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British Carriagedriving Council Minutes

The Kegworth Hotel, Packington Hill, Kegworth, Derbyshire, DE74 2DF
 Wednesday 20th June 2018 at 9.30am

1	<p>Present at the Meeting: Patti Atkinson, James Broome, Angela Flanagan, Ben Freer, Jane Isaac, Dick Lane, James Rooney, Chris Smith and David West.</p> <p>The minutes were taken by the Executive Officer, Mary Kusin.</p> <p>At 13.50 CS left the meeting and the Chair was taken by JB. A number of agenda items were taken out of order as a consequence.</p>
2	<p>Conflicts of interest</p> <p>No new conflicts of interest were noted. Conflicts with individual agenda items will be noted during the meeting.</p>
3	<p>Minutes of the previous meeting</p> <p>The minutes were agreed as a true record of the meeting.</p>
4	<p>Matters arising</p> <ol style="list-style-type: none"> 1. Social Media Strategy: The debate about on-line platform, 4.7, took place first and ties in here. Council considered the possibility of appointing someone to respond to Social Media posts on behalf of Council. After some discussion it was agreed that, as Council was not "one voice", this was impracticable, but members would be encouraged to write with details of any issues they wished to raise, via the BC Office or a member of Council, and it would be considered at the next meeting with any discussions on Social Media taken into account. JI felt that any discussion should remain polite and relevant to BC. BF confirmed he had not actioned his previous offers to post on Facebook looking for a volunteer. It was agreed that a volunteer need not come from the sport but should be impartial. After further discussion, a short-term plan was agreed to change the name of the BC Facebook Group to differentiate it from the BC Facebook Page, add a pinned post to the top of the discussion effectively outlining a code of conduct for posts and to look for a Social Media coordinator. MK will circulate a draft wording for a pinned post. Due to the time and personal involvement required by the coordinator, CS suggested JB ask the PR company, who had already agreed to assist with the National Championships and to be involved in seeking sponsorship for next year, for an estimate of the cost of offering an ongoing media and PR service. This was proposed by DL, seconded by AF and agreed unanimously. <ol style="list-style-type: none"> a) Control of trade advertisers on the Facebook Group page: It was felt that trade adverts should be limited to sponsors of BC events or advertisers in the BC Yearbook. This was proposed by AF, seconded by DW and agreed unanimously. MK will ask event organisers for a list of their sponsors, add a suitable pin on the Facebook page and ensure that all other trade advertisements were removed. 2. Memorandum and Articles Revision: HMRC have written to say BC is not eligible to be classed as a CASC. BF felt there were grounds to appeal and will co-ordinate the appeal. 3. SDF funding for training clinics: AF noted she had still to receive a reply from the SDF. She will go back to the SDF and ask if any grant would be available for Scotland and NI as there was a particular need for assistance for training. 4. GDPR Policy and archive files: It was agreed that the boxes of archive files needed to be recovered from their current storage location, the contents inspected and anything which

can be justified to the ICO retained. To start the process, CS will review the photos sent by MK of the archive files.

5. **Meeting Survey Results:** After reviewing the results, it was agreed that there was nothing that stood out as a clear reason for members not wishing to stand for election to Council. JB felt that the role of Council members could be more clearly explained. PA offered to write a piece explaining what Council did, having just served her first year, to be published in the NC programme and next newsletter. CS felt this should make clear Council had already resolved to be more flexible about dates and venues to make meetings more accessible. Specifically, the dates and venues for the new Council would be fixed to suit that new Council and there was no assumption of weekday meetings at Kegworth.
6. **Horse Pairs Chef d'Equipe:** This was discussed under item 5.2.
7. **On-line membership platform:** CS had circulated a presentation from Mike Watts and phoned him to enable Council members to ask any questions. MK noted she was unable to ask any relevant questions as she had not been copied into the proposal.

