

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

Held at
The Chesford Grange Hotel

On
Saturday 23rd March 2019

PRESENT:

Mr T R Bobbett	(TRB) South West Regional Director – Chairman
Mr W A Heeks	(WAH) North Regional Director – Vice Chairman
Mr Iain Parker	(IP) Chief Executive
Dr J Martin	(JM) East Midlands Regional Director
Mr C Smith	(CS) National Director
Mr G Walker	(GW) National Director
Mr R Kibblewhite	(BK) West Midlands Regional Director
Mr D Rollason	(DR) Independent Director
Mr B Moorhead	(BM) Independent Director
Mr P Saich	(PS) South East Regional Director
Mrs N Heron	(NH) National Director
Mr R Faulds	(RF) Director Elect
Ms M Conway	(MC) Director Elect
Mr S Oldman	(SO) Minutes Secretary

Guests

Mr J Beard	(JB) haysmactintyre
Ms L Saunbury	(LS) Honorary Solicitor

QUORUM: A quorum was declared present.

APOLOGIES: None.

CONFLICT OF INTEREST RE AGENDA:

None.

ORDINARY MINUTES OF LAST MEETING:

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

MATTERS ARISING : ORDINARY MINUTES:

Follow up requested for MS and RF to be resent link for GDPR training.

Cheshire County Committee match funding request. IP confirmed discussion with Miles Machin and now awaiting final report.

ACTION LOG

Establish clay scholarship co/charity: on-going

Disability evidence draft policy wording review; on-going. NH requested a copy

England Team Uniform Sponsorship. IP to update at May board meeting, however it was confirmed there are too many shooters to allow for free kit. There is also a need to review the member contracts to allow for a logo change. To be considered for a 2020 lanch.

The Game Fair 2019. CPSA will be in attendance, however a 'smaller clay line' will be in place due to location, limitations and costs. We will have a CPSA member stand on Gunmakers row opposite the Clay Line

Continuing issues with some director emails. PT investigating.

Time off in Lieu Days Review. No changes to the entitlement but it is to be managed in terms of the number of events and how long they are attended.

UPDATE BY CEO

HQ staff changes were updated, including changes to reporting lines with Phoebe and Grant reporting to Richard, and Mark and Bobby reporting to Stuart. Regular management team and staff meetings continue and feedback is positive.

The CPSA Awards dinner for 2020 is being reviewed for location and size. RK suggested that the Motorcycle Museum should be considered. Concensus was that it did not need to get any bigger. Phoebe was currently investigating options.

Coaches Day. Thoughts were requested to develop this event. One option to be considered is for each coach to bring along a student to create a more rewarding day. It is currently more of a 'jolly' than a training day. The format is to be changed & under review if it will continue in 2020

Game Fairs. The British Shooting Show was an excellent success for us with good attendance and attracting new members.

The Northern Shooting Show is not too far away and followed by The Game Fair in the summer. Cartridge sponsors are needed for both of these events.

Championships. Major championships, selection shoots and Home Internationals for 2019 are confirmed and are in preparation stages. The only change being made is the ABT selection shoot from Beverley to Fauxdeglia with a date change to 18/19th May.

A 2020 expression of interest email has also been issued for 2020 ESP championships.

Legal matters. Medical letters are an on-going issue and is top of the list for the British Shooting Sports Council, who are pressing for a government review. We need some consistency and clarity across process and fees charged, but it is noted that police forces do have the final say regarding process and doctors practices regarding fees.

Update from LS. Medical letters and the differring processes in place around the police forces is now a damage limitation exercise.

It was suggested that a 'lobbying paper' be put together but it must be a measured response, not hostile. We will continue to work via the BSSC on the matter.

A number of shooting grounds had been visited and the first shoot of the premier league was a success with over 200 entrants.

MANAGEMENT TEAM REPORTS

OPERATIONS MANAGER

A 9 page document was presented listing Booklet One Rule book changes planned for April 2019 reprint. After some adjustments to wordings being agreed, the changes were approved. This includes a revision to the classification system. Classification changes will not be effective until 1st December 2019.

FINANCE AND AUDIT COMMITTEE

It was agreed by the board that such a committee should be implemented with immediate effect on the recommendation of JB for the following reasons: -
To follow up on the audit findings report and an expectation from the NGB's benchmarking report in sports governance code. Although a committee will be formed it remains the responsibility of the whole board to understand finances. It was suggested that the committee be made up of one or two directors, with IP, SN and an independant person. They should meet ideally 4 times a year and be part of the annual audit process. It was noted it is not compulsory to have such a committee, but a strong recommendation. RK added this had been requested in the past. TB advised this was a governance and oversight role, not one of day to day management, that would remain with IP/SN. Discussions then took place who should chair the committee, with an agreement any independent was not to chair. It was agreed that the committee would be JM, MC, BM, IP, SN and that this committee answers to the board. JM agreed it should be started and would grow over time as necessary. It would be up to the committee who is to be the chairperson.

CHAIRPERSON ACTIVITIES

As this was the last board meeting for TRB he ran through what has been his activities and responsibilities during his chairmanship of the board.

This included the other committees, associations and boards that he sat on, including the BICTSF. The CPSA has two representatives on this board, one being IP. It was agreed a separate discussion would take place at the next board meeting to decide who it would be.

CORRESPONDENCE

The Shot Balling topic was raised by NH following continuing concerns by Richard Atkins as a result of his tests. It was pointed out that the board must now act as it has been brought to our attention as a safety issue. IP was in discussions with a number of people, including gun and cartridge manufacturers on this topic. It is agreed, in conjunction with the GTA - Simon West, that testing using various shotguns and different cartridges should be carried out in due course. On completion of testing and subject to results, a safety advice leaflet could be produced and issued to all shooting grounds. Discussions included involving Proof Houses, Fallout Zones that should protect us. If Fibre wad cartridges in certain guns and combinations of specific gun & cartridge are the problem, possible use of Cranfield University and that any testing must be independent.

AOB

MC requested when a review/redesign of England team kit is considered that it must include designs suitable for ladies.

RF raised a concern that he was aware some shooting grounds are not paying out prize monies in the normal format. It was agreed that this is not a board issue as long as full prize funds are paid and no fraud is involved. It was agreed that grounds should follow the rule that prize funds must be published at the start of a shoot.

WAH then presented on behalf of the board to TRB a silver plated armada dish thanking him for his service to the CPSA. *It should be noted this gift was paid for by the BOD personally and no CPSA funds were used.

TRB thanked everyone for all the support over the years and closed the meeting at 12.15pm.

NEXT MEETING DATE:

CPSA HQ Wednesday 22nd May 2019
