

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

**Held at Brooklands Hotel, Dodsworth Road,  
Barnsley, Yorkshire, S75 3JT**

**On Saturday 27<sup>th</sup> March 2010**

**PRESENT:**

Mr TR Bobbett	Chairman/National Director
Mr WA Heeks	Vice Chairman/ Regional Director – North
Mr C Fielding	Regional Director – West Midlands
Mr. BD Curtis	Regional Director – East Midlands
Ms N Heron	Regional Director – South East
Mr TWD Blaney	National Director
Mr G Walker	National Director
Mr JG Perry	CEO

**GUESTS:**

Mr CD Butler	Regional Director Elect – East Midlands
Mr B Waktare	National Direct Elect
Ms L Saunbury	Honorary Solicitor & Shotgun Licensing Adviser
Mr G Davis	Auditor (Graeme Bruce & Partners)

**MINUTES SEC:** Ms M Voller

**APOLOGIES:** Mr KJ Newton - Regional Director – South West

**1. FORMALITIES**

TRB opened the meeting at 9.30 am and welcomed all present. He extended a special welcome to BW on his first attendance as National Director elect, to LS on attending her first Board meeting, to JGP as interim CEO, and to GD. All present, in rotation, introduced themselves and the position they held. TRB confirmed that a quorum was present.

GD gave the result for the election of the National Director. For information purposes, the number of votes which had been received at the point when Tony Wells had withdrawn from the election was quoted. Total received 961; BW 823 (85.64%) and TW (138 (14.36%). Approximately 150 votes had been received subsequently but were not recorded as it had been no longer necessary to do so; the ratios remained the same. BW was therefore warmly welcomed to the Board.

Apologies had been received from KJN who was unable to attend because of work commitments.

**(a) Minutes of the 27<sup>th</sup> January meeting**

Amendment: WAH requested that the wording in item 11c be changed to read that it was CF and BDC who had visited Coniston Shooting Ground.

Subject to the above amendment, the Minutes were read and agreed. Proposed by WAH, and seconded by NH. All were in favour.

**(b) Matters arising**

Item 11c: The restricted hours for shooting had not been mentioned when CF and BDC had visited. It was therefore recommended that specific questions regarding opening hours and/or restricted shooting times should be included on the application form that grounds complete when applying for registration or upgrading.

**Action: Head office to amend application form.**

## **2. Management overview**

JGP updated the meeting on the Management reports which had been included in the Board packs.

### **i) Technical**

JGP distributed a photo taken by MW of the BASC coaching and shooting stands at Newark at 10.30 on the Sunday morning which appeared to be remarkably under subscribed.

### **ii) Finance**

Payroll: End of year returns to Inland Revenue completed, together with P11's and P60's.

CP would like approval for £20,000 to be transferred from our current account into the Furness BS deposit account.

### **iii) Commercial**

SB is currently looking at the possibility of freeing up time on Fixtures to enable PW to assist him more in the Commercial department.

He is also seeking to promote the Direct Debit method of renewing membership which is currently at 22% of all renewals.

Booklet 5 and 7 are currently being worked on, but will need to go to ICTSC for their approval before signing off and reprinting commences.

### **iv) Operations**

Correspondence had been received from Barrow Heath SG regarding the FITASC team selection shoot in June which they had been scheduled to hold, and stating that they can no longer do so. It has therefore been moved to the next ground on the rota which is Lakenheath.

## **3. Academy**

GW reported on the first meeting of the Coaching Steering Group which had been held on the 17<sup>th</sup> March. In his opinion it had been a good meeting, and written action points had been circulated.

i) Sub Committee The first point had been to agree upon the reinstatement of the Sub Committee which would be nationally based with members approved by The Board from those selected initially by the steering group. Ideally it would consist of 5-6 members to start with, and there would be a proper succession pathway. The Technical Manager would arrange the meetings and provide the Agendas etc. NH emphasised that it would be a non voting Committee with recommendations being referred back to the Steering Group, and subsequently back to the Board. GW requested approval for the reinstatement of the Sub Committee.