Data transfer to the Leinart scoring system, publication of results and payment options were discussed. BF asked about financing the enterprise and MW confirmed his first offer (to provide the system on commercial terms through his company) still stood although he recommended the free option via a trusted BC volunteer with software experience. The call to Mike Watts was disconnected. In a subsequent e-mail exchange Mike confirmed that his system could upload information to Hoefnet and contained safeguards against data breaches

PA noted that the current on-line system was proving very popular and the Sandringham entries secretary was very complimentary regarding its use. DL felt the option to have a card payment would be an advantage although JB noted complications with this.

DW asked for an update for Revolutionise. CS noted that Revolutionise were insisting on a choice of law and jurisdiction clause specifying the Courts of New South Wales which mean that if any legal proceedings were necessary, the court would be in NSW. CS felt the risk of ending up in litigation was very slight, but still a possibility. CS read the GDPR section in the contract but felt that this had to be taken further with specific agreement as to compliance with GDPR. BF noted he was still 100 percent behind Revolutionise for several reasons: a commercial company was less of a risk than a single individual, only Mike Watts on the Innate team was familiar with driving and membership platforms were not their specialty. The Innate proposal was costing £5k although the half way house option was free but depended on other backup. JB expressed the view that the Leinart scoring system was considerably more robust. BF noted there was no cost for initial training with Revolutionise who offered a reasonable time window to contact them for help while phone calls can be arranged if required. Other training was available at an affordable cost.

PA asked if the financial backing had been checked and BF confirmed he had checked the company had been around for some time and were profitable. DW asked how helpful they had been. BF felt that they were very helpful although CS noted they took too long to respond to some queries. BF confirmed he was confident that Revolutionise would offer a good service and offered to look into the show case on their web-site of existing clients and contact some of them to check out their satisfaction rating.

JB felt Revolutionise was the better option if the GDPR queries and the issue of jurisdiction could be resolved. CS noted that if there was a large data breach on the part of Revolutionise and we got a large fine, it would be necessary to sue them. BF felt the data held was not of a very sensitive nature, so it was not a high risk and that the software could be programmed to avoid storing credit card details. BF asked if insurance against a breach can be obtained and CS noted that asking insurers to offer cover for a professional organisation would be more realistic than covering an arrangement with a volunteer.

After further discussion, CS suggested that some European users should be contacted by BF regarding their satisfaction with Revolutionise. He added that, if terms of the contract can be agreed, thanks should be sent to MW and the option of Revolutionise accepted. This was proposed by JB, seconded by PA and agreed unanimously.

BF noted they can also build web-sites at a reasonable cost of just over £1.5k which would be compatible with Google analytics although MK confirmed this was already an option with the present web-site. BF felt a new web-site should launch at the same time as the platform although others felt this would be too great a risk and preferred the existing web-site format to the option demonstrated by BF. CS noted that someone would still have to update the web-site although Word-Press can be updated by anyone with the password. JB asked about quality control options while PA felt the risk of other people publishing items which lacked quality was too high. CS felt the 2 main issues were the appearance, which was a matter of personal choice, and the more important issue is the option to upload content by another person in case Vic is away. CS felt that, as part of any Revolutionise contract, some members of Council would be required to upload information. JB noted a policy was needed to identify what was published. DW felt a decision about a Revolutionise web-site update

