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British Carriagedriving Council Minutes

Best Western Premier Yew Lodge Hotel, Packington Hill, Kegworth, DE74 2DF

Tuesday 19th March 2019 at 9.30am

1	<p>Present at the Meeting: Patti Atkinson, James Broome, Angela Flanagan, Jane Isaac, Dick Lane, James Rooney, Chris Smith and David West.</p> <p>Apologies were received from Ben Freer and Dave West who noted other commitments meant he would not be able to arrive on time.</p> <p>Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p> <p>The minutes were taken by the Executive Officer, Mary Kusin.</p> <p>MK noted that the meeting would be recorded.</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>Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p> <p>The minutes of the previous meeting were proposed by AF, seconded by JR, and agreed as a true record of the meeting. The Chairman signed the minutes of the previous meeting.</p> <p>DW joined the meeting.</p>
4	<p>Matters arising</p> <p>1. Social Media Strategy: JB updated Council on the current position. A report of the training day will be published in the next news pages in Carriage Driving. JB referred to an e-mail received from a member. CS conveyed the content of this to Council which referred to the performance of PRfect and subsequent communication from them. JB noted it was difficult to communicate the discussion element of the day and that while Facebook can get many likes, PRfect indicated these are likely to be from people who are already engaged, whereas Twitter reaches more people who could potentially become involved. The delay in the handbook was due to changes that had to be made.</p> <p>PA suggested it would be helpful if JB put together a precis of the arrangements for circulation to Council. CS felt all stakeholders needed to be informed as the details circulated so far had caused confusion; he felt that this should have been done by BC.</p> <p>Jl noted she was confused about how much PRfect was going to do for BC and asked why all events were not being promoted. JB replied that this was not PRfect's role and to promote (for example) Ashfields, PRfect would need a story; Amy Mundell had been to the training to represent Ashfields. JB noted PRfect were not responsible for generating content but this should be sent by the designated PR liaison people to PRfect in order to be widely distributed by them via a variety of media. Jl asked if Council would receive details of what had been done and JB will ask for this to ensure accountability for the members' money. MK asked for a list of the people to contact.</p> <p>CS felt BC needed to develop a statement showing how it's going to work and how the training will move around the country if the collaboration with PRfect is continued in future years. MK noted that comments had been made regarding some members' perception that the company was dealing primarily with Cricklands and suggested a push to obtain content from other events.</p>

PA asked who the most northerly person who attended the media training was and suggested that a more Northern option should be arranged, even if it increased the cost. It was noted that the time frame had been insufficient to let some people arrange time off work. AF felt that the focus, if it continues next year, should be in the North. PA noted she felt excluded and had been asked not to contact PRfect directly. JB noted this was before the media training had been delivered. CS noted that all National and Regional events and other interest groups (e.g. teams, paras, BYD) should have been invited to nominate a PR liaison who would be provided with the media pack if unable to attend the training. No events were excluded. CS asked whether IHDT had nominated a PR liaison and suggested that this was important in order to ensure that as much publicity as possible was generated by the Indoor Championships. MK agreed to check the position.

JB asked if Council felt PRfect should be allowed to upload content straight to the website. DW felt this should only be with Vic's agreement. It was agreed that posts would still need to be screened before publication. JB felt that Facebook was less official than the web-site. DW felt that MK's point regarding the potential for technical problems with the web-site was a significant concern and agreed the content had to be checked. JI noted that the RDA ensured that everything was acceptable e.g. everyone wearing hats, which was the sort of point that a non-horse person would not pick up on. It was felt that the current slide show was out of date as it featured Christmas pictures, but it was agreed that Vic also needed content. JB felt that the PR liaison people should only be sending in appropriate content. It was agreed that PRfect should be able to upload to the web-site if Vic can find a way to make this work. JB will phone Vic to chat through this idea.

CS asked if the Social Media Strategy could be removed from Maters Arising and included under Other Reports instead with JB to report progress at future meetings.