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

ii) Tutor courses Two types of tutor grades were discussed – G1 Regional course tutor, and G2 Regional and National tutor. With regard to the G1 courses, it was proposed that HQ will publish a list of the courses being run by the Regional Committees plus a list of grounds that can run specific courses through HQ. They would not be tied to a strict timetable, and would have the flexibility to provide the courses where needed. It was also proposed that any profit from the courses would be divided equally between the Region and the CPSA. CF commented that prior to the introduction of the Academy the Regions had

organised their own courses and had purchased considerable equipment to do so. Some Regions had retained this equipment whilst others had not, and TRB confirmed that this was a point which would need to be addressed. GW felt that the more the courses were held in the Regions, more people would participate, and hopefully it would eliminate any apathy.

GW also explained that only L3 senior coaches could be approved and advanced to become G2 tutors. It was also proposed that there would be at least 1 year between completing L1 and taking L2, plus a nominated number of hours spent mentoring etc, thus ensuring that nobody was “fast tracked” as had occurred previously. He also highlighted proposed changes, some minimal, to the Safety Officer, Competency, IDW/CDW and L1 Instructor courses.

iii) Competency course

GW reported that this course is to be reinstated as the police are requesting a common sense approach for new applications. CDB asked if GW felt that it might become a stipulation to gain a licence. GW replied that they are currently going down that route, but at the present time it can only be a recommendation. BW confirmed that this idea had been around for a long time, but had politically been held back. GW had attended a meeting of FEO's from Surrey when the matter had been discussed. BW commented that resources would be needed to support it, including manpower, should it be rolled out nationally. LS also commented that a lot of people are approaching her regarding the refusal to issue or renew shotgun certificates, and felt that the police would look on any application more favourably if the applicant had undertaken some approved training. The last guidance was published in 2002, and as more and more forces come on board, it can be written in rather than just a recommendation.

A discussion was held on the future possibility of taking our courses down the UKCC route, with NH pointing out that we needed to get the whole Academy concept stable and our courses 100% locked down before considering it.

Concern was also expressed that paperwork, particularly certificates, has been accredited by British Shooting and contains their logo. As British Shooting has no academy, and the CPSA is the NGB, TRB proposed that the logo be removed. It was seconded by NH and all were in favour.

**Action: Removal of BS logo.**

iv) DTL rules

Two proposed changes to DTL rules were discussed.

GW concluded his report by summarising the general points and changes to website information which had been discussed.

**4. Llandegla/WCTSA**

TRB reported that the matter had been resolved satisfactorily.

**5. Articles**

TRB stated that the Articles of the Association are now out of date and contradictory. He requested that all Board members peruse them carefully, and highlight any discrepancies or changes they think require attention including items such as proxy voting, Minutes etc. All proposed changes, once collated, will be passed back to LS to check for legalities.

**Action: All Directors**

## **6. Way Forward/Review**

TRB requested that all Directors and Staff put their heads together and have a rethink on what we currently do. This would involve a complete review of the Association's aims/goals, how it operates, and how we can move the Association forward. He emphasised that there was no intention of reducing the number of employees, and hoped for a positive response from them. All thoughts to be brought to the next Board meeting

**Action: All Directors and Staff**

## **7. Correspondence**

a) Freedom of Information Act E.mail received from K. Shields regarding information he was requesting under the Freedom of Information Act. TRB confirmed that, as a limited company, we were not subject to the Act. NH had subsequently replied to Mr. Shields via e.mail explaining that we were no longer part of the NATSS project, and the matter appears to have been resolved. JGP confirmed that he had received a telephone call from Sport England, and they would also be writing to Mr. Shields to explain the situation.

b) Brackenbank Lodge TRB stated that following a response to his letter of the 31<sup>st</sup> January to them, the matter had now been concluded satisfactorily. WAH confirmed that, in the absence of TRB, he had arranged for CP to pay the remaining part of the reimbursement agreed to Brackenbank Lodge.

c) The Clay Pigeon Company TRB had responded on the 30<sup>th</sup> January 2010 and no further correspondence received. KJN has subsequently spoken with the company, and the subject had not been mentioned.

d) Safety Officer Course - Doveridge Letter received re Safety Officer course requalification. Matter is still ongoing.

e) Mr J. Hall-Say Further letter received on subject which has been ongoing for 22 years. Agreement reached that no response will be given.

f) BICTSF Minutes The copy of the Minutes issued in the Board Park should not have been distributed until they had been approved. Approved Minutes will be circulated in due course.

g) Safety officer Requalification E.mail received from P.Rowbottom (48710) requesting a refund for the re-qualification exam which he had taken in mid December, prior to the decision taken by the Board at the January meeting to abolish the exam. It was agreed by all present that inevitably some members would have been caught in the deadline, but the majority of members affected had acknowledged that there had to be a cut off date and they had fallen the wrong side of it. The decision to end this re-qualification had generally been well received.

