
<b>Expense Item</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Grants</b>	
Cupboard (if bought in)	£699.00			
8 stackable chairs @ 20.86	£166.88			
2 stackable tables @ 54.23	£108.46			
Projector, bracket & cables ②	£931.80			
Projector screen ②	£195.00			
Flipchart/whiteboard ①	£53.90			
Whiteboard pens pack 6 @ 7.25 x 2 ①	£14.50			
Flipchart pens pack 6 @ 7.13 x 2 ①	£14.26			
5-Star pack of 5 flipchart pads ①	£17.60			
Pop-ups design, print & fit £50 ①	£100.00			
Leaflet printing (200 A4 folded)	£60.00			
Ed mtls for Herts County Show, Welwyn Horticultural Show	£0.00			
Fee for Herts County Show	£370.00			
Ed mtls for 6 school visits	£60.00			
Ed mtls for 6 Scout Groups	£60.00			
3D bee	£30.00			
Solitary bee hotel model	£70.00			
Bumble bee hotel model	£70.00			
Misc eg stationery	£100.00			
Stev Museum exhib tbc	£0.00			
	<b>£3,121.40</b>			
Estimated income from 6 Beaver/Scout group visits @ £60		£360.00		
Estimated income from 6 School & Home Ed visits @ £60		£360.00		
		<b>£720.00</b>		
NHDC (received 2019) ②			£915.00	
Wax Chandles (received 2019) ②			£300.00	
HCC (Received 2019) ①			£250.00	
			<b>£1,465.00</b>	



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#### 2. Marketing & Stall

Amendments & comments;

- Pop Up banner cost was reduced to £50 (x1 banner dedicated to stall – duplicated from Education budget)
- Booklet for schools (£50) was removed, if required should be allocated to education
- Decision was taken to not invest in a tablet to support the card payments at this point in time – removed from budget
- Investment in bee images was discussed (one-off cost) and subsequent printing of tea towels etc. Whilst the payback will be longer term it really depends on how we use the images, beyond just printing tea towels. This will be left in the 2020 budget, but decision on investing in the images will be taken at a later date.
- Based on current honey stocks we estimate there will be a requirement for additional 150lb honey (x5 buckets) to support our sales. Currently there is an option to purchase this from Robin/Giorgio as required.

Buzzworks - 2020 Budget Planning				
<b><u>Stall &amp; Marketing</u></b>	<b>£2,649</b>	<b>£6,175</b>	<b>£0</b>	<b>£3,526</b>
<b><u>Expense Item</u></b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Grants</b>	
Business cards x 200	£35			
Pop-up banners x 3 @ £50 design, print, fit	£50			
Posters and leaflets for Taster & Open Days	£90			
New A frame + pics	£60			
Stickers	£20			
Stationery	£30			
Tea towel design	£300			
Tea towel printing 25 @ £4	£100			
Besswax wraps x 36 @ £10	£360			
Beeswax wraps leaflet printing	£40			
Refreshments for Open Days	£60			
Honey jars and lids 720	£232			
Jar labels 1200 pa @ £15 per 100	£180			
Honey from 3rd parties x5 buckets @£3.5 /lb	£525			
Stall fee £27 + 2 tables @ £2. £31 x 12	£372			
Ed mtl's Open Days bee collage 3 @ 30glow-in-the-dark 3 @ 10	£120.00			
Spring Fayre Fee	£40			
HWB Day fee (donated)	£0			
Apple Day fee	£35			
Wine & Food Festival	£0			
	<b>£2,649</b>			
Tea towel sales		£200		
Besswax wraps sales		£540		
Open Days - refreshments, donations etc		£300		
BAH honey sales 85 jars per stall x 12 = 1020 @ £5		£5,100		
Apple Day fee (donation)		£35		
		<b>£6,175</b>		



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### 3. Training

Amendments & comments;

- At this stage Mentoring have been included but no cost & revenue attributed to it. This will be treated as an additional budget item in 2020 if decision is made to pursue.

<b>Buzzworks - 2020 Budget Planning</b>				
<b>Training</b>				
	<b>£260</b>	<b>£1,000</b>	<b>£0</b>	<b>£740</b>
<b>Expense Item</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Grants</b>	
Additional Bee Suits (5x full length - M/XXL) @£40	£200.00			
Printing - material to support taster day	£60.00			
	<b>£260.00</b>			
Taster Days (May/Sept x6 attendees) @£50		£600.00		
Experience days - 10 Attendees @£40		£400.00		
Mentoring				
		<b>£1,000.00</b>		

### 4. Administration

Amendments & comments;

- Awaiting insurance premium confirmation (2019 cost used for budget purpose)
- BBKA subs has been included at this stage, but agreed we will only renew if we get some kind of confirmation from BBKA that BAH members are entitled to take BBKA examinations without the need to join the association.

<b>Buzzworks - 2020 Budget Planning</b>				
<b>Administration</b>				
	<b>£1,100</b>	<b>£0</b>	<b>£0</b>	<b>-£1,100</b>
<b>Expense Item</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Grants</b>	
Hall Hire for meetings (AGM + 7 winter Mtg)	£225.00			
Insurance Premium	£665.38			
BBKA subs	£100.00			
Web Hosting	£60.00			
General supplies (food AGM etc etc)	£50.00			
	<b>£1,100.38</b>			

### 5. Gardening

Amendments & Comments

- We are keen to keep the momentum of the gardening team and their work on the sites

<b>Buzzworks - 2020 Budget Planning</b>				
<b>Gardening</b>				
	<b>£450</b>	<b>£0</b>	<b>£0</b>	<b>-£450</b>
<b>Expense Item</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Grants</b>	
Plants/seeds/bulbs & shrubs	£190.00			
Potting compost	£50.00			
Tools & equipment	£105.00			
Planting up trays/plant food etc	£60.00			
Gravel, sand, wood & manure	£45.00			
	<b>£450.00</b>			



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#### 6. Apiary

##### Amendments & Comments

- Additional item added for the construction of 5 bait hives
- Investment in additional/replacement equipment was discussed, particularly extractors, but at this stage we agreed to defer this till 2021, unless the need arises in 2020 when it will be treated as a 'exceptional' item.

