

DRAFT MINUTES OF THE MEETING OF THE CPSA BOARD OF DIRECTORS

Held at CPSA, Bisley

On **Wednesday 29th January 2025**

PRESENT:

DR J Martin	(JM)	E. Midlands Regional Director – Chairman
Mr M Machin	(MM)	W. Midlands Regional Director – Vice Chairman
Mr P Saich	(PS)	Southeast Regional Director
Mr J Leightley	(JL)	North Regional Director
Mrs N Heron	(NH)	National Director
Mr C Smith	(CS)	National Director
Ms L Goodman	(LG)	National Director
Mr D Rollason	(DR)	Independent Director
Mr C Burrows	(CB)	Independent Director
Mr I Parker	(IP)	Chief Executive
Ms C Algar	(CA)	Operations Manager
Mr R Valance	(RV)	<i>Incoming National Director</i>
Mrs A Ford	(AF)	Minutes Secretary

GUEST:

Andrew Malpass (AM) Auditor from WR Partners

APOLOGIES:

Mr R Faulds MBE (RF) Southwest Regional Director

QUORUM:

A quorum was declared present.

CONFLICT OF INTEREST RE AGENDA: JM highlighted that there may be a conflict of interest in relation the agenda point of ICTSF World Sporting, but he would discuss this later in the meeting

RATIFY MINUTES OF LAST MEETING:

Proposed by PS Seconded by CB

YEAR END ACCOUNTS REVIEW:

- AM thanked Stacy and IP for all their support during the audit and that it was a good solid audit result with very few control points or potential adjustments raised, which he opined that was indicative of a well run and clean finance and accounting process.
- AM referred to the audit pack handouts noting that the team were very near completion of the audit work with only the minutes from the meeting today and the latest management accounts to be included. AM highlighted that this would enable the firm to close the final subsequent review which would include checking whether anything has happened right up to the date of the signatory signing which would then be reflected in the financial statement
- AM noted that on Page 5 the document outlines the audit risks, adding that these are standard across all audits and therefore not specific to the CPSA and reassured the Board that there's nothing specific within the CPSA which generates any elevated or significant risk in this area.
- AM stated that Page 6 was an important one, and that this was purely from a technical point of view in accounting that basically says the CPSA have enough monies to pay our liabilities for at least the next 12 months, of signing these documents.
- There was a small surplus generated in the year, which was expected and is therefore a good sign and indicates that the Net Assets have improved from last year.
- Going forwards AM highlighted that the ongoing concern is from an Operational Commercial perspective and relates to the discussions already being had about generation of future income

and membership numbers, noting that the CPSA are aware of this and that this is some positivity in this area.

- AM pointed out that he had already discussed with Stacy that he would outline this in Page 7 of the report and this related to Deferred Income Classification, adding that this is simply a factor of the way that the period of membership is shown, which should just be split across Year 1 and year 2, assuring the Board that with Stacy's assistance this has been reflected appropriately both in the previous and current year.
- AM concluded that with regards to slow moving stock, that there were a few items, of which have been sat in stock for a while, which IP had explained the reasoning for and that this is not an issue from our perspective
- IP interjected that the slow-moving stock that AM was referring to were mainly the England Team kit of which they periodically have to update with new suppliers, adding that the kit might still be or is still relevant. It was also discussed that it is good to have some backstock as there are time when England Team Shooters come back asking for heavier or different types of vests.
- IP confirmed that in the past years some of this backstock had been written off but that the team are comfortable with what has been set asides as this is still relevant for the shooters, noting that there is a need to have various sizes in all the kits.
- AM suggested that the summary of differences would need some tidying up and that the only tax that would be relevant to the CPSA is the tax on interest, with nothing else that is taxable, adding that there were no issues with non-compliance or any claims that needed to be included within the financial statement such as fraud for example.
- AM closed his brief stating that the testing of expenditure and expenses from last year was good, and that it is clear that there is a robust process noting that if anything he would encourage IP and Stacy to ensure that there is evidence of the stages of approval and its explanation but otherwise, he was comfortable with this.
- IP highlighted that the Financial Committee met yesterday and went through this and there were no questions and asked the Board for any questions in relations to the audit
- CB noted that we operated at a loss and that the interest pulled us back nicely noting that it would be trickier going forwards with interest rates likely to go down.
- IP pointed out that some of last year surplus was spent on ad-hoc legal costs, and so this was partly the reason for this, but overall cost was justified. IP also noted that as an overall topic he had raised this at the Finance Committee with a suggestion from JL on some options which currently look good on how we can improve our reserves but added that he would come back to the next Board Meeting on some suggestions that Stacy has been looking at.
- IP concluded that if there were no further queries, then the next part of the process would be to get JM and MM to sign off on this.
- NH queried as to whether the auditors were comfortable that there is a Finance Committee, IP responded that he had brought this to the attention of the auditors and they had noted that for the size of the company there was no legal requirement to form one, but that the Finance Committee agreed that they would continue to meet and use the opportunity to maintain transparency.

Year end Accounts were proposed by NH and seconded by CB.

