



Welcome  
to  
Romford Division  
of  
Essex Beekeepers' Association

[www.ebka.org](http://www.ebka.org)  
[www.romfordbeekeepers.wordpress.com](http://www.romfordbeekeepers.wordpress.com)



*Registered Charity Number 1031419*

## What is Romford Division?

Romford Division is one of nine divisions of Essex Beekeepers' Association. We are a group of beekeepers living in the London Boroughs of Havering, Barking&Dagenham and Redbridge, and in Thurrock and Brentwood.

Romford Division was founded in 1932: the EBKA was founded in 1880 and became a charity in 1993.

Our **aims** are to promote the art of beekeeping, by:

- running an interesting and informative programme of meetings and events for members
- giving support to member beekeepers, including practical help and advice
- organising educational courses and talks such as:
  - for beginner/potential beekeepers
  - for more experienced beekeepers, to improve their yields and management techniques
  - queen rearing, to improve colony quality within the Division and to help beginners
  - on bee-related topics, such as candlemaking, for beekeepers and the general public
- set-up assistance for beginner beekeepers
- educating the public at Shows and other events about bees and beekeeping
- working with schools, within the curriculum, to extend knowledge of bees and beekeeping



## Who's Doing Which Job in 2023 Committee

President	Terry Watson	01708 747235 watson.terence@sky.com
EBKA Trustee / DVM (Divisional Voting Member)	Roger Honey	07889 785089 rogerhhoney@hotmail.co.uk
Chair	Julie Mugglestone	07852 224262 julie.mugglestone@gmail.com
Secretary	Sue Richardson	01708 381900 / 07971 957333 susanmrichardson7@gmail.com
Treasurer	Rose McCarthy	07803 893892 gipsyrose_1066@yahoo.co.uk
Programme Secretary	Dawn Doyland	01708 471413 / 07941 418163 dawn_doyland@hotmail.com
Membership Secretary	Pat Allen	01708 220897 / 07958 938427 pat.allen7@icloud.com
Show Secretary	Angela Mander	01277 262990 / 07941 332780 angelam59@hotmail.co.uk
Bulk Buys Secretary	Alan Sansford	07980 208840 pandaprinting@hotmail.co.uk
Brentwood O/A Warden	John Whittard	01708 376017 john.whittard@tfl.gov.uk
Havering O/A Warden	Terry Watson	01708 747235 watson.terence@sky.com
Hornchurch O/A Warden	Norman McDonald	01708 447791 normanmcd@yahoo.com
The Chase Warden	Rob Hyde	01708 703049 / 07913 381456 lihyde49@ntlworld.com
Teaching Apiary Warden	Filippo Negri	07423 015420
Lay Members	Liz McNeill (01708 765898), Filippo Negri, Lorna Pattle (07760 176074), Paul Wiltshire	

### Non-Committee Posts

Disease Liaison Contacts	Jim McNeill	07743 310143
	Simon Perchard	07712 194488
Education Secretaries	<i>(vacant)</i> (courses)	
	Robert Hyde (school visits)	01708 703049 / 07913 381456
Newsletter Editor	Graeme Ellis	07814 814844
Divisional Hive Management	Pat Allen, Jim McNeill, Adam Ozbek	
Equipment Secretaries	Pat Allen (model hive)	01708 220897
	Robert Hyde (virtual hive)	01708 703049 / 07913 381456
	Pádraig Floyd (extractor)	020 8597 3674
	Norman McDonald (extractor)	01708 447791
	Paul Wiltshire (extractor)	01277 375454
	Jim McNeill (photographs)	01708 765898

# Job Descriptions

## **President:**

Figurehead for Division: give general advice and guidance.  
Promote Division and beekeeping outside the Division.  
Formulate and support Divisional objectives and activities.

## **Chairman:**

Spokesperson for Division.  
Chair Committee and Divisional meetings. Casting vote when necessary.  
Give general advice, guidance, mediation.  
Ensure divisional business is conducted constitutionally and legally.  
Formulate and support Divisional objectives and activities.

