



Minutes of Committee meeting 20th February 2020

Held at Holmer Hall Committee Room

Present: Robert Taylor (chair), Gareth Morgan, Martin Winrow, Gerald Wells, Mervyn Davies.		
Governance:		
1.	Apologies: Susanna Grunsell, Mick Colquhoun, Chris Robinson, Rachel Jenkins, Stephanie Greenwood, Vivien Quinn.	
2.	Minutes of previous meeting: The minutes of the 16 th January Committee meeting were deemed to be correct and were duly signed by the Chair.	
3.	Actions arising from 16th January meeting: Item 2 – The Minutes of the June, September and November 2019 Committee meetings have been posted on the website. Item 3 – The action on VGA cable by MW should be carried forward to the April meeting. Item 4b – MW will send out final reminder to members who have not paid by 29 February. It was agreed that MW should telephone a sample of 2019 member recruits that fail to renew membership to ascertain their reasons for leaving. Item 4c – A letter has now been received from the tax office re-Gift Aid. Item 4d – MW confirmed that a one-page summary of audited accounts was required and that he would complete this with Una’s help. Item 5 – It was agreed that the next HOC News edition should be produced for 1 May, which means copy deadline of 14 April. The new Editor should be encouraged to provide his/her ideas on future content/format of this publication as soon as is practicable after appointment. Item 6c – It was agreed that the Holmer Hall projector should be used by MC and GW for the photographic presentations at the AGM. Item 11 – MD has had initial discussion with others and concluded there should be two lists of ‘sites of ornithological interest’: one published in the Annual Report for sites with public access and a second held by HOC of all sites, including those with no access (including Lugg Bridge Quarry).	Martin Martin Martin Newsletter Editor Mick/Gerald Mervyn with others

	Item 20 – It was suggested that an HOC document retention policy should be developed at a future Committee meeting.	Chair/Secretary
4.	<p>Treasurer’s report: The Treasurer’s report had been circulated in advance.</p> <p>MW reported that a few HOC membership renewals were still trickling in, but there was going to be a higher than usual loss in membership numbers this year.</p> <p>MW has not received any notifications of planned expenditure for the future budget – can Committee members please respond if applicable. GM suggested there should be a sum identified for promotion and the production of new boards for events. MW expected normal expenditure (excl. major items) to be around £1,600.</p> <p>MW reported that the £20,783 invested in the Charities Aid Foundation (CAF) fund was due for renewal on 31 March, this could be rolled over into the new Annual Saver at 1.4%. There was discussion on whether HOC needs to retain all of £10,000 invested in a CAF 60-day notice account – it was decided to move £5,000 of this to the Annual Saver account.</p>	<p>All</p> <p>Martin</p>
5.	<p>AGM matters:</p> <p>5a. Officers for 2020-21: Following the efforts by RT, CR and MD since the February meeting, Committee nominations had been agreed for six of the seven vacant posts. Proposer and seconder names were agreed and the nomination forms completed in advance of the upcoming AGM.</p> <p>There have been no takers for the HOC Secretary post despite approaches to a number of individuals. It was suggested RT should look again at the responses to the HOC Members Survey for anyone who may have the skills and be willing to take on this role, and a few other individuals were also identified to make an approach to. The situation means that a temporary cover of the secretary tasks should be agreed – MW agreed to continue to cover the general admin tasks for 6 months from April; MD did not wish to continue as meetings/minutes secretary with the impending workload as Annual Report Editor, but GW agreed to take on this role for a limited period.</p> <p>5b. River Wye award: All arrangements are in place to present this award for 2020 at the AGM.</p> <p>5c. Informal meeting for new Committee members: A suggestion that an informal gathering of Committee members be held to welcome and induct new Committee members was supported and it was agreed that arrangements should be progressed to hold this as soon as practicable after the AGM and before the April Committee meeting, possibly at the HWT Queenswood office site if a suitable room was available.</p>	<p>Robert & others</p> <p>Robert & Gerald</p>

6.	<p>HOC Committee posts – job descriptions:</p> <p>A copy of draft job descriptions had been prepared by RT and circulated before the meeting, but many of the descriptions were still unchanged from the 2007 version. There was broad agreement on those job descriptions that had been updated, subject to minor formatting changes and with suggestions that a minor amendment be added to indicate normal period of service, and that the Education Officer role be rolled into the Publicity Officer post. Clarification was sought on the Strategy Officer role which has not been filled in recent years and it was agreed not to continue with a dedicated post for the forthcoming Committee cycle. RT agreed to update the remaining job descriptions in advance of the April meeting.</p>	Robert
Conservation:		
7.	<p>Curlew project:</p> <p>CR has arranged a meeting at Queenswood Country Park on 27th February to agree plans and actions for 2020. There has been a gratifying response from Herefordshire Wildlife Trust volunteers to help with the project this year, along with the existing project team from previous years.</p>	Chris
8.	<p>Chase Hotel planning application:</p> <p>SG has contacted Tony Eveleigh and is awaiting an update on where this has got to, but it is understood that this development was now a <i>fait accompli</i>.</p>	
Events:		
9.	<p>Indoor meetings 2020-21:</p> <p>RJ has still had no response from BTO re-satellite tracking talk in January 2021, so other arrangements must be made. Dave Barnes (who cancelled for December 2019) is a possibility, but it may not be appropriate to approach him at present. RT wondered whether a talk on “Bird diseases” by Dr Daria Dadam of BTO or one of her colleagues would be of interest to members. It was agreed this should be progressed – GW will ascertain if Dr Dadam was the most appropriate BTO person to approach and RT would then ask RJ to make contact.</p>	Gerald/Robert & Rachel
10.	<p>Field meetings:</p> <p>GW reported that all field meetings had been agreed up to 30 June 2020. Following a meeting of the Field Meetings Group on 28 January, the programme for July – December 2020 was also now virtually complete, apart from one at Bodenham Lake in July that may now take on the form of a general nature walk. An outline plan for field meetings for the period January – June 2021 is also in place.</p>	

14. Any other business:		
	<p>14a. Spam emails: A number of Committee members have received a series of spam emails recently and MW suggested everyone need to be aware how to deal with these. It was agreed to leave this item until the April meeting when new Committee members will also be present.</p> <p>14b. HWT 2020 Vision for Wildlife: This document was produced recently by HWT. It was agreed that this should be circulated to all Committee members.</p> <p>14c. Retiring Committee member: The Chair and the Committee members present wished to place on record our thanks to Viv Quinn for serving on the Committee for the past two years. In addition, Mervyn Davies was thanked for stepping in as interim Secretary.</p>	<p>Secretary</p> <p>Susanna/Robert</p>
Date of next meeting:		
	<p>AGM on Thursday 12th March 2020</p> <p>Next meeting: Thursday 23rd April 2020</p>	

25 February 2020