MATTERS ARISING:

- **A9/0524- Competition/Targets only Ground option – rule change text (CA)**
 - CA confirmed that Pete can make the changes but that he is awaiting the price for the changes, noting that this relates to the parameters from KB Tech and that they have been slow on coming back but she would update the board when they have heard back
 - CA stated that if we wanted to make the changes urgently then there would be a heavy cost involved whereas if there was a possibility to push this out a couple of months then it would be a low cost. IP confirmed that previous estimates of this being c.£1000 were incorrect and that it is looking more likely to be in the region of c£3000 or more.
 - JM stated that he had been asked by the directors if this was going to be a significant cost, adding that that there is a mechanism where we as the CPSA can say to British Shooting and BICTSF that contrary to the rules they can run it in the format that they want, that this would

save us the cost of the implementation, although it would mean that we would not change the rule to all the other grounds.

- Discussions continued as to whether the main issue was with BICTSF were breaking the rules and how grounds could possibly bypass this.
- It was proposed that the CA should add to booklet 1 an option for targets only or competitions only and that this should be requested in advance of the event being advertised

Proposed by NH and seconded by PS.

CA to draft some wording for circulation next week which can be approved by email ahead of the next meeting – Action remains open till the wording has been approved

- **A1/0824 – FEO Budget (IP)**
 - IP stated he had no further update on this matter as the MET is currently trying to streamline as they need to run this programme across the country and so it is both cost and time driven
- **A4/0524 – Aim Point Decision (IP)**
 - IP clarified that the wording was included in the matters arising document of which the Board was happy with – Action can be closed
- **A4/1024 - 2025 Calendar & Rota (CA)**
 - CA noted that there was one slight change to the distributed calendar in that JL will be doing the English Open ABT as he would be attending anyway – Action can be closed.
- **A3/1224 – CPSA Directors Area (ALL)**
 - JM requested to those that had yet to finalise their photos, to pick a favourite profile photo and draft a profile and for those that need to update their profile please do so and send this to CA so that this can be updated on the website
- **A6/1024 – Olympic Trap Cartridge Clarification (CA)**
 - CA stated she was waiting for the addendum to go in but that the wording is ready to be circulated – Action Closed
- **A2/0524- Pull Digital Printing Costs (CA)**
 - CA updated the Board that following further investigation they have found that a total of 852 issues are duplications being sent to one postal address, noting that due to GDPR each recipient would need to be contacted.
 - CA to email all 852 recipients asking if they would like to only receive one copy instead of multiple.
 - IP stated as the number of multiple copies is on 852, that this is not a significant amount that would reduce the costs, and therefore the action remains open.

ACTION LOG:

- Please refer to the Action Log outlined at the end of the minutes.

UPDATE BY THE CEO

- IP discussed that despite the challenges surrounding the cost of shooting and legislation the CPSA continue to support the sport from grass roots thru to major championships and that it is going to a busy year ahead for the association.

Membership

- IP outlined that currently the membership stands at c.21k which also accounts for the expected rejoining surge that normally happens during January, adding consistently the feedback for not signing up is down to the cost of shooting and cost of cartridges.
- IP also noted that in other shooting associations there has been up to a drop of 15% in their memberships further confirming that this is not an isolated incident.

Budget 2025

- IP referred that the Budget 24/25 is in place and is currently forecasted to deliver a surplus of £49k, however this figure would change over the course of the year.

Disciplines

- IP pointed out that the home disciplines continued to be well supported in terms of registered scores. Sporting, Sportrap & now Super Sporting making up 70% of registered scores.
- ESK has seen a slight increase in recent months while ABT and DTL remain steady. Overall CPSA registered numbers remain stable and strong.

Staff

- IP confirmed that at present there are 11 staff members adding that Suzanne is retiring and will remain with the CPSA till the end of March, so there is time to employ her replacement and allow time for a good handover, adding that himself and CA have been looking at recruiting her replacement. IP added that more work will continue but stated that he had seen some good candidates of which was positive and could potentially start in February.
- IP clarified that Clare H who currently is the Championship Co-ordinator is moving to fulfil the role of Courses' Co-ordinator, adding that CA will in the meantime get more involved in the Championship so that when we hire someone they can shadow CA and that so far they have had 2 very good candidates who he thinks would work well into the roles.

Licensing Fees

- IP reported that the recent increase in the Licensing Fees has refocused everybody's attention, adding that it could've been worse as the cost of the License has not been increased for over 13 years.
- IP also confirmed that the additional revenues from the increase in the License fees will be ringfenced within the Police Department.
- IP highlighted police strategic stakeholder meetings with forces such as The Met & Thames Valley continue and are positive. CPSA, BASC, NRA & BSSC all attend and these meetings are useful to work with the police on licensing issues.
- IP informed the Board that from the meeting there will be more focus surrounding Mental Health after the inclusion of mandatory medical letters. In addition some forces it is now policy that the applicant's spouse/partner is interviewed and noted that statutory guidance for licensing is once again under review by the Home Office and new government.