## **Treasurer:**

Attend Committee meetings.  
In charge of Divisional accounts.  
Provide an annual set of independently-examined accounts.  
Provide financial reports to local Committee meetings.  
Reimburse financial expenses to which Officers are entitled.  
Pay all due bills in good time from Divisional funds.  
Coordinate payments between bank accounts to maintain credit balances and best returns.  
Responsible jointly with Membership Secretary for the collection of annual subscriptions and maintenance of membership database (eR2).  
Responsible for providing BDI certification to members as appropriate.  
Responsible for paying BDI in two instalments (March & August).  
Keep records of payments to separate funds.  
Responsible for paying EBKA/BBKA capitation fees to EBKA in two instalments (March & August).  
Responsible for paying over members' donations to EBKA.  
Provide EBKA General Treasurer with a statement of eligible gift aided subscriptions and donations for the current subscription year. (This task may be taken over by the EBKA General Treasurer and produced from eR2 in 2022 and beyond.)  
Formulate and support Divisional objectives and activities.

### **Trustee (Divisional Voting Member):**

Attend Divisional Committee meetings.

EBKA Charity Trustee: attend CEC meetings or, if unable, arrange for a proxy.

Legally responsible for the constitutional running of Division and, with the other

Trustees, the EBKA, within Charity Commission rules.

Principal liaison officer and communication channel between EBKA and Division.

Formulate and support Divisional objectives and activities.

### **Secretary:**

Arrange Committee meetings.

Take minutes, or arrange taking of minutes, of Committee meetings.

Produce, or arrange for production of, monthly newsletter.

Email papers to all members with email addresses.

Handle Divisional correspondence.

Principal contact for Division.

Formulate and support Divisional objectives and activities.

### **Programme Secretary:**

Responsible for arranging annual programme, contacting speakers, etc.

Produce, or arrange for, report of previous meeting for monthly newsletter.

Formulate and support Divisional objectives and activities.

### **Show Secretary:**

Attend Committee meetings.

Coordinate Divisional presence at shows and other events as agreed by the Committee.

#### ***Divisional Honey Show:***

Overall responsibility for the Show.

Arrange a Judge for the Show.

Send show schedule to Judge.

Ensure distribution of schedules for Show.

Encourage and coordinate entries to the Show.

Produce all the necessary documents, labels, etc, for running the Show.

Assist the Judge at the Show.

Arrange collection and engraving of trophies; assist in presentation of trophies.

#### ***Essex County Show:***

Divisional delegate to EBKA Honey Show Committee.

Attend Show Committee meetings.

Encourage and coordinate Romford members' entries to the Show.

#### ***National Honey Show:***

Arrange for Romford Division's entries to the Show.

Encourage and coordinate Romford members' entries to the Show.

### **Bulk Buys Secretary:**

Attend Committee meetings as requested by Secretary (e.g. relevant agenda item).  
Obtain best deal for bulk buys of products as agreed by the Committee (e.g. wax).  
Collect orders from members.  
Coordinate delivery, collect payments from members.

### **Apiary Warden:**

Attend Committee meetings.  
Maintain good order at Apiary, with frequent visits to check against vandalism, etc.  
Ensure Apiary rents are paid in good time; list of members & hives to Treasurer.  
Ensure tenants have signed, accepted and adhere to the Apiary rules.  
In the event of a tenant defaulting, take such action as agreed by the Committee.  
Arrange for Working Parties for clearing, tidying, repairs, etc, as necessary.  
Coordinate Apiary meetings/visits as required, including RBI/SBI inspections.  
In the event of disease resulting in a Standstill Order, ensure tenants are aware and comply.  
Receive concession of apiary space and free rental for three colonies.

### **Bee Garden Warden:**

Attend Committee meetings.  
Maintain good order at the Garden, including frequent visits to check against vandalism, etc.  
Arrange for Working Parties for clearing, tidying, repairs, etc, as necessary.  
In liaison with Education Secretary, coordinate visits as required (equipment, bees).

### **Lay Committee Member:**

Attend Committee meetings.  
Act as the “ordinary member’s” voice on the Committee.  
Ensure Officers act within their designated responsibilities and as agreed by the Committee.  
Carry out specific tasks as necessary and agreed within the Committee.  
Formulate and support Divisional objectives and activities.

### **Disease Liaison Contact:**

First contact for beekeeping member suspecting a problem.  
Exchange information with other DLCs.  
Contact and coordinate with RBI/SBI as necessary.  
Attend Divisional Apiary Tours and Workshops.  
Attend Training Courses as necessary or desirable.

### **Education Secretary:**

Attend Committee meetings as requested by Secretary (e.g. relevant agenda item).  
Contact/liase with schools on visits to schools or Bee Garden.  
Coordinate visits to Bee Garden with Warden (personnel, timing).  
Arrange Educational Events & Courses as agreed with the Committee.

