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British Carriagedriving Council Minutes

Heath Lodge Hotel, 117 Coleshill Road, Marston Green, Birmingham, B37 7HT.

Wednesday 19th June 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>MK and JI were delayed at Glasgow Airport so CS opened the meeting at 09.35 and indicated that he would defer consideration of any contentious matters.</p> <p>There were no apologies.</p> <p>The minutes were taken initially by CS then by the Executive Officer, Mary Kusin, who arrived at 10.15 and 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>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>
4	<p>Matters arising</p> <ol style="list-style-type: none"> 1. CASC appeal: CS thanked the members of Council for their contribution and confirmed that the finalised document had been sent to HMR&C. No response had yet been received. CS indicated that he would keep members informed of any developments. 2. On-line membership platform update: CS indicated that MK had covered this in her office report and suggested that this item was considered when the office report was discussed. 3. BC stickers: CS suggested that this item was considered when the office report was considered. 4. Strategic Plan: CS indicated that due to pressure of work and competing he had not made any substantial progress with the drafting of this document. 5. Risk register: CS indicated that due to pressure of work and competing he had not made any substantial progress with the drafting of this document. 6. Privacy Notice: CS indicated that MK had covered the new on line platform in her office report and suggested that this item was considered when the office report was discussed because of the inter relationship.
5	<p>Correspondence</p> <ol style="list-style-type: none"> 1. Email re marathon distances for Novice and Intermediate drivers: PA summarised the position as set out in her e mail. CS apologised for the fact that the revised rule book did not reflect the whole of Council's decision. <p>JB explained that at Cricklands the marathon had been measured in accordance with Council's decision. DW indicated that at Ashfields the distance had been reduced and the time had also been shortened.</p> <p>JB pointed out that whilst removing obstacle 2 (as at Cricklands) should not cause any timing issue, removing obstacles 7 and 8 (as at Hopetoun) might give a driver who was on schedule a real problem if they were close to the minimum time.</p>

	<p>DW pointed out that the same TD had implemented different solutions at different events suggesting that the existing position was being sensibly implemented 'on the ground'.</p> <p>JB pointed out that provided the paperwork reflected the position there should be no problem and DW suggested that the position be reviewed at the end of the season and possibly discussed at conference.</p> <p>2. Letter of thanks: Ian Gilbert had written to Council expressing his thanks for the gift and position of Honorary Life Vice President awarded at Hopetoun.</p>
6	<p>Ratification of Decisions taken by e-mail</p> <p>1. Pony Selection and Ratification Panel: Karen Bassett had asked to be replaced and Andrew Counsell had agreed to take on this role. PA proposed the decision and DW seconded the proposal which was passed unanimously.</p>
7	<p>Tenders for 2020 National Championships</p> <p>CS noted 4 tenders had been received: Ashfields, Bywell, Cricklands and Osberton. JB and PA declared a conflict of interest. PA noted that she wished to withdraw the tender for Bywell to host the event again therefore enabling it to move around the country. CS noted JB would not be excluded from the discussion but would leave the room for the vote.</p> <p>CS asked for views on the tenders and asked if the intention was to reach a decision today. JB noted he could wait until later in the year but felt a decision was needed before November. CS felt it was important to let the organisers know and recommended a speedy decision as Ashfields had very limited availability. Osberton was planned to run at the end of September / beginning of October. CS invited comments.</p> <p>Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p> <p>DW proposed that Osberton be asked to hold a National event in 2020 as a NC qualifier for 2021 and JB proposed accepting the Ashfields bid for the 2020 National Championships. DW's proposal was seconded by AF and DW seconded JB's proposal with all in favour. Osberton will be a free standing event in 2019 with a new event in the calendar in 2020. PA confirmed that the intention is for Bywell to run as a National event in 2020. CS suggested that Osberton should be encouraged to submit a bid for the 2021 National Championships.</p>
8	<p>National Championship qualification for the previous year's champions</p> <p>PA noted a member had approached her to ask if automatic qualification could be reinstated. JR reminded that Council for the basis of the change as Novice and Intermediate drivers could not return. After some discussion it was agreed to retain the existing rule.</p>
9	<p>Financial support for home FEI 2* events</p> <p>JB and CS declared a conflict of interest. DL noted he had been contacted by all the Chefs d'Equipe who were in favour of supporting 2* events but were unhappy to have their views ignored given the current surplus in the accounts. CS noted their views were not disregarded and stressed that Council took detailed notice of their views, although Council eventually disagreed with their view and took a different approach. CS felt that the correct decision had been taken and would prefer to address the start fee issue if a sufficient surplus existed.</p> <p>After considerable discussion, CS noted the decision to continue supporting the 2* events and that there was no desire to reinstate the previous international funding for this year. He suggested that each team is invited to submit a bid for funding for future years and felt that the Chef d'Equipe did a lot of work throughout the year and deserved the greatest support. CS felt that this would allow for differences in the teams. DW noted that requests for support would be for 2020 onwards.</p>
10	<p>Start Fee Consultation</p> <p>MK had circulated the responses and CS commented that he was pleased with the number of people who had taken the time to put their views forward and that the general consensus was for change.</p> <p>PA reiterated the statistics leading to £28K start fee income in 2018. JB supported a flat fee of £45. DW preferred the flat fee but less for the novices. PA felt a flat rate, but no fee for Novices or Para drivers, was the best option. DL agreed with a flat fee with a lower rate for novices and this was endorsed by AF. JB suggested that newcomers could have a free year for their first year. JB felt the distinction between novices and newcomers to the National scene should be recognised. CS suggested no start fees until you have contested a NC but it was felt that this could be a deterrent regarding NC attendance. CS felt that a more radical suggestion could be to, given the healthy state of our finances, we could have a flat fee of £40 and remove the fee for novices. MK reminded Council that Novices compete as Associate members, a saving of £100 saving on a full membership and that some novices remained in the class for some time. She reminded Council that one of the main concerns last year had been the need to curtail the drop off after attending the Novice National Championships and to try and encourage Novices to move up to Intermediate. It was agreed to use</p>

