

**MINUTES OF THE MEETING OF THE CPSA BOARD OF DIRECTORS**  
**Held at Edmonton House, Bisley, National Shooting Centre,**  
**Brookwood, Woking, Surrey GU24 0NP**  
**On Wednesday 6<sup>th</sup> June 2018**

**PRESENT:-**

Mr T R Bobbett	(TRB) South West Regional Director – Chairman
Mr W A Heeks	(WAH) North Regional Director – Deputy Chairman
Mr D Rollason	(DR) Independent Director
Mr B Moorhead	(BM) Independent Director
Mr P Saitch	(PS) South East Regional Director
Mr R Kibblewhite	(RK) West Midlands Regional Director
Mrs N Heron	(NH) National Director
Mr G Walker	(GW) National Director
Mr J Martin	(JM) East Midlands Regional Director
Mr C Smith	(CS) National Director
Mr I Parker	(IP) CEO Designate
Mr S Oldman	(SO) Operations Manager
Mrs F Bloxham	Minutes Secretary

**QUORUM:-**

A quorum was declared present.

**APOLOGIES:-**

None.

**CONFLICT OF INTERESTS RE AGENDA:-**

None.

**MINUTES OF LAST MEETING:-**

Proposed by WAH and seconded by GW. All were in favour.

**MATTERS ARISING ORDINARY MINUTES:-**

**Financial**

RK proposed that financial matters be a standing item on the agenda. The aim of this would be a deeper understanding of financial matters by the Board. All were in favour.

**Voting Procedure for the Awards Ceremony**

RK proposed that the voting procedure for the awards ceremony be reviewed following complaints that the present procedure was unfair. A sub-committee comprising RK, GW & NH was proposed and agreed.

## **Classifications**

The classification sub-committee, comprising DR, PS, NH and Peter Tomlin (PT) is to review the system with a view to making it fairer, appropriate and accurate. They will collate existing information and suggestions and make recommendations.

There had been a problem at Fauxdegla when their event straddled the Issue 53 and 54 classification periods. The rules are that it is the classification at the end of the event which counts.

## **Zero Scores Letters**

The zero scores letters have caused problems when they have been received by members who did not attend the event. The possibility of leaving an interval between the letter to the ground and to the member was discussed.

## **ACTION LOG:-**

### **Clay Scholarship/Charity**

The question was asked whether or not it is worth continuing trying to establish a clay shooting scholarship/charity. BM confirmed that the ideal would be to continue but that funding is vital. The Charities Commission are not currently granting charitable status for shooting purposes and prefer educational. The Board need to look at long term strategy for funding as annual donations will be required. It would be a good and positive thing for the CPSA to do possibly linking it to the Academy. The item will be assigned to IP in addition to BM.

### **Noise/Nuisance Complaints**

JM was given the remit to investigate noise issues across the regions two years ago. He has found that there is no conformity across councils and information is not being shared. Two grounds are specifically at risk of having to shut down because of noise issues. Whitewater has already closed. There are various other grounds that have requested assistance.

The issue is not the decibel level but whether the noise is causing a personal nuisance, the measure of which is subjective. Council's are bound to respond to complaints of personal nuisance.

A precedent has been set for reducing hours and this needs to be overturned for grounds to remain economically viable.

Richard Worthington is in communication with the CPSA's insurers.

The CPSA need to have an official approach to with clear steps in the process and be involved in defending and supporting grounds.

## **Strategy Review**

The strategy review is to be made an agenda item at the next Board meeting.

### **Review of Risk Register**

The Board proposed that a traffic light system be introduced to the Risk Register. BM is happy to help in updating the Risk Register. SO is to send a copy to the Board.

### **Classification Sub Committee**

The classification sub-committee has been dealt with earlier in this meeting.

### **Tie Break Rules**

The ABT tie break rules are still under review. RK to deal.

### **Spotters at Shooting Grounds**

This item is to be removed from the action log.

### **Name Change**

This item is ongoing. IP will look at costings.

### **Finance/Audit Sub-Committee**

This is now an agenda item so may be removed from the Actions Log.

## **MANAGEMENT TEAM REPORTS:-**

### **Operations/Interim CEO**

GDPR is progressing. PT and DR were thanked for the work they have put in. There is still some work to be done with the website for members to opt in. SO & PT recommended that the Board also do the online course in GDPR that the staff have done. SO is keeping certificates on file to prove that all the staff have been trained. PT will organise directors' training.