### **Membership Secretary:**

Attend Committee meetings.  
Promote beekeeping outside the Division to encourage new members.  
Responsible jointly with Treasurer for the collection of annual subscriptions and maintenance of membership database (eR2).  
Ensure new members are cognisant of Divisional activities, etc.  
Encourage new members to participate in Divisional activities.  
Ensure new members can access the Member's Information on the website.  
Update the Member's Information on the website as and when necessary.

### **Equipment Secretary:**

Hold the Division's equipment when it is not hired out to a member.  
Manage the hire of the Division's equipment by members.  
Ensure equipment is returned in good condition by member.  
Arrange for servicing and/or repair of Division's equipment as necessary and appropriate.  
Advise Committee where equipment may need replacement or major expenditure.  
Replace or obtain new equipment as agreed by the Committee.

## **Teaching Hive & Apiary Management:**

The task of managing the Division's teaching colonies and apiary is split between four members, as follows:

### **Hive Manager:**

Manage the Division's colonies to ensure good health of the bees.

Practise effective swarm prevention and control.

Prepare the colonies for beekeeping courses as required.

Prepare the colonies for demonstrations as required.

Maximise the honey yield within the constraints of the foregoing requirements.

Receive agreed percentage of honey yield for personal use.

### **Honey Extractor:**

Extract the honey from the Division's colonies as required and store in honey buckets.

Pass the bucketted honey to the Honey Processor.

Receive agreed percentage of honey yield for personal use.

### **Honey Processor:**

Process and bottle the Division's honey for sale as required.

Ensure appropriate labels are available.

Return empty buckets to the Honey Extractor.

Receive agreed percentage of honey yield for personal use.

### **Apiary Manager:**

Keep the grassed area mown as needed.

Maintain the wild flower area, cutting as needed (probably twice a year).

Ensure spare equipment is stored/stacked appropriately.

Arrange for Working Parties for clearing, tidying, repairs, etc, as necessary.

Receive agreed percentage of honey yield for personal use

### **Independent Examiner:**

An Independent Examiner does not need to be a member of Romford Division or the EBKA.

An Independent Examiner cannot be a Committee member at the same time.

Once a year, usually in December and working with the Treasurer, the Independent Examiner(s) check Romford Division's accounts to ensure all is in order.

Sign the final copy of the accounts, which will be presented to the AGM and to the EBKA General Treasurer.



## PROGRAMME 2023 – 2024

Monthly meetings may be held via Zoom or face-to-face.

### FEBRUARY 2023

Thur 2nd 'Pests & Diseases' 8pm Ian Nichols, SBI

### MARCH

Thur 2nd 'Swarm Control' 8pm Norman McDonald

### APRIL

Thur 6th " 8pm

### MAY

Thur 4th 'Managing Nucs & Mini-nucs' 8pm Pat Allen

### JUNE

(date tbc) Apiary Meeting (time tbc)

### JULY

(date tbc) Apiary Meeting (time tbc)

### AUGUST

Thur 3rd (tba) 8pm

### SEPTEMBER

Thur 7th (tba) 8pm

### OCTOBER

Thur 5th (tba) 8pm

Sat 21st **HONEY SHOW & ANNUAL SUPPER**  
2.30pm  
6.00pm

### NOVEMBER

Thur 2nd (tba) 8pm

### DECEMBER

Thur 7th **PRE-CHRISTMAS SOCIAL** 8pm

### EBKA CONFERENCE 2023:

Saturday, November 4th  
Hosted by Southend Division

### COURSES: Beginners' Beekeeping

April 18th – June 27th

Taster Sessions

Saturday 8th July & Sunday 30th July

### SHOWS:

Essex Show

(tba)

National Honey Show

Thursday 26th – Saturday 28th October

### JANUARY 2024

Thur 4th **Annual General Meeting** 8pm

*Visit the websites for up-to-date details of programme:*  
[ebka.org](http://ebka.org) or [romfordbeekeepers.org](http://romfordbeekeepers.org)