## **8. Pre AGM Discussion**

TRB enquired whether the Directors were aware of any issues which might be presented to the Board at the AGM. No specific items were known. TRB stated that he and WAH would be standing again for their respective positions of Chairman and Vice Chairman, and enquired if anybody else intended to stand for either of these positions. Confirmation was received that no-one intended to.

TRB then enquired if any other matter needed addressing, and BDC raised the matter of a new President. TRB replied that it had been intended that the position be offered to BW prior to him seeking election to The Board. NH said that a MP might be a possibility, whilst JGP's opinion was that it should be somebody who could be more active and representational, rather than just a figurehead. TRB thought that a senior politician would be a good idea, with CDB suggesting that the prospective new MP for the area which covers Bisley merited consideration. In NH's opinion longer time was required to consider the possibilities open to

us. TRB confirmed that any appointment made could only be ratified at next year's AGM, so in effect there was at least 10 months before a final decision needed to be made.

## 9. Regional Reports

North Region: WAH said that there was nothing to report as no Committee meeting had been held since the EGM.

South East: NH reported that everything within her Region appeared fine, and she had nothing specific to report.

West Midlands: CF reported that everything within his Region was fairly quiet at the moment.

East Midlands: CDB reported that there were no current issues within the Region.

South West: Nothing to report.

## 10. AOB

a) ACPO meeting GW had spoken with Roger Weedon who was keen that the next ACPO meeting be held at Bisley when all the NGB's could take part. They would be looking for a contribution towards the costs regarding the hall and food, but accommodation for their delegates, approximately 35, would be paid for by them. It was suggested that the Bisley Pavilion would be an ideal venue, and that together with the NRA and NSRA, it would not be a major expense. Agreement to host this meeting was passed by all present, and WAH urged that as many of the Directors as possible should attend.

b) Insurance NH reported on a previous full member who had rejoined as a Clubman member, and had raised the subject of insurance cover with MW as the information given on our website indicated that as a Clubman member he was not covered for coaching purposes. Perkins Slade have confirmed in writing that **all** members are covered for insurance purposes if they have passed the relevant Safety Officer, Referee or Coaching examinations organised by the CPSA, and the website therefore requires updating.

**Action: JGP to update website**

c) Letters to PULL magazine CDB said that he understood that NH would review all the letters that are not printed by PULL magazine. JGP thought the process had already started but would check if this was so. He also expressed concern that it might be seen as a form of censorship by HQ. NH stated the reason she wanted to carry out the exercise was she had obtained the impression that more letters were received than were actually printed. She felt the Board should be aware of the subjects that members felt strongly about by putting pen to paper, and that they should be replied to, especially if the letter is not printed in the magazine. TRB queried whether it was necessary for a Board member to undertake this task, or if it could be reassigned as part of the CEO's role. JGP and NH both agreed with this comment, but NH emphasised that, apart from the letters which are printed in the magazine, everything else should come back to HQ for action. She also stated that whilst it may not necessarily be herself that replied to the correspondence, she would want to view all the letters. CF said that JLA had at one time stated that the "most asked questions" would be put on the website.

**Action: JGP to contact Deesons/Mel Armstrong**

d) Replacement CEO JGP thanked the Directors for inviting him to join the back office team in a temporary capacity. He confirmed that he had plans for his retirement within two years, and will not be applying for the post when it is advertised. However, he will be available until a person is appointed and to assist with their induction. TRB said the Directors needed to consider what attributes they sought in the new CEO and requested they bring their thoughts to the May Board meeting. GD commented that only £1,000 had been budgeted in the accounts for recruitment during this financial year.

e) Finance & General Purposes Committee WAH stated that at the previous Board meeting it had been agreed the F&GP Committee would meet from 9.00 - 10.00 am before a Board meeting and bring their recommendations to the main Board meeting. He therefore queried the logic of this if everything discussed had to be subsequently agreed by the Board, and proposed that the Committee be disbanded, thus saving time. Proposed by WAH and seconded by CF. All were in favour.

f) Prize draw tickets CF queried the new format Prize Draw ticket which is included in the member's benefits booklet, and sent out in the April edition of PULL. It is now a single ticket costing £5, whereas previously the tickets had been £1 each and booklets of 20 tickets sent to each member.

The meeting closed at 12.45pm.

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