Records are usually kept for a maximum of 7 years after which they will be destroyed unless there is a legitimate reason for their retention such as score and classification records.

SO reported that there had been a full complement of staff until Jack Cavilla handed in his notice. The post has been advertised. PT had received applications for the post of his assistant with the short-list yet to be interviewed.

The DSG require either that their prospective member provides evidence of either the disability living allowance, personal independence payments (neither of which are means tested) or a doctor's letter as proof of disability. The Board agreed that CPSA requirements should be brought in line with those of DSG and be introduced on renewal with an announcement to go on the website and a common letter to be sent to all disabled members from 1<sup>st</sup> January 2019. It may also be necessary to wait to bring this in at an appropriate stage of website development.

The EO ESP was a success. The big screen brought in for the final was a test run for the WESP and the issues experienced will be resolved by then.

PS reported that the EO ESK looked very professional and there was no mistaking that it was a CPSA event with the branding now in place. The only element that was not ideal was that handwritten results went on the website due to staff commitments. This was corrected as soon as possible when staff were back at work.

The Board discussed holding the 2019 AGM at CPSA HQ given the low attendance. However, the Board considered that the weather was probably a factor in the low attendance this year and agreed mid-country remains the best option. The Board agreed that the 2019 AGM will therefore remain at Chesford Grange. SO to make contact and check availability.

The Board were asked to introduce a rule that no earplug communication devices be allowed in the stand while shooting. However, the existing rule banning coaching in the stand will cover this, so a change is not necessary.

### **Finance**

The Board asked for clarification as to what “other income” included. Connie Pierre advised them that it includes income from Visitor Shot Gun Permits, administration fees and commission earned.

Postage has been a big cost and this is attributable to sending out copies of the new rule book and some additional copies of Pull! to members who received empty envelopes. It was confirmed that the plastic envelopes used are recyclable and less than half the cost of paper.

The other big cost was clothing for coaches as all Clayline staff wear CPSA polo shirts and tutor clothing.

### **Commercial**

Angie Marung reported that since her board report had been prepared Jack Cavilla had resigned. The process of recruiting his replacement has begun. IP was happy for the appointment to be made before he starts. The post has been advertised on Indeed and all the sports websites.

The 100 Straight Indemnity Insurance for the WESP is half underwritten already and AM is endeavouring to sort out the other half but there was a conflict of interest with the other sponsor. Work is being done to roll it out for subsequent championships.

In the breakdown of reasons for non-renewal Bobby Watkins often has to select “other” as a reason. Work is being done on more definitions. Work is also being done on statistics relating to the length of membership. Non-renewals after the first year of membership had been down to Clubman members not renewing but this has changed over the last four months.

The Board wanted to know specifically what is happening with county committees and events in their county. AM reported that more requests for branding and goody bags are being received. The Shropshire committee will be at the West Midlands Game Fair and are working with local grounds to provide a follow-up experience after trying out the Clayline at the Game Fair. The Board also discussed the CPSA matching any funds the county committees put in subject to receipt of a credible business plan.

### **Development**

RW reported that the website still indicates that the Safety Officer qualification has to be no more than 5 years old to be valid, which is no longer the case. He is working with PT so that the qualification can be redone as an online test so that Safety Officers remain current. Updates on safety issues will be done as downloadable documents. Safety Officers should in the future refresh their qualification every five years and this is in the pipeline, but delays with the website have had a knock-on effect. RW will make it happen.

### **IT**

PT reported that Merlin and the website are developing and that the replacement for Shoot08 should be rolled out at the beginning of next year.

There is a rolling programme of replacing pcs and laptops. Sage is being upgraded shortly. A quote for introducing electronic voting for the next AGM is due.

PT is working on policy and compliance and the cyber essentials accreditation has been achieved. The decision was made not to use ethical hackers to test the website due to the expense but other steps were taken to ensure security.

The post of PT's assistant has been advertised and PT will shortly be reviewing CVs.

The Board recognised PT's efforts in achieving GDPR compliance.

### **GDPR Training**

PT and DR to train the Board.

### **ANY OTHER BUSINESS:-**

Rod Davies wrote in with a proposal for regional teams and selection shoots. The team is declared ahead of the competition or the top ten shooters on the day become the team. Alternatively, if anyone from the selected team falls out then that person should be substituted by shooters present on the day. The Board decided to bring in the substitution of a shooter present on the day for anyone falling out of the selected team on 1<sup>st</sup> January 2019.

**Meeting closed at 3:07 pm**