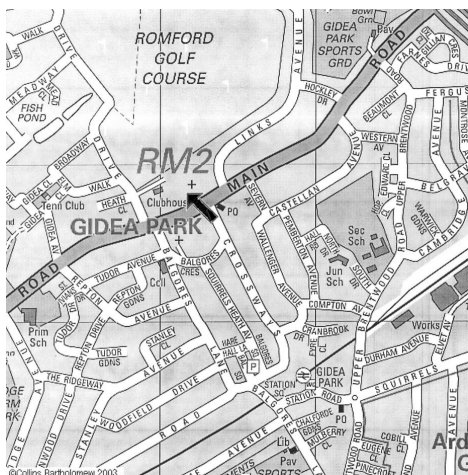
## Activities

**Monthly Meetings** are held on the first Thursday in the month at 8pm (may be some exceptions, check newsletter or website). Venue for face-to-face meetings is Chadwick Hall (behind St Michael's Church), Main Road, Gidea Park RM2 5EL. Some meetings may be held via Zoom.

Most meetings have a speaker, topics may be about bees and beekeeping, but also related topics such as flowers, herbs, wildlife, etc.

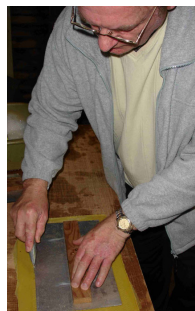


*Jim McNeill, Show Secretary,  
tasting the entries to one of our  
'Mock' Honey Shows*



*Map with arrow showing location of  
Chadwick Hall.*

**Outdoor Event** may be held for **Hive Building, Frame Making, Foundation making, etc.**



**Garden Meeting** may be held in summer, in one of the Out Apiaries. There may be a speaker, or a demonstration.



*Pat Allen uncapping a well-filled comb of honey*

**Honey Show** is held in October, just before the National Honey Show. Entries are free and there are classes for honey (including novice class), wax, mead, confectionery, baking, and photography. The entries winning first prize in some of the honey classes are automatically entered into the National Honey Show as Romford Division entries.



**Show Supper** is held following the Honey Show. (Ticket price approx £15.)

**Educational Courses:** A Beginners' Beekeeping course every year through April/May/June with theory and practical sessions; Queen Rearing and Refresher sessions in some years. Sometimes courses on beekeeping-related topics, such as candlemaking, insects, pollen analysis, microscopy, etc, may be held. A charge is made for these courses.



*Students lighting smokers at the Beginners' Beekeeping course in 2009*

**Town Shows**, such as the Eastbrookend Country Fair, may be attended. Members can sell their honey and other products, with the Division taking a commission. Candle-rolling is always enjoyed by the children.



**Trips** of an *ad hoc* nature, such as to Gardens, Reserves, to other beekeeping groups, etc. These are paid for by members at cost.

**Bulk Buys:** the Division usually makes some bulk purchases to order, such as honey jars, wax foundation, varroa treatments, etc, enabling members to take advantage of reduced prices.

## Divisional Apiaries

The Division has four Apiaries where members may apply to site one or two hives, and a Teaching Apiary. These Apiaries may also be used for divisional events, such as courses, frame-making, etc.

The criteria for the granting of space for a colony in a Divisional Apiary are:

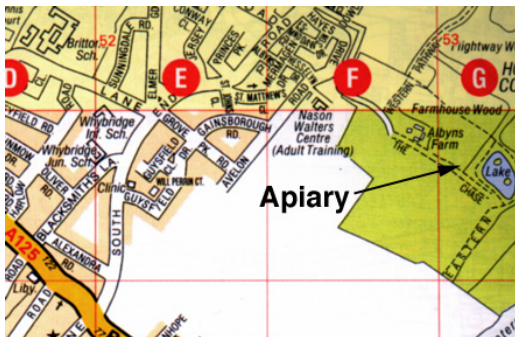
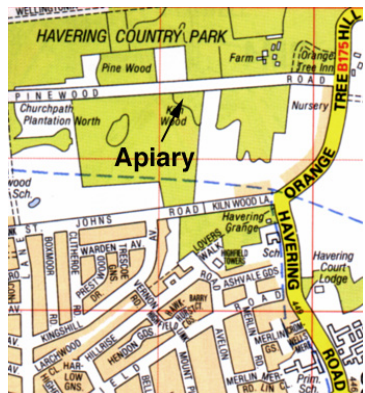
- the beekeeper must be a paid up member of Romford Division
- the beekeeper will apply to the Committee for a space
- priority will be given to starter beekeepers
- the apiary will be selected by the Committee, taking into account how far the beekeeper would have to travel and the available hive space in each apiary.