	<p>should be deferred. PA noted that many people appreciate Vic's contribution to the web-site.</p> <p>8. Dispersal of obstacle materials from Cirencester: CS asked if PA was still interested but she confirmed the time scale had meant she had to go ahead and purchase materials. One offer had been received for the fort obstacle and JR will liaise to agree a price.</p> <p>9. FEI Athlete Representative for Driving and appointment to the FEI Driving Technical Committee: Rosanna Walters-Symons had put her name forward for election as the Athlete Representative for Driving and Andrew Counsell was standing for selection to the FEI Driving Technical Committee. Council will encourage all eligible voters to support Rosanna and noted that the FEI appoint members to the Driving Technical Committee.</p> <p>10. Requirements for officials attending clinics: JR and CS had discussed an amendment to the current requirements and will circulate the wording to Council by e-mail. DW queried the probationary CD route to qualification and MK will forward the relevant document.</p> <p>11. Medical Arm Bands for competitors: CS noted Peter Bridson had responded to this under the Safety Committee report.</p> <p>12. Class Progression and clubs' responses: CS noted that clubs had misinterpreted "such as" regarding the suggested level of assessor. CS suggested he and DW produce a revised draft and covering letter for final approval by Council. The suggestion to allow progression from club multiples to national multiples will be considered by the Rules Committee.</p>
5	<p>Correspondence</p> <p>1. Request to publish Northern Points League table on BC web-site: CS was not present for this item. Considerable discussion was sparked by differing views over the existence of the Northern Points League. Some directors felt it created a conflict with existing sponsors while others noted that the Northern Championships had run for many years and changes to the BC Affiliated Club insurance made it easier to reinstate for 2018. The three directors, who are also organisers of three of the qualifying events, noted that the intention was to encourage club drivers to participate in National and Regional events. Others felt the opposite effect would be the most likely outcome.</p> <p>Following further discussion, including JB stating that as Directors of British Carriagedriving all Council members have a legal duty to promote the success of BC, PA reminded the Directors that the topic under discussion was the request to publish the Northern Points League on the BC web-site and not its actual existence, which was a club initiative. A proposal was made by PA that the request should not be granted, seconded by JI and agreed unanimously.</p> <p>2. Horse Pairs Chef d'Equipe: CS and AF declared a conflict of interest. Minta Winn had been proposed by the Horse Pairs class. After some discussion, it was agreed to accept the recommendation for Minta Winn but ask her to appoint a separate assistant for each class as she is now Chef d'Equipe for both Horse Pairs and Single Horse.</p> <p>3. Photographers' Insurance and BC membership: CS noted that our insurance was for equestrian activities and therefore did not cover photographers. He offered to approach the insurers to see if the cover could be extended to cover registered BC photographers if they joined as Associate members and it was agreed that this would be a good idea. MK will respond to the member who raised this query.</p> <p>4. Evolution and Young Horse/Pony format query: PA noted that some drivers wished to do an enhanced Evolution class, almost like a short format event, which would be an option at Bywell and queried if this could count for NC qualification. After some discussion, CS felt 2 points emerged. First, was an amendment needed to the Evolution rules and second, whether or not the Bywell format could be a NC qualifier. CS suggested deferring a rule amendment until a review of the format of these classes had been conducted by the Competitions Committee after the National Championships which would be discussed at the next Council meeting and that the short format was not a NC qualifier. This was agreed.</p> <p>5. Intrepid Equestrian blog: PA felt any positive publicity was desirable. CS suggested declining the request to sponsor but offer the option to speak to any of the event organisers at their event and this was agreed.</p> <p>6. Offer of a venue for the 2019 National Championships: This was discussed under Item 15.</p> <p>7. Social Media Strategy Query: An e-mail had been received querying the ongoing notes in the minutes of no progress with the Social Media Strategy. This was discussed under item 4.1.</p> <p>8. Query re Selection Procedure: An e-mail had been received suggesting a return to using the Fenix Points League as the basis for allocating invitations to RWHS and to use all the National events as WC selection events to increase participation at National events, without which the sport will decline. MK was asked to reply, noting that there has been some fine</p>

