

# **Farnham Division of SBKA - Rules and Members' Handbook**

## Part 1 - Rules

1. Farnham Beekeepers is a Division of Surrey Beekeepers' Association. SBKA is a charity (Charity No 1026386) and is an Area Association Member of the British Beekeepers' Association (BBKA), itself a Registered Charity (No 1026386).
2. Farnham BKA operates within the guidelines set out in the SBKA Constitution and shares its objectives.

### 3. Membership.

Farnham BKA has the following classes of membership:-  
Full Membership, Partner membership, Friend of Farnham BKA

Active beekeeping members shall comply with the BBKA registration requirements as either Registered Members or Partner Members. Other non-beekeeping members may, if they so wish, be registered with the BBKA as Country members.

There is no bar to a member, in any category, of one Division also being a member of another Division or an individual member of the BBKA. In such a case it is the duty of the duplicate member to ensure that he/she is not charged twice for BBKA Capitation, SBKA Capitation or BeeCraft subscription.

### 4. Officers

Farnham BKA shall have a Chairman, a Secretary, a Treasurer and a Membership Secretary, elected annually at the AGM. Any office, with the exception of the Chair, may be combined with any other. No member may hold any of these offices for more than three consecutive years unless re-elected by at least four fifths of the members present and voting at the Divisional AGM. Other titles may be attached to Committee Members to reflect particular areas of responsibility. A President and any number of Vice Presidents may also be appointed.

### 5. The Committee

Farnham BKA shall be managed by a Divisional Committee consisting of the officers plus the Divisional Trustee (if not one of the Officers) and further members as required.

5.1 The Committee shall be elected annually at the AGM

5.2 The Committee shall meet at least twice each year.

5.3 FBKA shall nominate a person to stand for election as a Trustee of the SBKA at its AGM, and shall appoint a further person as Divisional Representative to SBKA Council.

### 6. General Meetings

6.1 Farnham BKA shall hold an AGM each year after the start of the Financial Year and before the SBKA AGM.

6.2 Farnham BKA shall hold an Extraordinary General meeting if requested by the Chairman or Secretary or on receipt of a request signed by at least 10% of members entitled to vote. The calling notice shall state the business to be conducted at the EGM and no other business shall be conducted.

### 7. Reports and Accounts

Farnham BKA will, prior to the SBKA AGM, send to the Trustees a report of its activities during the year and its approved/audited accounts for the year. The Divisional Committee shall set an

annual subscription based on capitation figures supplied by the SBKA Treasurer and any Divisional component.

#### 8. Duties of the Treasurer

The Treasurer shall:-

8.1 transfer monies due from the Division to the Charity by way of fees, capitations etc, including subscription to Beecraft on a quarterly basis.

8.2 transfer any further monies due to the SBKA on request from the SBKA Treasurer.

8.3 transfer monies due to BDI Ltd in April and September each year.

8.4 ensure, in liaison with the Divisional Membership Secretary, that the SBKA Membership Secretary is kept fully informed of all changes of membership.

8.5 check the membership list against the BBKA Membership list twice each year in March and September.

8.6 verify the Divisional membership with BeeCraft Ltd each year in November.

#### 9. Duties of the Membership Secretary

The Divisional Membership Secretary shall:-

9.1 notify the SBKA Membership Secretary promptly of any new or lapsed Registered, Partner or Country Members of the BBKA, and, in the same way, to notify any changes to the names, addresses and, if appropriate, telephone numbers and e-mail addresses of existing members in any of these classes of membership.

9.2 to notify, in liaison with the Divisional Treasurer, the SBKA Treasurer of all changes specified in Clause 9.1 above.

9.3 to notify Beecraft Ltd of any additions, deletions or changes to Registered members.

#### 10. Duties of the Divisional Representative

The Divisional Representative shall:-

10.1 attend SBKA Council meetings

10.2 report to Council on the activities of the Division

10.3 to inform the Divisional Committee of any relevant business conducted at Council meetings.

10.4 the Divisional Committee may appoint a substitute Representative for any meeting that the appointed Representative cannot attend, provided that the SBKA Secretary is informed beforehand.