2. **CASC appeal:** CS reported that, if we can get registered, benefits include the ability to claim gift aid and some larger companies will give their staff time off if volunteering for a CASC or charity. Having complied with their original request of changing the M&As, new conditions were added by HMRC including the need to provide facilities. CS reminded Council of the other conditions that need to be met and noted that the facilities provision was a tricky issue as the web-site gave no guidance on this topic although it gave guidance on the other points.

CS asked the directors to offer suggestions of how to describe, in writing to HMRC, how we comply. CS had made some notes to show how BC:

- have a H&S Policy and Committee to monitor wellbeing and to provide a safe environment for members
- have a Competitions Committee to view prospective event venues and a calendar to facilitate the sport
- Council receives applications to approve events and put a tender out to host the NCs
- provide a Rule Book
- provide administration and structure to support events, officials and their training, that are necessary to run events
- provide disciplinary and grievance procedures
- provide a Safeguarding lead and officer to ensure a safe environment
- provide the scoring programme licence
- offer training and grants for clubs and athletes to progress and assessments to enter the sport.
- equipment, stored in a trailer, makes it possible to transfer a field into an event.
- have expertise as well as equipment, to source safe turnouts to offer try driving days and introduce newcomers to the sport.

JB asked if any other similar sports have CASC status. CS will enquire at the BEF meeting tomorrow.

3. **On-line membership platform:** CS felt any problems could be resolved. The ability level was discussed and MK noted this can be altered to make it an office entry. CS had some queries regarding the T&Cs but was happy with the legal side. PA felt that splitting payments needed further development. PA had enquired about Escrow and the cost was £3k for the first year and £1.5k in future years. CS felt a decision regarding back up options could be delayed until the system was up and running. At present, clubs can take out their own subscription or, in the future, an integrated system could be created. Adoption of MyClubhouse as the membership platform for BC was proposed by JB, seconded by JR and agreed unanimously. MK will write to Matthew at MyClubhouse and let him know that CS will be in touch. PA asked if MK had time to work on developing the system. MK replied that she felt it was important to do this in order to become familiar with the new system.

4. **Barclays / Santander options – carried forward from 9/11/18:** CS felt this should be removed from the agenda at present and given to the new Treasurer to consider.