	<p>tuning at the March meeting regarding invitation allocation for RWHS, where the decision is made by the Chefs d'Equipe and ratified by Council, and no further changes are planned. It was noted that there will not be any change to the WC selection procedure and that the Chefs d'Equipe did not choose the selection events; they canvassed the opinion of their respective classes in order to make a recommendation to Council.</p>
6	<p>Ratification of e-mail decisions</p> <p>There were no decisions taken by e-mail since the March meeting.</p>
7	<p>GDPR issues including a new privacy statement</p> <p>CS apologised for not circulating the revised privacy statement. He noted his intention to use the BEF one and modify it for BC use as it offers the most relevant template for our sport.</p> <p>CS noted he is preparing a GDPR audit and that the new membership and entry forms have covered most of the necessary points.</p> <p>Regarding retention of data, it was agreed that BC had a legitimate interest in retaining competition results and information relating to class eligibility and that it was necessary for BC to do so in order to fulfil its role as governing body of the sport, because otherwise there would be no record of which class or classes any particular driver was eligible to enter. Council therefore concluded that it was appropriate to retain competition results and information relating to class eligibility indefinitely but that the former should be placed in an appropriate archive at the end of the season to which they related and the latter should be placed into archive if a member ceased to be a member.</p> <p>It was also agreed that BC had a legitimate interest in retaining accident reports because this was necessary to enable BC to monitor health and safety issues arising in relation to the sport of horse driving trials because otherwise there would be no data for BC to analyse when considering safety issues. Council therefore concluded that it was appropriate to retain accident reports indefinitely.</p> <p>Accident reports were also required because of the possibility that claims may be made which may involve BC's insurers. Council considered that the names of those involved (including witnesses etc.) may be required whilst there was still a risk of a claim, but that after that period the reports were only required for the monitoring of safety issues more generally. Council therefore concluded that accident reports should be retained as filed for 7 years and thereafter anonymized and archived and retained indefinitely.</p> <p>As to other data relating to members and past members CS suggested that BC could justify retaining all data for a short period after a member's membership lapsed, to avoid the need to reconstitute the data if the member rejoined, but that beyond that period it would be difficult to justify retaining any data other than competition results, information relating to class eligibility and accident reports. Council concluded that personal data belonging to a member who had not renewed should be deleted if that member did not renew within 3 months of the renewal date except that (a) competition results would be maintained indefinitely in a suitable archive as set out above, (b) class eligibility information would be placed into a suitable archive and retained indefinitely, and (c) accident reports would be retained for 7 years from the date of the accident and thereafter anonymized, placed in a suitable archive and retained indefinitely.</p> <p>DW queried the cascade of information regarding safety and safeguarding. CS noted this is currently under discussion by the BEF and suggested deferring a decision until the outcome of the BEF consultation is known.</p> <p>Jl asked if we should be sending information about GDPR compliance to clubs and events. CS noted that BC are not experts and cannot offer advice but it would be acceptable to tell them what we've done. Clubs and events are responsible for their own data.</p>
8	<p>GDPR and former BHDTA / BC members</p> <p>CS had suggested writing to all former members to seek their consent to retaining their data but noted that MK had pointed out the high cost of mailing all former members. It was therefore agreed that data belonging to former members would be dealt with as discussed under item 7. This was agreed and MK will ask Mike McCutcheon to make the necessary changes to our current database.</p>
9	<p>Temporary Stabling issues from Hopetoun</p> <p>Jl noted that there had been considerable issues with stables left in a dreadful mess despite having e-mailed all competitors in advance to confirm they had to be cleared out at the end of the event. It was agreed that each event was able to have their own rules. Council agreed that the event was entitled to levy a charge and, if drivers refuse to pay, it will come back to Council as a disciplinary matter where Council would support the event. Jl is looking into the option of charging a deposit in 2019. It was agreed that it was not necessarily appropriate for all events to impose the use of mats.</p>
10	<p>Qualification for National championships by Supporting Members driving on a ticket</p> <p>CS noted that when the membership structure was reviewed, a section of the Rule Book did not get updated and still required Full or Associate membership to be eligible for the championships. This</p>