11. The Member appointed to stand as a Trustee and duly elected as a Trustee shall perform the duties of a Trustee of SBKA.

12. Members of Farnham BKA are expected to conduct themselves so as to further the interests of the Charity, promote the objectives of the Division and to preserve the good opinion of the public of beekeeping and beekeepers. The Divisional Committee shall have the first responsibility of dealing with all matters of discipline. If the Divisional Committee cannot resolve the matter it should refer it to the Council.

13. In the case of a complaint by a member the Divisional Committee shall take all reasonable steps to resolve the matter, but if the member feels at the end of this process that he or she still has a grievance it can be referred to the Council.

This Rule Book has been approved by the SBKA Trustees and a copy has been lodged with them or is retained in the SBKA archive.

## Part 2

### Appendix A - Apiary Management

The following Section applies to the management of Farnham BKA's apiary.

This Appendix refers to the FBKA Apiary at the Rural Life Centre, Reeds Rd, Tilford, Surrey. The apiary is in the grounds of the Centre in close proximity to one of the Centre's car parks, and the management procedures are designed, among other things, to ensure that the apiary is seen by the Rural Life Centre management as an asset.

1. The FBKA apiary has been established with the strategic aims of:-

- 1.1 Advancing the education of new beekeepers and extending the training and exchange of ideas among the more established members.
- 1.2 Educating the public on the importance of bees in the environment, their ecology and needs and on how responsible beekeeping is carried out.
- 1.3 Acting as a swarm gathering centre to do checks, including health and queen viability, before preparing them to go out to members.
- 1.4 To provide an observation hive for use in schools and shows
- 1.5 To supply bees to members, once the viability and general health of the colony has been
- 1.6 To produce a surplus of honey to enable us to sell some in the Rural Life shop

2. The apiary will be run by a management sub-committee consisting of the Apiary Manager with two or three other members with the appropriate skills. The apiary manager is generally responsible for the proper running of the apiary. The management sub-committee is responsible for ensuring that the FBKA General Committee is fully aware of all issues concerning the apiary. Within the sub-committee FBKA recognises three offices,

- 2.1 The Apiary Coordinator,
- 2.2 The Principal Instructor, and
- 2.3 The Equipment Manager

The duties assigned to these posts are not strictly demarcated and may be assigned among the sub-committee as they see fit, but the sub-committee is responsible for ensuring that all the following duties are covered by a competent person.

- **Apiary Coordinator:**  
Ensures all visitors are appropriately dressed before entering the hive area.
- 'Pairs' visitors with experienced beekeepers.
- Ensures one member is in charge of each hive (Hive Instructor).
- Maintains a record of any children or vulnerable people known to be present and ensures they are correctly supervised (see below).

#### **Principal Instructor:**

- Ensures members of the group wear appropriate protective clothing.
- Supervises and advises on the conduct of practical work.
- Ensures safety of members and visitors in the vicinity of the hive.
- Responsible for maintaining hive record.

#### **Equipment Manager**

- Responsible for the provision, issue, return and maintenance of equipment for apiary use plus provision of smoker fuel, newspaper and lighters.
- Ensures returned equipment is cleaned/disinfected before next use (keep separate from clean equipment until cleaned/disinfected).
- Ensures safe disposal of contents of buckets containing spent smoker fuel and washing soda.
- Maintains gas torch
- Maintains solar wax extractor.
- Maintains First Aid Kit.

The Apiary Manager is also responsible for ensuring that during Rural Life Centre opening hours the staff are aware that there are people in the apiary.

3. Routine Management Practices - FBKA has documents covering the routine management of the apiary copies of which are attached hereto as Appendix A. Copies of which are lodged with the Trustees.
4. FBKA has carried out a Risk Assessment (following BBKA Guidelines) for its apiary or apiaries a copy of which is attached as Appendix B. A copy is also lodged with the trustees.
5. FBKA has a Health and Safety statement following BBKA guidelines, a copy of which is attached as Appendix C. A copy is also lodged with the trustees.
6. FBKA has a list of simple instructions for visitors to its apiary to ensure the safety of the visitor and the security of the bees. A copy is attached as Appendix D, and another is lodged with the trustees.

