

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

**Held at the Coppid Beech Hotel, Bracknell, Berkshire, RG12 8TF**

**on Saturday 29<sup>th</sup> March 2014**

**PRESENT:**

|                  |   |
|------------------|---|
| Mr T R Bobbett   | National Director - Chairman                |
| Mr W A Heeks     | Regional Director – North – Deputy Chairman |
| Mr G Walker      | National Director                           |
| Mr R Kibblewhite | Regional Director – West Midlands           |
| Mr J Offord      | Regional Director – South East              |
| Mr P Simpson     | Regional Director – East Midlands           |
| Mr D J Jellicoe  | National Director                           |
| Mr N Fellows     | CEO   |

**GUESTS:**

Mr J Beard  
Mr N Doherty

**MINUTES SECRETARY:**

Mr S C Oldman

**APOLOGIES:**

Mr B Moorhead            Independent Director

**DECLARATION OF INTERESTS:**

None

**QUORUM:**

The meeting opened at 9:00 and a quorum was declared present

**Minutes of the Board meeting 15<sup>th</sup> January 2014:-**

Proposed DJ    Seconded RK    All in favour

**Matter Arising:-**

**Discipline Sub Committees:-**

A director(s) needs to be appointed to head up the discipline sub committees for ABT & DTL as these were previously managed by RK. The two new directors following the AGM may be willing to take one or both of these roles on. It was agreed that they would be contacted to discuss this matter and reviewed at the next board meeting.

**Age Cut-offs:-**

TB advised that the other home associations were considering the options put to them and would report back at the next council meeting in July. The main issues here are potential increased costs at any registered event.

**Team Sizes:-**

Discussions occurred regarding the size of the HCIT DTL teams. It was confirmed that the ICTSC were against reducing the size. The WCTSA and ICPSA have levies for DTL shoots which assist in funding their teams. Funding for the BO DTL and Governor General's Cup was discussed and it was agreed that the CPSA had historically funded England team members to

attend this event. Other HCIT events were funded for the main competition only. The estimated cost for a second competition (i.e. BO DTL) is £9k. A question was asked if funding was withdrawn would the team enter? It was agreed that there should be parity across the disciplines but also agreed that the BO DTL is a team event. It was therefore agreed that funding would continue.

2014 Awards Dinner:-

Date correction. 'Entries for the 2015 Awards Dinner on 29<sup>th</sup> March.....' should read 2014.

#### **Durham Police Consultative Meetings:**

Previously RK had attended these meetings. It was agreed that DJ would take on this role in the future as he had previously attended a meeting.

#### **CEO Update (NF):**

An induction day is to be planned with the new directors as soon as possible after they are appointed at the AGM. This should cover director duties & responsibilities together with a briefing of the work & duties carried out by each member of staff.

All agreed this was a good and professional approach to have in place. The objective was to have this induction completed prior to the next board meeting. Training could then be considered for any gaps identified. An existing director could also be used as a mentor to an incoming director if required.

All agreed induction is important and directors have different strengths and weaknesses, therefore sharing of strengths and cooperation is vital.

A replacement director for RK is needed as a lead director for the DSG & DSP. RK said that he was willing to fill the gap if necessary but that it should be a director. It was noted that Joe Kitson is closest to meetings which are normally held at Alderley.

There is also a need to appoint a director to replace RK on the sub-committees. DJ & JO offered their assistance. Proposed by PS and Seconded by DJ. All agreed.

Terms of reference are required for all sub-committees, together with job descriptions for Chair, Deputy Chair and each director in relation to the board.

Progress is being made regarding quotes for the licence revocation insurance that we want to put in place. Members must report incidents immediately to the broker. The insurance is for licence revocation and does not include the taking of guns or the refusal to grant a new licence.

It was agreed that the police authorities should be made aware that insurance is in place regarding the challenge and funding of legal action.

A query was asked regarding the excess that would be payable. This is only payable should the claimant not use Laura Saunbury as the legal advisor. The directors thanked NF for putting this insurance in place and passed on their thanks to Laura for agreeing to work with the insurers. This insurance can be put in place as soon as it is agreed by the board. Proposed by DJ to accept the insurance and approve the spend from the 1<sup>st</sup> April 2014. Seconded by JO. All in favour. NF had asked the directors' views on the use of enduring markers on medical records. The view was that for data security reasons they were not supported.