	<p>part of the BEF funding for athlete retention to start with and issue everyone submitting a competence card with 3 free start fee vouchers which are not date specific, and have a flat rate of £40 for everyone else including novices. This will start in 2020. Anyone having submitted their Competence Card in 2019 will also receive 3 vouchers. BC will fund these even if the grant funding ceases. A flat start fee of £40 with 3 vouchers for start fees starting from 2020, was proposed by AF, seconded by DW and agreed unanimously.</p>
11	<p>Affiliated Club event organization</p> <p>It was agreed that interpretation of the insurance provision was the main issue. Our liability cover is for affiliated clubs for events organised by the club and for Nationals, Regionals and the National Championships. People organising events on behalf of the club should contact the club to confirm their insurance provision. It was felt that Osberton would already have liability cover but CS felt we should check that they have advised their existing insurers of the addition of driving.</p>
12	<p>Increased Insurance Cover</p> <p>CS noted this had been considered at the request of PA, specifically if one incident gave rise to a number of claims. At the Insurance Review Meeting with representatives from Howden, CS had asked what the cost of increasing the cover to £40,000,000 limit of liability would be. Howden had looked into this and the indication given was £5,000 plus IPT.</p> <p>This was discussed in detail with the outcome stressing the importance of a detailed Risk Assessment of the set up, take down as well as the actual event. Clubs will be reminded of the need to complete their Risk Assessments fully.</p> <p>A clinic for safety officers was suggested with John Woollacott to lead it with an annual on-line training session. The Safety Committee will be asked to plan to hold a training event annually by the method they consider most appropriate with a request for them to advise the number of times people should be required to attend.</p>
13	<p>Horse Fours Selection – 2018 or 2019 Rule Book?</p> <p>CS outlined the position. JB and DL declared a conflict of interest.</p> <p>PA had spoken to Peter Bennett (who is on the ratification panel) and recommended that the 2018 rule be used for this year. JR seconded PA's proposal. Both those eligible to vote voted in favour.</p> <p>PA then suggested that council should reconsider the amendment made for 2019 (complete) and revert to the 2018 wording (compete) for all future selections. JB, DL and CS declared a conflict of interest.</p> <p>DW was concerned that if the 2018 rule was reintroduced this might in theory lead to a driver turning up at an event and then leaving without driving and still being eligible. JB pointed out that the 'selected' driver still had to be selected and that the panel could be trusted not to select an inappropriate driver. DL pointed out that if (for example a driver) tipped up and did not complete it was still up to the panel.</p> <p>CS stressed the importance of supporting British events and encouraging drivers to come to as many as possible.</p> <p>DW pointed out that we needed to take into account the fact that any driver aspiring to represent GBR ought to be willing to come to as many events as were required.</p> <p>JR seconded PA's proposal. All those eligible to vote voted in favour.</p>
14	<p>Code of conduct for drivers, grooms and helpers at an event</p> <p>Jl referred to the existing code of conduct and noted that one very regrettable and extremely unpleasant issue remained unresolved at Hopetoun for which an apology would be appreciated as no admission has been forthcoming or apology received. Jl noted the shower facility may have to be withdrawn as a result. CS noted that naming names would be necessary to invoke the BC code of conduct. DL noted it was a rare occurrence. CS suggested that members should be reminded that drivers and their support teams should be bound, not only by the rules, but by the code of conduct. MK will include a reminder in the next news pages in Carriage Driving.</p>
15	<p>Retention of Officials</p> <p>CS noted that, having reviewed the list of officials, there was some need to address this issue. CS felt one problem was the heading in newsletters detailing clinic information which may encourage people to skip the article. MK felt this did not explain the huge numbers attending in the North and such small numbers in the South.</p> <p>AF hoped to continue the funding available for people going to club clinics. Existing officials now only have to attend less frequently and only need a Supporter membership. AF suggested badges for stewards. PA noted she had received an e-mail about stewards and this will be added to the next agenda. AF's suggestion will be considered in conjunction with this proposal.</p>