	<p>was an error. It was agreed to amend the rulebook for 2019 to confirm that Supporting or Associate members driving on a ticket would be eligible to qualify but that they would have to upgrade to Full membership in order to compete at the National Championships. This would be mentioned in the next office news to make the position for this year clear.</p> <p>It had been agreed at the last meeting that foreign drivers wishing to drive at a national or regional now join BC (either as a supporting member to do one event or a full member to do more than one) and pay start fees. After considerable discussion, it was agreed that all members of any nationality would be eligible to qualify for the championships.</p> <p>DL noted that a member had queried the need for foreign drivers to pay a start fee at an international event in GBR. After some discussion it was agreed that they were not obliged to pay a start fee but that if they choose not to pay the start fee their result would not count for the purposes of the domestic points league or the NC qualification.</p>
11	<p>Trophy Insurance</p> <p>CS noted the trophies were insured while in BC's possession at the NCs. CS suggested taking photos of each one, in particular any hallmarks, and review this after the NCs. MK will write to the insurers to say that the total number of trophies is 23 and their value is unknown due to the difficulty of getting them valued. PA noted a recent one cost £1.5k. DL felt that they could all be replaced for £10k and suggested asking if cover for this is available.</p>
12	<p>Distribution list for Council correspondence</p> <p>It was noted that the Memorandum and Articles specifically state that Vice Presidents "shall not be entitled to receive notice of meetings". MK therefore agreed to write to George Bowman mentioning this but confirming that he is entitled to attend Council meetings and BC will ask his advice when needed as Council value his experience. It was also agreed the Company Secretary, as an office holder, should continue to receive notice of meetings.</p>
13	<p>200 Club and Council liaison</p> <p>CS noted that Louise McCutcheon, who had taken on the role of 200 Club coordinator, had needed to put the 200 Club on a more formal footing and had created a constitution. As part of this process, she had asked for a member of Council to act as the liaison between BC and the 200 Club. PA volunteered to take on this role.</p>
14	<p>Quick Guide for new competitors</p> <p>JL had been approached by a new competitor who had asked for an easier way to navigate through the web-site to start competing. JL volunteered to look into redrafting the current information.</p>
15	<p>Tender process for 2019 championships</p> <p>CS noted it was disappointing to have received only one tender for the 2018 event. Louise McCutcheon had made an offer to create a festival of driving with numerous other driving activities to be run at in conjunction with the BC National Championships at Weston Park along with the country fair. The date was suitable and it was felt this would be advantageous as it carried no financial risk for BC but, on the other hand, the National Championships would then become a very small part of a much larger event. A lack of organisational control was considered an area of concern. CS noted that the previous proposals from Countryman Fairs vanished after BC re-organised the event calendar to accommodate their dates and that the representative from CMF did not attend a meeting arranged at Lowther or respond to e-mails. DW noted he had visited the venue and expressed concern as he felt it was unlikely that all these events could fit in the one venue. CS suggested that the 2018 tender document should be updated and then circulated to existing organisers of National and regional events and affiliated clubs and published on the web-site. This was proposed by BF, seconded by JR and agreed unanimously.</p>
16	<p>Finance</p> <p>BF reported that he had not yet received the May accounts from the bookkeeper. BF noted that he did not circulate the April figures as these were somewhat out of date given that a material amount of income was expected to be received in May. Nonetheless, BF highlighted the headline figures from the April accounts to Council and commented that year-to-date income from subscriptions and affiliation fees were down year-on-year although he hoped that this would rebalance in May. BF noted that he will circulate the May accounts shortly and welcomed any queries once the directors had a chance to review the current financial position.</p> <p>BF noted that the 2017 accounts were going to the auditors this week to get them signed off in a more timely manner this year.</p> <p>AF reminded Council that clubs had been offered the chance to access the funding from Sport England which had been made available to BC through the BEF and suggested that clubs should be reminded that they could apply to BC for funding with try driving days and driver training days</p>

Committee Reports

1. **F&GP:** JB noted F&GP had met to discuss Revolutionise. JB will check with CS, who keeps the minutes, if there were any other issues as CS had left the meeting.
2. **Competitions:** DW noted he had received a call from Barry Hilditch apologising for the cancellation of Allerton as ground work had not been completed by the estate. NEDTL had managed to move the Regional event to Escrick one week earlier and this change had been approved by the Competitions Committee.

DW noted Frank Campbell has produced a paper giving his thoughts on the way forward for the sport. He had sent it to CS and the Competitions Committee and DW noted this would be discussed at a later date. DW commented that there were some potentially contentious conclusions, particularly the idea to reduce the number of Regional events. This will be added to the next agenda.

a) **Application from Katy Stewart to become a Probationary TD:** Katy's application was proposed by PA, seconded by DW and agreed unanimously.

b) **YD classes – levels of membership, tickets and start fees:** YDs, only driving in YD classes, pay the start fee specified for YD classes but YDs driving in National or Regional classes pay the normal rate for those classes. YDs still have to join BC in order to enter YD classes however, as a reminder, young driver members (8-21) receive a 50% discount on the fee for the relevant membership category required. Where a ticket is required for a YD to compete, the standard cost for a ticket applies.