These rules will be reviewed in 2 years time and modified as necessary.

Dated:

## Risk Assessment Record (Health & Safety) October 2010

<b>Team Assessment of :</b> (e.g. activity, location, person)	<b>Farnham Beekeeping Club</b> Rural Life Centre, Tilford Road, Farnham Surrey	<b>Assessment date:</b> Tbc	<b>To be Reviewed</b> Quarterly
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<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What precautions are you already taking?</b>	<b>What further action is necessary?</b>	<b>Taking Action</b>	<b>By When</b>	<b>By Who</b>	<b>Done/Date</b>
<b>Bee sting reactions</b>	Beekeepers & general public	Experienced beekeeper to be present whenever hive is opened	PPE and all equipment to be checked for good condition routinely to be added to checklist/hive records		Ongoing	Beekeeper	
	The likelihood of anyone getting stung is small and therefore the risk is low	Beekeepers to wear full PPE (Hat, Veil, Footwear, gloves and wellingtons)	Minimise the risk ( eg : Do not walk in front of hive and do not interfere with hive ) plus first aid advice for bee stings .		When hive/s are installed	All Beekeepers	
		Hives are located in a separate area on the edge of the Rural Life Centre .	Notices and contact details to be updated routinely – to be		Ongoing	All Beekeepers	

	The normal reaction to a sting is localised swelling , pain , redness and Itching .	Good bee keeping and swarm control measures to be practiced at all times	added to checklist /hive records	On going	Beekeeper s
	An allergic reaction is rare .Symptoms are systemic including breathing difficulties ,dizziness and shock.	Apiary guidelines have been produced for all who attend	First Aid training to be given to first aiders and beekeepers as appropriate .	On going	Beekeeper s
	Medical help should be sought immediately by dialing 999 as the onset is usually rapid ( 15 to 20 minutes		Communication link has been established with the Rural Life Centre to ensure that Beekeeping does not occur during any incident at the Rural Life Centre , requiring evacuation.		
<b>Slips , Trips and falls</b>	Beekeepers and visitors visiting the Apiary.	Area around the hive and access ways will be kept tidy at all times and any debris will be cleaned up and	Cleaning of hive area and equipment to be	Ongoing	Beekeeper s

		removed	added to check list/hive records		
<b>Equipment falling over may cause bees to escape and swarm</b>	Beekeepers and visitors	Ensure that hives are well established on secure basis .	Ensure hives are secure on weekly basis especially before inspections .	Ongoing	Beekeeper .
			No equipment to be left on roof	Ongoing	Beekeeper
<b>Swarming</b>	Visitors in the Apiary .  Public in the Rural Life Centre  Occupiers of adjoining Houses	Good House keeping practices will ensure that hives are monitored on a weekly basis during the swarming season ( spring and summer ) and precautions will be taken as necessary to prevent swarming as far as possible.	Contact details for swarm coordination to be on display	Ongoing	Beekeeper
<b>Vandalism</b>	The public by distressed bees.	The Apiary always locked when	Frequent visits by authorised	Ongoing	All apiary visitors

unattended.

personnel will  
discourage  
vandalism

### **Comments /Further Information**

**Bees are kept in hives in part of the Rural Life Centre**

**The Rural Life Museum Staff have the details of the FBKA contacts if required.**

**Bees rarely sting and will do so if they feel threatened .**

**The majority of bee stings are harmless though they can cause a sharp pain for a few minutes , which then becomes a dull ache .**

**Swarming is the process which bee colonies divide with one half leaving the hive in search of a new home . This happens during the spring and summer . The swarm will lodge nearby until scout bees find a new home.**

**Swarming can be minimised by good beekeeping practice but cannot be eliminated entirely . However swarms are very seldom aggressive and keeping a sensible distance away is almost sufficient to avoid trouble.**

**The members of the Farnham Beekeeping Association are part of the British Beekeeping Association – which provides public liability up to £5million .**