	<p>5. ATVs and insurance – carried forward from 9/11/18: CS had spoken to the insurers and confirmed there was no cover for members' ATVs at events.</p> <p>6. Financial assistance for FEI 2* events in GBR: JI, CS, JB and DL declared a conflict of interest. The Chefs d'Equipe had been consulted regarding the option of redirecting the travel grants to the events but they had not been happy with this suggestion. MK had circulated the expenses breakdowns from Hopetoun and Sandringham and the deficit caused by running as FEI 2* events. CS noted that the British events did not pass the EADCMP fee onto the athletes as other international events do. JI felt this could be done next year. JI noted many of the chefs had rung her and suggested utilising money from other sources. DL proposed a subsidy of £1k for both events. JB noted British Showjumping gave indirect support and JR noted British Dressage did support international events. JI highlighted the proposal from the FEI to increase the number of qualifying events from 2 to 3. JB felt that an increased entry fee could be the best option. CS felt the entry fee was a relatively small expense in the overall scheme of international competition. PA proposed, for 2019, offering £1k per event by redistributing the travel fund from the teams to the events, which will benefit all drivers rather than just those that are in the team. This could be reduced in 2020 once the event had the option to increase their entry fees and pass on the EADCMP fee. CS added to this proposal, suggesting that this was directed to assist with the provision of the 2 FEI vets, one of the major expenses. This was seconded by DW and agreed unanimously by those eligible to vote.</p> <p>CS felt a reply should be sent to one Chef d'Equipe regarding a query about the number of Council members eligible to vote. CS noted those with a conflict supported removing the travel grant as everyone takes part in the debate. MK will reply on behalf of CS.</p> <p>7. BC stickers: MK has been in touch with OPG and is awaiting a quotation.</p> <p>8. Selection and Ratification Panels for Horse Fours 2019 and Single Horses 2020: MK reported that Sue Mart had been happy to accept this invitation, but Fred Pendlebury did not wish to take on this role. CS suggested Peter Bennet and it was agreed MK will approach him.</p> <p>9. Council Appointment of Honorary Life Vice-president: Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p> <p>10. Event organisers' suggestion of a flat rate start fee – carried forward from 6/2/19: PA had done some research on this and reported an average annual income of £28k from start fees. PA was asked to send MK details of the figures which will be added to the Council papers for this meeting. After some discussion, it was felt that the fee should be the same for all classes and a flat fee of £45/turnout would generate approximately the same income as 2018. PA proposed from 2020 that start fees are the same across the board. CS felt that a consultation should be undertaken. MK will put a note in the next newsletter and ask for comments to the office before a decision is taken.</p> <p>11. Directors and BC membership: This was discussed under item 1. Directors will be reminded of the need to be a member if they are on Council.</p> <p>12. Tender for 2020 National Championships: CS noted this had been delayed but was now ready for approval. CS noted Osberton had expressed interest for 2020 and CS suggested that the date is chosen to enable them to submit a bid. PA noted a problem with the wording and suggested that providing everything in the welcome pack "on arrival" was not practical and CS will take this out. CS noted that the tender could be extended to allow dressage on Thursday afternoon and access to the showground should be extended to 9am on Wednesday. This was agreed. CS will make the agreed changes. DW noted Osberton will run a trial event in conjunction with the horse trials this year. DW noted it was an excellent venue and Stuart Buntine is experienced running horse trials. The venue has good access off the A1 with 7,000 acres available. DW felt it had huge potential. CS suggested tenders are returned before the next meeting.</p> <p>13. Garden Party: Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p>
5	<p>Correspondence</p> <p>1. Letters from two judges requesting permission to officiate in 2019: Joyce Simpson and Jane MacInnes had both attended the club judges clinic, taken by Philippa Thompson, in 2018 when the snow prevented many from attending the National clinic at Stow, but had been unable to travel to Stow in 2019, so their National qualification had lapsed. PA noted this also affects Margaret Brockie who plans to retire at the end of this year. It was agreed to accept all 3 requests as all were very experienced officials.</p> <p>2. Application to be added as a Probationary Judge: Esther Rawlinson had applied to be a Probationary Judge and this was agreed unanimously.</p> <p>3. Email from a member suggesting extending the scope of Indoor Driving eligibility for Competence Cards and enhanced Safety Assessments: It was agreed that the intention</p>