3. Rules

a) **Annex 16, 4.8: clarification of eligibility to enter either Open or Advanced Pairs:** MK explained that the Rule Book currently made it clear that Singles were able to choose whether they entered Open or Advanced, but this wording was not duplicated for the Pairs classes although it was implied. BF proposed duplicating the singles wording for Pairs. This was seconded by DL and agreed unanimously.

b) **Annex 14.6: clarification of guidance re hard hats and ATVs/scooters:** MK noted that there was currently a discrepancy between the guidance on hard hats. It was agreed to change the wording in the Safety Pack and web-site to match Rule Book. This change was proposed by JI, seconded by PA and agreed unanimously, subject to approval from CS (which was given after the meeting).

4. **Judges:** JR noted that a disparity of marks in dressage had been observed and resolved immediately by the Chairman of the Judges Committee who was present.

5. **Health and Safety:** Peter Bridson had submitted a report in advance of this meeting.

a) **Appointment of John Woollacott to the Safety Committee:** The Safety Committee recommended that John Woollacott was appointed. This was proposed by JB, seconded by JR and agreed unanimously.

b) **BEF Safety Group Meetings:** Further discussion ensued around medical armbands with the conclusion that these were not needed. It was agreed to put a note in the next newsletter reminding anyone with a medical condition should keep a note of this on their person to ensure it is accessible in case of an accident.

It was agreed to encourage the Safety Committee to send a representative and request a copy of the minutes. MK will contact the BHS to request a copy of the minutes.

DL commented that, in his view, the electric fence which the horse touched at Windsor Park had contributed to the accident. DW noted this had not been mentioned in the accident reports*. CS expressed concern and asked DW to liaise regarding the reporting and witness statements. He felt that Council needed to consider the implications of the cause of the accident and noted that much of the problem had been caused by the fact that no-one was holding the horse while it was being unharnessed. The size of electric fence areas was discussed as many drivers are using areas far larger than the size permitted in the Rule Book. JB suggested insisting that a warning sign was attached to the fence. CS suggested rule 14.4 was highlighted to clubs and event organisers and asked that this is added to the agenda for the club meeting at Conference. The Safety Committee will be asked to conduct a review to see if there are grounds for amending the rules on the use of electric fencing which can be enforced on the grounds of safety.

* DW confirmed after the meeting that one of the witness statements relating to this accident did mention electric fencing

Working Groups

6. **Training:** AF noted that Midlands Carriage Driving had run one day at Onley where 9 people attended the Try Driving session. Onley have asked for a Try Driving event at their show on 15th July. Unfortunately, AF felt the helpers will now wish to go to Escrick which

	now clashes having moved from Allerton. She noted more events were needed from other clubs to fulfil the quota for the next 2 quarters.
18	<p>Any other reports</p> <p>1. Office: MK noted she had nothing further to add to the report submitted in advance of the meeting.</p>
19	<p>Dates and venues for 2018 Council meetings</p> <p>MK will organise a Doodle Poll for the week beginning 3rd Sept.</p>
20	<p>AOCB</p> <p>DL noted he was approached by a family who had been told that they were not allowed to share grooms and carriages at the NCs. It was noted that this information was incorrect. PA suggested that this was permitted with the proviso that the organiser reserves the right to refuse to allow sharing if it cannot be scheduled without them running out of class order and this was agreed unanimously.</p> <p>JL noted that class structure was recently discussed at length on Facebook. It was agreed to add this as an agenda item for the next meeting. MK will add a request for comment by e-mail to the next Carriage driving news pages.</p> <p>JB noted he wished to incorporate the NC title sponsor "Tristar" into the NCs as he has them as a sponsor. It was noted that this had been done in the past when there had been a title sponsor and this was agreed unanimously.</p> <p>DL Noted that he was surprised that those directors organising the northern points league had made no mention of it at the previous Council meeting and further surprised to see it being advertised in the BC yearbook without any consultation with all directors.</p> <p>There being no further business, the Vice-Chairman closed the meeting at 15.30.</p>