It was noted that Graham Brown was setting the course for the EO ESP and this would be promoted to help encourage entries.

The director attendance rota for the championships had been amended and re-circulated to the board.

The England Talent Pathway has now been launched with assessment days scheduled at 2 shooting grounds and the focus is on the Olympic disciplines. Funding has been pegged back following advice from Sport England to £23k this year. The deadline for applicants is 15<sup>th</sup> April 2014.

We need to identify more clubs with disabled facilities and need to make members aware of the project. There are possibly grants available to clubs from Local Authority DDA sources to assist with becoming disabled friendly etc.

A document was handed out confirming the selection procedure for the Commonwealth Games together with the appeals process which clearly only has two grounds of appeal. It is a simple process. It was noted that both Jeremy Beard and Ben Moorhead have experience with selection procedures and appeals processes for other sports. Moorhead James could be used to ratify for final approval. A question was asked if one director should be appointed to take on a role of 'Appeals Director'. It was agreed that 3 directors from 4 (proposed to be JO, WAH, PS, DJ) is a more correct & balanced solution and provides for issues of non-availability or conflict of interest. The appeals procedure will also be amended to provide for a 14 day notice period but with a target of 7 days. Proposed by DJ, Seconded by GW. All in favour.

The PACEC study was underway with a good response so far of 500 surveys being completed.

The Magic replacement project was remaining slow but progress was slightly improving, although championships now have Peter's priority.

119 people plus the Mayor of Bracknell are due to attend the Annual Awards dinner.

Discussions at BSSC regarding shotgun certificate application issues and charges by GP's that could impact the cost of applications are on-going. BASC's proposal was for a 10 year renewal period, not 5. It was noted that GP's do give opinions if the police ask. The correct process is not always followed. The current process does not allow for the police to request medical records yet some forces are known to be doing so.

#### **Regional Accounts Audits:**

Some regions employ an auditor to confirm their accounts but not all. A discussion took place regarding whether there should be a requirement in the Regional committee By-Laws to ensure accounts are audited. This was a difficult topic as HQ had no remit to control regional committee finances. However it was agreed that it would not be unreasonable to request a review by an external person (not necessarily an auditor or qualified person, just someone independent). This is simply good governance by the Association and the regional committee. It was also agreed that it was not appropriate for our financial controller (CP) to undertake this role. The requirement for such a review by a person approved by HQ should be built into the revised Region By-Laws when they are updated. HQ will not have a requirement to 'call in' regional committee accounts unless a concern arose or at the request of the regional committee.

#### **Referee's Courses & Shotgun Certificate Requirements.**

There is an issue about referees being required to handle guns in certain circumstances. The Education & Training Steering Group has agreed that a SGC is not required but that an appropriate procedure should be put in place. Some issues were discussed. It was noted from ND that if the shooting ground held an 11(5) or 11(6) exemption then a non-certificate holder acting as a referee would not have a legal situation to worry about. Shooting grounds must also provide Employers Liability and Third Party insurance cover as a referee is effectively employed by them.

It was also agreed that it was important for referees to be CPSA members and non-members would not be allowed to take part in referee courses.

Proposed by PS that non-certificate holders can do the referee courses but they do have to be a member. Seconded by DJ, Against RK. Passed.

#### **Disabled Members Discount to CPSA championships:**

A question was asked if we should give an entry fee discount to disabled shooters as we do with Juniors and Colts. It was agreed that encouragement to disabled shooters was good promotion for the sport but this needed further discussion at the next meeting. It was also agreed it could not be done for the 2014 championship season as bookings were well underway and changes

to the championship booking system part way through the season would not be practical. RK proposed a Coronation Cup for disabled shooters be considered at the next meeting.

**All Round Sequence:**

In response to a letter from Tony Randall it was decided to retain the format/sequence for All Round shoots as currently described in booklet 7.

**AOB:**

Discipline Sub Committees:

It was agreed that these meetings could easily be held at selection shoots to help reduce travel and accommodation costs or be dealt with just by email.

**Meeting Closed at 12:10**