16	<p>Finance including 2018 accounts</p> <p>CS introduced this item by referring to the draft accounts and DT's commentary. CS also referred to the figures for this year to date. DW commented that the figures were a pleasant surprise.</p> <p>CS pointed out that membership income looked as if it would be down this year but that expenses were in line with last year.</p> <p>DW proposed that JB and CS be authorised to sign the accounts. PA seconded this proposal which was passed unanimously.</p> <p>Jl proposed that we thank DT for stepping in and JB suggested a hamper be sent to him at home. This proposal was passed unanimously.</p>
17	<p>Committee Reports</p> <ol style="list-style-type: none"> 1. F&GP: CS noted he and JB kept in touch although there is no formal report. CS noted the insurance premiums will remain at the same or at lower levels. The underwriter for the liability policy is changing although this will not affect BC. Plans for a microsite to Howdens, linked from our web-site, are under way and will include Q&A, direct line to Howden and an on-line reporting for incidents and accidents. MK circulated the risk information form for our insurers and CS asked directors to complete these and sign before they leave. CS mentioned that, having gone with MyClubhouse, we would be invoiced at 50% of the full license fee until it goes live. 2. Competitions: DW noted he had started work on the 2020 calendar. DL mentioned feedback from Cricklands from competitors who had queried the lack of detailed drawings of the cone course. JB noted practical reasons why this had not been done. CS read the relevant rule which noted athletes should receive a copy and that it is posted at the arena. PA felt it was impracticable to give it to all the competitors. DW noted normal practice is to post it at the arena with a pile in a convenient spot for competitors to collect and proposed that the rule is clarified to reflect this. DL seconded this with unanimous agreement. <p>DL asked about event reports, and MK confirmed where these were sent. DW noted he forwarded any relevant points to other members of the Competitions Committee. DL asked to be included in the report circulation. DW said that he was happy to provide reports to DL but MK noted that the reports were written in confidence. CS noted that the present process of action being taken by DW was working well and did not necessarily merit circulation to all members. DL felt that it was not in the best interests of the sport to leave it to one person to be responsible for deciding whether any TD or PoJ report recommendations should be further discussed or acted upon, especially if that person was not present at the event. As a director of BC DL was unhappy that this information was classed as confidential and not available to him and other members of Council as common practice.</p> <p>DL noted that at Cricklands the point raised last year had not been actioned as more time was needed on Section B. DW noted that normal practice is to adjust the time through consultation between the TD and PoJ. JB felt the sudden increase in temperature could have contributed to the tired horses and high heart rates this year.</p> <p>CS suggested that the TD and PoJ reports should be amended to include an additional sheet with notes to be forwarded to the next year's officials and MK will add this to future reports.</p> <ol style="list-style-type: none"> 3. Rules: CS noted this committee had not met and nothing had been discussed. 4. Judges: JR had nothing to report from judges. 5. Health and Safety: Nothing to report. <p>Working Groups</p> <ol style="list-style-type: none"> 6. Training: Sport England have continued the grant, distributed by the BEF, for another year.
18	<p>Other reports</p> <ol style="list-style-type: none"> 1. Office: MK had supplied a report in advance of the meeting. The cost of 100 stickers (80mm x 100mm) would be £30 and for 1000 the cost would be £170. After considerable discussion it was agreed to discontinue this idea. The options for questions on the membership form and horse registration form on the MyClubhouse site were discussed in detail and MK noted the preferred options for implementation. 2. Safeguarding: Nothing to report. 3. Equestrian Safety Group: DW had attended an interesting meeting in May. A representative from the Sports Ground Safety Authority spoke. He noted BE have had drone issues which spooked horses and suggested adding this to our rule book. DW will refer this to the Safety Committee and update in due course. Fires in lorries were discussed and the RA should allow at least 3m between vehicles. DW will also refer this to the Safety