	<p>of enabling Novice drivers to use the Indoor Open finals as one of their 3 events for their Competence Card would not be extended to drivers wishing to have their Competence Card signed off for multiples.</p> <p>In response to this e-mail, the Safety Committee proposed that a new driver should lodge a photocopy of their competence assessment form with their entries for the first three events, with provision for the form to have an extra page which could then be signed off by the event organiser confirming the turnout was the same as that assessed. It was agreed that this would be a sensible enhancement to the present system and MK will amend the form accordingly and advise clubs of the change.</p> <p>MK will thank the member for these suggestions.</p> <p>4. Email from a club's directors re UKCC: AF noted this was a typographical error and apologised for not spotting this. MK will reply to the club.</p>
6	<p>Strategic Plan</p> <p>CS felt this would soon be a BEF MB requirement in line with the guidelines for good governance. CS had circulated the BE version as a template although he anticipated the BC version would be less complex. It was felt the BC vision should be to aim to generate a sport that is inclusive and available to as many people as possible. Increasing participation and developing the sport of horse driving trials were also considered important with the KPI being the number of members and the number retained year on year. PA suggested revisiting the SWOT analysis conducted a few years ago as not all the suggestions have been implemented. CS felt that Council needed to identify the agreed vision, and formulate the 3 columns noting the strategic goals, values and KPIs. Other strategic goals identified were to:</p> <ul style="list-style-type: none"> • improve the public image of the sport • implement the membership platform • encourage more officials into the sport • increase participation • improve international performance from grass roots upwards (which will also increase participation). <p>CS asked Council to send him any further ideas or note any aspects of the template with which they did not agree, should any come to mind after the meeting. CS will draft a BC Strategic Plan.</p>
7	<p>Risk Register: risks to be managed</p> <p>MK had circulated a list of ideas to create a Risk Register and a copy of the BEF document. CS noted we need to identify the risks we have and examine how to mitigate them. Risks identified at this time were:</p> <ul style="list-style-type: none"> • Loss of a major event • Gap in insurance cover – CS noted we have an insurance review meeting each year. • Loss of data held by the BC office – this is now stored on a cloud and hard drive. • Lack of officials or volunteers – make the day enjoyable and pleasant. • Fraud • Social conscience leading to banning of the sport – can be addressed through education and animal welfare • Theft of BC property from event sites • Data protection breach <p>CS will collate the document and asked directors to email thoughts to MK.</p>
8	<p>Privacy notice</p> <p>CS noted the variety of templates and noted that we must have a Privacy Notice due to GDPR and for MyClubhouse. CS reminded Council that MK was the nominated data protection lead and suggested she should attend an appropriate course annually. This was proposed by PA, seconded by DW and agreed unanimously. The directors were happy with the draft which CS will fine tune. Forms for joining need to ensure that necessary permissions are requested. Signing up to a British team or selection process will need permission to have members' email addresses circulated. This will be discussed further in conjunction with MyClubhouse. CS noted Council members, UKCC coaches and other similar personnel needed to consent to have their contact details / photographs on the web-site or in the Yearbook. BC also needs to agree how long email archives are stored and this will be considered in conjunction with MyClubhouse.</p>
9	<p>Flu vaccinations</p> <p>The BEF want to ensure MBs are all taking necessary steps to reduce the spread of the current outbreak. Our existing rules require spot checking of passports. Some disciplines have introduced a requirement that a vaccination every 6 months or within 6 months of the event is required. It was felt that we would remain in line with other MBs unless explicit veterinary advice is received. It was agreed to retain the existing rules.</p>