HSE Restriction on Lead

- IP outlined that the expected announcement was published in December 2024 by HSE regarding the proposed restriction on lead ammunition. The CPSA did circulate this announcement and listed an email for members to contact HQ regarding the matter.
- IP also informed the Board that in due course he would be putting out a highlight documentation to summarise the points from the announcement.
- When queried about the setting up of a working group in relation to the above IP advised initial contact with grounds and the trade has been made. The working group will be set up once the HSE proposal goes into law.

CPSA Awards

- IP confirmed that voting will finish on Friday 31 January and planning is already going ahead and that there will not be a theme for this year and the guest host is Bobby Davro.

WESP 2025

- IP declared that the event is now Sold Out with lots of teams confirming that they are attending such as America, Mexico, France, South Africa, Spain and home nations.
- IP noted that slowly the team will release a few spaces at a time and whilst the VIP invite was sent out for the first time there was a low uptake

England Team Manager

- IP notified the Board that despite readvertising the vacancy they have not received any responses, adding that he had called a few shooters that he thought potentially would be good for it and was turned down.
- IP reiterated that in the last meeting it was discussed that if there were no volunteers then DR would take on the role. However, IP suggested that CB, who had previously mentioned he may want to do this but would be restricted by time, would take on the role as the Team Manager but that IP would back him up and HQ would also support him from a deputy point of view of the administrative work. The Board agreed that with the support of IP and HQ, CB would take on the role of England Team Manager for sporting.

RFDs

- IP commented that the MET police are now requiring that all servants of an RFD must have a medical check/letter identical to an SGC/FAC holder.
- This process is under review by the Home Office and police forces as part of the statutory guidance.

Social Media

- IP also notified the Board that over next few years he believes that social media will play an key element in police forces review of licensing individuals, adding that as an association we have responsibility to make the membership aware of this. IP advised the plan to publish an article on this matter within a future PULL magazine advising the membership of this new focus on social media by the police.

UPDATE BY THE OPERATIONS MANAGER

Visitor Shotgun Prices

- CA announced that as with the Firearms and Shotgun permits the VSPs have also increased and to reflect this in crease the CPSA have increased the cost from £50 to £80 and the changes will come into effect on 3rd February.

County committee

- CA outlined that Janet wanted clarification as to whether someone can co-opted in if they're a referee member
- The Board discussed and confirmed that a committee can Co-Opt someone in through voting however they would not be able to vote.

Olympic Trap & ESK Processes

- CA commented that British Shooting will not being doing shotgun series this year meaning that this year we would have to go about selecting the team in a different way than normal
- CA questioned whether we select people from their ranking from ESK or DTL and ESK. And then do to do the English Open Trap a decision maker or do we do the process of 3 separate shoots.
- The Board agreed that the 3 separate shoots should be the decision point

Richard's Report

- IP confirmed that the CPSA will attending the British Shooting Show at the NEC on the 14-16th February.
- IP stated that the Promatic Trap and Clay Initiative closed at the end of December and the successful winner was the Barbury Shooting School with 14 membership referrals. IP highlighted that there were 184 in total which is a very good result considering there were only 50 in the previous two years combined.

Refer a Friend

- IP announced that the CPSA have launched the new Refer a Friend scheme, which went live on 1st January where both the new referral and the member who referred them will automatically be entered in to a free prize draw to win a Browning B525 for both, adding that if you refer 10 people then you be entered in the prize draw 10 times.

ICTSF WORLD SPORTING

- JM declared that he felt there was a conflict of interest in this topic as he is the president of the ICTSF and Chairman of the CPSA
- The Board however declared that they felt no conflict of interest as JM could still vote irrespective.
- IP outlined that the question still stands to the ICTSF of what the competition is, as he understood it be 200 targets with 300 people maximum as Canada have a restriction on how many they can host at the ground.
- MM confirmed that the figure is around 300 but thinks it could be somewhere around 700 – 800 as if the numbers grow then they can push back the competitions and open it up earlier
- IP continued to detail that the CPSA has assisted in the setup of the system.
- MM confirmed that Australia, Wales and Scotland are going but are self-funding themselves.
- NH queried when the deadline is for gun declaration, noting that it is not currently on the website, and this will normally take 12 weeks to get the application through therefore there is a need to work back from this date.
- The Board discussed and agreed that they would send a team, and it would be self-funded.

AOB

Olympic Medal

CS queried as to why when we had Nathan Hales at CPSA HQ we didn't do more, outlining that we missed a good opportunity to carry out an interview that we could've included into Pull Magazine. IP responded that he would feedback this information into Richard and Morgan

Host Collegiate NCSC

CB outlined that he is proceeding with a Collegiate All-round Competition at NCSC in April, and it would be good if there were some board members attending, noting that it will be 50 sporting, 25 DTL and 25 ESK on the 12-13th April.

CB added that there is a large number of student shooters and that Eley and Browning are also helping with sponsorship. He also noted it is difficult to sell CPSA memberships to individual students, as they do not see the connection. But he is working on a solution and will report back.

Grounds Meeting

CB also enquired as to when the next Grounds Meeting would be, IP responded that a date has yet to be confirmed and that initially there is a need to organise the shortlisting of which grounds should attend and then piggybacking off the Board Members

No other business was discussed.

Meeting ended at 1232

Next meeting

Saturday 29 March @ 09:30 at CPSA

