

## **DRAFT MINUTES OF THE MEETING OF THE CPSA BOARD OF DIRECTORS**

**Held at DoubleTree by Hilton Hotel, Sheffield Park, S8 8BW  
on Saturday 28<sup>th</sup> March 2015**

### **PRESENT:-**

Mr T R Bobbett	(TRB)	South West Regional Director - Chairman
Mr W A Heeks	(WAH)	North Regional Director - Deputy Chairman
Ms M Conway	(MC)	National Director
Mr D J Jellicoe	(DJ)	National Director
Mr J Kitson	(JK)	West Midlands Regional Director
Mr J Offord	(JO)	South East Regional Director
Mr P Simpson	(PS)	East Midlands Regional Director
Mr N Fellows	(NF)	CEO

### **GUESTS:-**

Mr J Beard	(JB)	Auditor
Ms L Saunbury	(LS)	Honorary Solicitor & Shotgun Advisor

Mr S C Oldman                      Minutes Secretary

### **APOLOGIES:-**

Mr G Walker	(GW)	National Director
Mr B Moorhead	(BM)	Independent Director

The meeting opened at 9:00 and a quorum was declared present.  
TRB welcomed guests LS and JB.

### **DECLARATION OF INTERESTS:-**

None.

### **MINUTES OF THE BOARD MEETING 28<sup>th</sup> JANUARY 2015:-**

Minute ratification proposed by DJ and seconded by JO. All were in favour.

At this point TRB advised that with effect from the June 2015 Board meeting Fiona Bloxham would be taking over the role of Minutes Secretary. TRB suggested that SO continued to attend Board meetings. All agreed.

### **MATTERS ARISING:-**

The requirement for a replacement Independent Director for Cate Cannon was discussed, noting that one application, unsolicited, had been received. Discussions took place about the role requirements and where to advertise it. It was agreed to actively advertise this position. NF to undertake.

The Referee Record Card was raised and it was confirmed this is provided to newly qualified referees. It was considered that currently qualified referees should also receive it. It was therefore agreed to send one to all referees. NF to check how best to get this issued.

Referee non-availability at grounds and clubs is a current concern. A couple of grounds had reported problems finding referees. It was also noted that current HMRC rules were probably not helping the situation as RTI (Real Time Information) is an issue for all.

### **ACTION LOG:-**

1. TRB advised that the Commonwealth Games selection procedure for 2018 must be agreed and finalised at the June Board meeting.

2. The ability to include disciplinary warnings on English Sporting score cards was raised again. Two options to be considered. 1. Simply write a 'W' on the card or 2. Punch a hole in it. To be reviewed by SO/NF/CA.
3. The establishment of the Clay Scholarship Charity is continuing and NF will report back at the next meeting.
4. Guidelines for referees under 18 years of age, handling malfunctioning shotguns to be followed up by NF at the next Education & Training Steering Committee meeting.
5. 2015 Rule book is progressing and it is anticipated it will be available for distribution to all referees and shooting grounds/clubs soon.
6. Sponsorship enquiries for the English Open Sporting are continuing and NF will report back asap.
7. Two queries (categories & 'B' team) have again been raised with FFBT regarding the European DTL.

### **MANAGEMENT TEAM UPDATES:-**

Due to the restricted time for this Board meeting the management team did not attend to present their reports, the CEO deputising as appropriate.

### **CEO UPDATE:-**

A brief staff update was given regarding Trudy being on maternity leave and baby Oscar arriving. Georgie Kerr had now left and various options are being considered to find a replacement. Discussions took place about salary and whether the role should become full time and based at HQ. AM is currently covering where she can, given her time to do so. All considered that the CPSA needs to be connected and engaged.

An update was given regarding currently known insurance claims under our licence revocation cover. There is a risk of premiums increasing should more claims come in and this will be monitored and reviewed with our insurance brokers. It can be clearly seen that our insurance costs have increased in the last three years but this is due to providing additional cover for both clubs and individual members rather than like for like general increases. LS gave an update on the cases she had dealt with and possible claims yet to arise, together with an explanation of how Police Authorities work regarding appeals and costs etc. Although BASC were first in announcing and providing this cover, it would appear that there is a long list of exclusions (e.g. domestic disputes, drink driving and health issues) from the BASC cover. LS was thanked by the Board for her continuing, and valued, support.