	<p>Committee and noted a working group had been established by the ESG to look into this. JB noted roadways were needed to enable access by a heavy fire truck, especially if the ground is wet.</p> <p>4. Equality and Diversity: AF noted some training was to be made available. 3 hours would be required but an on-line option is also available. The meeting she is due to attend tomorrow will supply further details. AF asked who needed to undergo this training and noted further detail would be available after the next Equality and Diversity meeting. CS felt that AF will be able to identify whether or not Council needed training after she had been in the role longer.</p> <p>5. Equine Forum</p> <p>CS had attended and noted that it was very interesting. JR will represent BC next year.</p> <p>6. Social media Strategy:</p> <p>JB spoke to people at Hopetoun and noted serious concerns with PRfect's performance. He had spoken to PRfect who suggested additional content was required and a change of procedure was needed. JR felt that the idea to ask individuals to contribute was not working and a team approach could be a better option. JB noted there had been little content from Ashfields and the content from Hopetoun had not been published. PRfect had noted that the Scottish Cup final had taken precedence in the media on the Hopetoun weekend. PRfect had responded by organising a local TV news slot for Wilf Bowman-Ripley, an interview with Daniel Naprous on Zoe Ball's radio show and a TV crew attending Cricklands.</p> <p>MK noted that there had been numerous inaccuracies in the report, published on the web-site by PRfect, of the presentation to Ian Gilbert. It was agreed that referring to Ian in the headline as a "Dalry Resident" was inappropriate for the audience. After considerable discussion CS felt it was important to try and make the relationship with PRfect work by emphasizing the need for interest groups to appoint a PR Liaison and emphasizing the need for appointed PR liaisons to generate copy.</p>
19	<p>Date and venue for the next Council meeting</p> <p>MK will create a Doodle poll for the week beginning 7th Oct.</p>
20	<p>AOCB</p> <p>CS noted BC had, or was about to receive, at least 3 or 4 complaints regarding disciplinary procedures which will require disciplinary committees to be convened with 3 Council members for each one. CS noted they had arrived late and Safeguarding issues may be involved. CS will look at all 3 and invite suitable Council members for each committee. CS will, in due course, after reading the information, contact the appropriate people.</p> <p>The minutes from the meeting on 19th March recorded, "... 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." MK queried how this was to work as the "Introductory Safety/Competence Assessment", published on the web-site for clubs' use, was not mandatory. The clubs will retain the right to assess this in any acceptable method although there will be a recommendation that the same turnout is used. The clubs will need to monitor this and feedback to BC.</p> <p>Jl noted dates for Hopetoun could be difficult next year as there were 5 weekends in May. Jl also asked if the funding for FEI 2* events would continue. It was felt that this should continue, with PA making a formal proposal which was seconded by AF with all in favour.</p> <p>CS felt that any discussion on selection events should be deferred until dates are confirmed. DW noted the chefs also had to be consulted.</p> <p>DW noted that at a recent event 2 quad bikes were stolen. MK to send note to event organisers asking them to remind competitors to be vigilant regarding security.</p> <p>MK noted that the minutes of the meeting on 6th February had recorded, "JB noted the cost was £4k / year", but we have already received an invoice for £2.5k which was intended to represent half the payment. MK noted PRfect are not VAT registered. JB felt that this was his mistake and we would have to pay the £5k.</p> <p>CS noted that the PRfect would only work if everyone bought into the concept. CS asked if Bywell had a media liaison and PA confirmed that she did. PA felt we should stay with PRfect and try and feed more information to them. CS suggested the emails which were going out shortly might generate more information.</p> <p>CS noted significant concerns with the material published on the web-site by PRfect and felt that the web-site may be better updated internally. CS felt that a better format giving PRfect access to the</p>

	<p>web-site would need to be found or that Council could remove this and leave Vic to quality control the web-site as in previous years.</p> <p>Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p> <p>MK suggested the social media strategy could be delivered as a report and JB agreed to submit this in advance of the next meeting.</p> <p>As there was no further business the Chairman closed the meeting at 15.45pm and thanked the directors for attending.</p>
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