	<p>The interpretation of the rule in Annex 11, 1.3 regarding the annual vaccination had generated numerous queries to establish if vaccinations on the same date every year were acceptable. It was agreed that it would be helpful to clarify the BC rule to make it clear that equines vaccinated on the same date each year comply with the BC Rule Book. CS noted this was based on AHT advice regarding vaccination lapses. This was proposed by DL, seconded by AF and agreed unanimously.</p>
10	<p>Event stabling and electric hook up subsidy</p> <p>PA asked if the offer of a BC subsidy still existed for stabling and electric hook up provision at events. PA noted she had done a survey on line to gauge interest in stabling at the Championships. CS noted that the intention was not to offer a subsidy but rather to cover any shortfall if an event had budgeted for stabling and generators but uptake had been lower than envisaged, making the provision of these facilities a cost to the event. CS noted that BC did not intend to subsidise projects that were not financially viable. CS felt this safety net for events should be ongoing. This was proposed by JR, seconded by JB and agreed unanimously.</p>
11	<p>Officials List</p> <p>Management of the list and different interpretations of the rule regarding clinic attendance were discussed. JR felt that some judges needed additional training if returning to the list after a break. DW suggested retaining the system which MK had implemented where the starting point is the required attendance levels and names turn red if officials' attendance lapses. CS suggested Council review the list after the clinic each year which would give time for officials to apply to carry on judging in extenuating circumstances. This procedure was agreed.</p> <p>JR proposed the following names were removed from the current list:</p> <ol style="list-style-type: none"> 1. Peter Bennet off and time as a probationary judge before returning. This was seconded by DW and agreed unanimously. 2. Mark Broadbent as a judge was seconded by PA and agreed unanimously. 3. Pauline Scott as a judge was seconded by DW and agreed unanimously. 4. Edwina Lawson Hart was seconded by PA and agreed unanimously. 5. Charles Powell was seconded by DW and agreed unanimously. 6. Lewis Black was seconded by JI and agreed unanimously. 7. Ian Bertram was seconded by JI and agreed unanimously. 8. Mark Broadbent as a CD was seconded by PA and agreed unanimously. 9. Pauline Scott as a CD was seconded by DW and agreed unanimously. 10. Nigel Hodgson was seconded by DW and agreed unanimously. 11. Steve Lucas was seconded by JB and agreed unanimously. 12. Gordon Watson was seconded by JI and agreed unanimously. 13. Carol Meredith to be asked regarding her willingness to continue. <p>MK will write to officials to notify them and in advance</p> <p>Retention of officials will be added as an agenda item for the next meeting.</p>
12	<p>Finance</p> <p>MK reported that our bookkeeper, Rona Clark, was dealing with the accounts. CS asked for these to be sent to himself and BF in due course.</p>
13	<p>Committee Reports</p> <ol style="list-style-type: none"> 1. F&GP: CS noted there was nothing to report. 2. Competitions: <ol style="list-style-type: none"> a) Evolution Classes: DW noted a member had suggested promoting Evolution classes to clubs. CS suggesting emailing clubs to ask them to apply to BC if they would like to run one. DW will send MK the text of an e-mail which can be circulated. b) Osberton: DW reported that Stuart Buntine was intending to run a trial event this year. Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council. CS asked DW to respond in a positive light given the potential of the venue. 3. Rules: MK noted rule books had been ordered. 4. Judges: JR proposed that, after the meeting of the Judges Committee in Stow, judges on List 3 and Probationary Judges should only judge Novice, Intermediate and Open classes and sit in on multiples classes to gain experience. It was agreed that this will be implemented from 2020. This was seconded by AF and agreed unanimously. <p>JR noted a request from Julie Camm who asked if someone, classed under Para Driving with compensating aids, could avoid penalties if the movement cannot be effectively completed. CS read the relevant rule which had been amended specifically to allow Para Drivers to use their compensating aids. CS felt whether a driver incurred penalties may depend on what the compensating aid is and felt this needed input from the judges.</p>

	<p>JR also proposed, based on a recommendation from the Judges Committee, that Novice and Pre-novice tests could return to having 5 collective marks. This was seconded by PA and agreed unanimously. MK was asked to amend the Rule Book before publication.</p> <p>5. Health and Safety: Peter Bridson had submitted a report to Council before the meeting. The content was discussed under item 5.3.</p> <p>Working Groups</p> <p>6. Training: AF noted the Judges Workshop at Arena UK is on Saturday. She reported that the current UKCC course had been cancelled due to lack of numbers, most likely due to the increased cost of attaining this qualification, but hoped to be able to run it later in the year. She confirmed that the BEF grant from Sport England was subsidising attendees at the Club TD clinic.</p>
14	<p>Other reports</p> <p>1. Office: MK had nothing to add to her report submitted before the meeting.</p> <p>2. Safeguarding: Ji noted she had nothing to report</p> <p>3. Equestrian Safety Group: DW noted the next meeting was in May.</p> <p>4. Equality and Diversity: AF reported the first meeting takes place next Friday and anticipates help will be available from the BEF to write a BC Equality and Diversity policy.</p> <p>5. National Equine Forum: CS had attended on behalf of BC. He felt it was helpful to have an update on flu and Brexit and commented that the Princess Royal had moderated an interesting discussion on charities.</p>
15	<p>Date and venue for the next Council meeting</p> <p>MK will create a Doodle Poll for the weeks commencing 17th and 24th June.</p>
16	<p>AOCB</p> <p>There being no further business, the Chairman closed the meeting at 3.30pm.</p>