The allocation must be regarded as temporary; the beekeeper is expected to find a permanent site. Two years should be regarded as the usual maximum length of stay although an extension may be given at the discretion of the Committee.

The tenant beekeeper will complete and sign two copies of the apiary rules. The Warden will retain one copy, the beekeeper the other.

Rent is payable in January for a colony already in a divisional apiary.

**Haivering:** located in Haivering Country Park (off Pinewood Road, Orange Tree Hill, RM4 1PH)



**Hornchurch:** located in  
Hornchurch Country Park,  
RM13 7EP  
(Albys Farm entrance)

[illegible]



# ESSEX BEEKEEPERS ASSOCIATION – ROMFORD DIVISION



## Out Apiary Rules for:

Warden:

Tel&email:

- 1 The beekeeper must be a paid up member of Romford Division.
- 2 The maximum overwintering is 2 colonies (some temporary expansion during summer accepted).
- 3 The allocation of a place in the Apiary must be regarded as temporary, for a maximum of two years only, and will be reviewed if necessary two years from the date at the bottom of this form. Any allocation and extension is at the discretion of the Committee.
- 4 **No** colony or swarm may be brought into the Apiary without the knowledge and permission of the Warden and without first being inspected by a person nominated by the Warden.
- 5 An annual rental fee will be charged per hive, payable along with membership subscription in January. (See the relevant Rates sheet for the year's charge.) In addition to this there will be a refundable deposit for a key to the Apiary. ***The key is the responsibility of the tenant beekeeper and must never be passed on, or lent, to anyone else. The key must be returned to the Warden when the member ceases to have a place for bees at the apiary.***
- 6 **All** colonies **must** be fully insured with Bee Diseases Insurance (BDI) **at all times**.
- 7 Each hive must have the owner's name and contact number under the roof.
- 8 The APHA Bee Inspector shall have access to all hives in the Apiary, whether the owners are present or not.
- 9 The owners of all colonies shall endeavour to control varroa by diligently using approved Integrated Pest Management (IPM) methods.
- 10 All hives must be examined on a regular basis for disease, which if found must be reported **immediately** to the Warden, and dealt with appropriately.
- 11 Dead stocks must be secured against access by bees and removed from the Apiary as soon as possible.
- 12 All members are expected to manage their own stocks and to practise effective swarm prevention and control.
- 13 **NO** wax, honey, or syrup is to be left where bees can gain access to it. Beekeeping equipment not in immediate use may only be left in the Apiary with the permission of the Warden and must be secured against access by bees.
- 14 Hives must be kept in the allotted area and the surrounding vegetation kept cut short.
- 15 The gate must be securely closed and locked on leaving the Apiary.
- 16 Neither the Division nor its Officers can be held responsible for any loss or damage howsoever caused.
- 17 Placing a hive in the Apiary implies acceptance of the above conditions. Do not hesitate to contact your Out Apiary Warden if you have any problems or queries.

Name: .....

Signature: .....

Address & telephone number(s):

Date: .....

# Beginner Beekeepers

Beginner beekeepers are welcomed and encouraged.

## Getting started

Beginners are encouraged to attend a course to get a grounding in the theory and practice of beekeeping before acquiring bees of their own.

After the course, the Division can help a new beekeeper in three ways:



*Students and tutors of the Beginners Class of 2002*

## ***Equipment:***

It can be quite costly for a beginner to start beekeeping and beginners are advised not to obtain secondhand equipment to begin with, because:

- it may not be in very good condition
- it will need to be carefully sterilised to prevent the transfer of bee diseases
- new frames and wax will be needed anyway, because old comb and frames should never be used, they must be burnt
- the secondhand kit may not be complete, so some items may need to be purchased elsewhere anyway
- a beginner cannot be sure that the equipment is of the correct dimensions and it may not match other items.

It is better to buy new at first and maybe buy secondhand or make your own later on if you wish, when you are more familiar with beekeeping equipment.

Romford Division offers advice and a buying guide and encourages beginners to get together to buy in bulk, thus obtaining discounts.

## ***Bees:***

Advice is given on reliable sources of bees. Where possible the new beekeeper is started with a small colony of healthy local bees (a 'nucleus') at a modest cost. This can be built up to a full colony within one season. The colony may be sited in one of the Division's apiaries.