A summary of current potential risks was provided to the Board as a starting point in updating the Risk Register. All to provide feedback to NF before next meeting.

Discipline sub-committees were working well. The ESK survey is progressing. Discussion took place regarding retaining ESK as it is, compared with NSSA. More feedback is needed regarding target speed and options. ESK side events need to be given more thought and attention. The ability for a ground to hold two registered shoots on the same day will be possible once the new IT systems are fully implemented

A review and analysis of membership had been carried out by NF showing that fewer Clubman members were joining and also that the biggest dropout in membership is generally from this category after just one year. We therefore need to look at the Clubman member benefits to attract people to join and all membership categories regarding retaining them. NF to do more analysis and to report back with suggested changes.

NF requested thoughts from the Board in the coming months on how to develop the Annual Awards dinner for 2016. Some thoughts regarding venue options and combining it with a shoot were briefly discussed.

Discussions took place regarding the possible changes to certificate application processes particularly regarding GP medical reports and current thoughts that GP's do not have the time or inclination to do this. Thoughts to be fed back through BSSC re a uniform fee across authorities for the medical report and also perhaps pro-forma

documents should be produced. It was confirmed that a lot of options were being looked at by the Home Office, GMC, ACPO & BSSC. NF will keep the Board updated.

NF expressed his thanks and appreciation to Graham Walker for all his support, input and valuable contributions during his time as a Director. The Board also thanked Graham for all his work over the years. Graham chaired the Education and Training Steering Group and therefore a new lead director is required for this role. Graham had agreed to remain on the committee to assist and John Offord agreed to take over the Chairman's role.

#### Finance Report:-

Some questions were asked on the management accounts for February regarding courses and bank balances. NF explained that courses were purely a timing difference as costs for February courses are not finalised until March. Bank balances are up due to championship entry income and the refund of IT costs. This prompted a further question as to when we pay championship monies to the grounds hosting the events. This was confirmed as being 50% prior to the event and the balance shortly afterwards. An explanation of the restricted income was requested and this was explained as being monies for ICTSF, ICTSC, Talent Programme, Cadets Project and the Club Benchmarking Project.

#### Commercial report:-

Membership numbers were discussed and it was agreed that better analysis will be available when the new membership system goes live. NF reported that the British Shooting Show was a success.

#### Development report:-

NF reported that we are pleased with the progress of the Premier League and that EJC's are keen to give it a 'Flying Start'.

It was also good to see Eriswell Lodge SG (formerly Lakenheath) holding an open weekend on 25/26 April. PS and JO stated they would be attending.

### **OTHER AGENDA ITEMS:-**

#### **Championship Contracts:-**

It was proposed we should provide a copy of our new championship ground contract to all Regional Committees and for it to be mandatory for use by all Regional Committees for England Sporting Team selection shoots and also other championships if they wish. All agreed

#### **National I/C All Round:-**

It was agreed that this event had not been the success anticipated last year and discussions took place regarding whether or not this championship should continue. It was agreed to give it one more year and NF to approach suitable grounds to enquire if one of them would be willing to hold it. All were in favour of trying it for one more year.

#### **AOB:-**

#### **East Midlands Complaint:-**

It was noted that the £900 contra entry regarding the 2012/13 EMRC complaint had not been itemised in the Regional Committee's Accounts as agreed by Janet Stennett, EMRC Chairman. The Board expressed its disappointment that JS had thus reneged on the agreement made regarding this but agreed to consign the matter to history and move on.

#### **Milifest:-**

It was agreed that we should investigate attending this new event being held at Silverstone in August as it would be good exposure for us. However it was agreed that we should check further and request more information of the plans for that weekend. NF to investigate. (*Footnote - Event subsequently cancelled by organisers*).

**Meeting Closed at 12:45**