<b>Buzzworks - 2020 Budget Planning</b>				
<b><u>Apiary</u></b>				
	<b>£925</b>	<b>£0</b>	<b>£0</b>	<b>-£925</b>
<b><u>Expense Item</u></b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Grants</b>	
Feed - sugar/fondant etc	£180.00			
Treatments (MAQS - 30 hives)	£165.00			
Hive consumables (foundation swap etc)	£150.00			
General supplies (honey processing etc)	£55.00			
Hive Repairs	£250.00			
Bait Hives (x5 @£25 per hive)	£125.00			
	<b>£925.00</b>			

#### 7. Sites

##### Amendments & Comments

- Its generally accepted that we may need to invest in some external labour in 2020 to support site maintenance (shed repairs, painting etc) as we have insufficient volunteers to maintain both sites.
- We have included 3 days & materials for specific repairs at BW site only at this stage.
- Further work required to identify specific jobs, source labour and identify potential costs. This will be treated as a exceptional item and approved as required through the Trustees

<b>Buzzworks - 2020 Budget Planning</b>				
<b><u>Site management</u></b>				
	<b>£1,624</b>	<b>£0</b>	<b>£0</b>	<b>-£1,624</b>
<b><u>Expense Item</u></b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Grants</b>	
Fuel - Petrol/Gas	£190.00			
Consumables (paint, general materials, wood, repairs etc)	£350.00			
External Labour (hedge cutting etc) x2 @£50	£100.00			
BW - Install low fence in Apiary	£229.00			
BW - Repairs (floor etc) - x3 days + materials	£550.00			
HW - Workshop 12v Lighting	£205.00			
	<b>£1,624.00</b>			



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### 2020 budget Summary

Based on the current individual budget submissions our 2020 budget position would be **£490** overspend against the 2020 revenue estimates, although there are several items where spend could be deferred (£1,275 – education & bee images) and where a final decision is pending (£470 – BBKA subs/NH show)

However, we recognise that there is likely to be a requirement to invest in external labour to support site maintenance during 2020.



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#### 2020 Budget Summary

REVENUE	2020	Comments
Administration	£ -	
Apiary Materials - Resale	£ -	
Education	£ 720	
Marketing (including Stall, Open Days etc)	£ 6,175	
Membership	£ 280	<i>Based on 28 members @£10</i>
Training	£ 1,000	
Donations	£ -	
<b>Total Revenue</b>	<b>£ 8,175</b>	
<b>GRANTS</b>		
Grants received during 2019 financial year	£ 1,465	
<b>EXPENSES</b>		
Administration (including insurance, BBKA subs)	£ 1,100	<i>potential £100 reduction on BBKA subs</i>
Apiary	£ 925	
Education	£ 3,121	<i>Option to defer £975 (cupboard etc) &amp; £370 NH Show to be confirmed</i>
Marketing (including Stall, Open Days etc)	£ 2,649	<i>Option to defer £300 investment in 'bee images'</i>
Site Maintenance	£ 1,624	<i>Additional investment if site maintenance likely to be required</i>
Gardening	£ 450	
Training	£ 260	
<b>Total Expenditure</b>	<b>£ 10,130</b>	
<b>2020 budget Net estimate</b>	<b><u>£(489.78)</u></b>	

Currently BAH has a balance at the end of October of **£9,685**, with ~£680 required for the annual insurance premium (due 15/12/2019) and revenue from Nov/Dev stalls still to be recognised, so expectation is that the 2019 financial position to be around £10,000.

Our minimum run costs are approximately £3,500 per annum, with a target to retain at least 1 years run costs in reserve.

#### **Next meetings**

- **Wednesday 11<sup>th</sup> December @6:30 (AGM planning) – location to be confirmed**



BuzzWorks Association Hitchin (BAH)  
2019 Trustee & AGM Outstanding Actions

**TRUSTEE MEETING - ACTION TRACKING SHEET**

No.	Action	Action Owner	Status	Due Date	Notes
19	Contact BBKA to confirm if trainees can take the BBKA basic exam as members of Buzzworks without having to join BBKA or affiliated group.	RD	Open	Before 2019 renewal date	RD to contact BBKA again for clarification-
49	Draft Agreement for BAH to allow beekeepers to manage hive at Honeyworks site	RD/CP	Closed		Will be replaced by outline for new mentoring arrangements. (new action 63)
57	Draft simple emergency instruction card for Buzzworks & Honeyworks sites -	AT/RS	Open		H&S needs to be discussed further and more complete action plan agreed.
59	Projector – final options & costs based on providing fixed solution at BW site to be circulated.	PC	Open		Circulated – cost covered by Grants
60	Proposal to purchase Bee Images & initial tea towel print to be finalised and circulated for approval.	AC	Open		Included in 2020 budget, final decision pending.
61	Secure rear window at Buzzworks cabin with metal grill following recent break in attempts	GM	Open	ASAP	Approved at Trustee meeting
62	Prepare advert for new Apiarists as HW & BW sites	PC/RD/CP	Closed		New approach agreed
63	Meeting to be held with HW Beekeepers/mentors to agree management principles	AT/PC	Open		Send out email as placeholder for meeting in early 2020