## ***Mentor:***

A new beekeeper will have a 'mentor' who is an experienced beekeeper. The mentor will assist the new beekeeper, answer queries, etc, and generally help the new beekeeper to become confident in handling the bees and managing the year's work. New beekeepers are encouraged to help each other (bee buddy).

*(2023: Note that these terms may change.)*

## Subscriptions – Costs and Benefits (2023)

The following tables summarise categories of membership, their costs for year 2023 and how these are divided, and the benefits each category offers.

### MEMBERSHIP CATEGORIES 2023: fees and benefits

	REGISTERED (18+)	PARTNER (same address)	DivLife*	CountyLife**	BBKA JUNIOR (under 18)	LOCAL JUNIOR (under 18)	ASSOCIATE (non-beekeeper)
<b>Subscription due</b>	<b>36.50</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	<b>6.50</b>	<b>11.50</b>
<i>...made up as follows:</i>							
BBKA capitation	21.00	13.50			9.50		
EBKA capitation	2.00	0.00					
Division	11.50	6.50			6.50	6.50	11.50
BDI minimum	2.00	0.00					

\* **Division** funds both capitation and minimum BDI (£25.00/£13.50))

\*\* **County** funds BBKA capitation; **Division** funds minimum BDI

#### *Benefits*

Meetings	✓	✓	✓	✓	✓	✓	✓
Newsletter	✓	✓	✓	✓	✓	✓	✓
Magazine	✓	✗	✓	✓	✓	✓	✓
Voting rights	✓	✓	✓	✓	✓	✓	✗
Hold office	✓	✓	✓	✓	✗	✗	<i>not</i> <i>Trustee</i>
BDI 3 hives	✓	✗	✓	✓	✗	✗	✗
BBKA insurance	✓	✓	✓	✓	✓	✗	✗
<i>BBKA News</i>	✓	✗	✓	✓	✓	✗	✗

**BBKA insurance** is 'personal & product liability' insurance, including 3rd party cover, up to £10 million.

#### **BEE DISEASES INSURANCE 2023 (BDI):**

1–3 colonies – £2.00 included in subscription fee for the applicable membership categories

	4–5 colonies	6–10	11–15	16–20	21–25	26–30	31–35	36–39
<b><i>Additional</i></b> premium due	£1.20	£4.70	£7.75	£9.50	£11.10	£13.60	£16.10	£18.10

**BDI** provides for compensation for colony destruction where the Regional or Seasonal Bee Inspector has confirmed European or American Foul Brood.

**Subscriptions and insurance** are due for renewal on 1st January each year. If not paid by mid-February, then membership, including insurance cover, lapses.

If Bee Diseases Insurance (where applicable) is paid after the end of March, then there will be a delay of 40 days from when the insurance is paid before it becomes effective.

**DIVISIONAL APIARY RENTAL:** £13.00 per hive



## Equipment to borrow

The Division holds some equipment which may be borrowed by members free of charge for a few days at a time.

Three divisional **9-frame radial extractors** are held by:

**Pádraig Floyd** (Ilford) 020 8597 3674 / 07894 419800  
psafloyd@yahoo.com

**Norman McDonald** (Hornchurch) 01708 447791 / 07807 707419  
normanmcd@yahoo.com

**Paul Wiltshire** (Brentwood) 01277 375454 / 07870 258192  
paul.g.wiltshire@btinternet.com

This equipment must be returned in good and clean condition, at the time agreed so that it is available to another member.

The division's **Virtual Hive and Model Hive** are held by:

**Pat Allen** (Model hive) 01708 220897 pat.allen7@icloud.com  
**Robert Hyde** (Virtual hive) 01708 703049 / 07913 381456  
lihyde49@ntlworld.com

A set of **laminated large photographs** are held by:

**Jim McNeill** (Collier Row) 01708 765898 / 07743 310143  
jimandliz44@aol.co.uk

These items are suitable for talks or shows, but **please note that the virtual hive frames and the model hive must be handled with care.** Please do not allow them to be handled by children unsupervised. The borrower will be held responsible for damage.

The **virtual hive** is a real full-size brood box with life-size photographs of bees on frames. The **model hive** is a half-size-in-each-dimension model of a National hive.

\*\*\*\*\*

The division holds various other items (such as gazebo, mobile observation hive, netting & frame for live bee demonstrations) for use at divisional events, such as the Eastbrookend Country Fair, and microscopes which may be borrowed where members are attending EBKA– or Division–sponsored training sessions.