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British Carriagedriving Council Minutes

Holiday Inn Birmingham Airport NEC, Coventry Rd, Birmingham, B26 3QW.

Tuesday 11th February 2020 at 8 am

	<p>From 11am – 12.30pm, Council were joined by representatives of other BEF member bodies for an Equality Workshop, delivered by Aneel Javed, a Plan4Sport equality Consultant, on behalf of the BEF.</p> <p>The aim of the session was to develop knowledge, understanding and the relevance to the BC directors on equality issues. Identify appropriate and inappropriate language.</p> <p>The Stonewall and Sport England websites were identified as supplying a glossary of terms and regarding the use of appropriate language which constantly changes.</p>
1	<p>Present at the Meeting: Patti Atkinson, James Broome, Angela Flanagan, Rod Holdsworth, Jane Isaac, Dick Lane, Jamie March, James Rooney and Chris Smith.</p> <p>The minutes were taken by the Executive Officer, Mary Kusin, who 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 PA, seconded by JB, 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 confirmed he had collated information and would reply shortly. 2. On-line membership platform update: This was running well and explained in more detail in the office report. CS asked for this to be included in the office report for future meetings. 3. Strategic Plan: This had been discussed extensively at the Strategy Meeting held the previous day. CS will circulate with changes identified, first in list format then in the final tabular form with time lines for implementation. 4. Risk register: CS noted he had made progress but many risks apply to financial matters and the first draft did not include input from RH. He will bring the updated version to the next meeting. 5. Privacy Notice: MK noted that, when she attempted to implement the wording agreed at the October meeting, a number of practical difficulties arose. She had therefore altered the sentence pertaining to the length of time personal details are retained slightly to read, "Generally, where there is no legal requirement, we retain all physical and electronic records for a period of 2 years after your membership comes to an end." This was proposed by JB, seconded by PA and agreed unanimously. 6. Council nominees for Selection and Ratification Panels for Horse Fours, Horse Pairs and Ponies. MK reported that all the invited Council nominees had accepted this role. 7. National Championship Trophies: MK noted the horse tandem trophy had been found, engraved and presented to the 2019 winner. <p>The Intermediate pony trophy had been repaired and sent to the 2019 winner. It was agreed that MK will invoice the 2018 winner for the cost of the repair, as members sign on receipt of the trophy that they will ensure it is insured and returned to the championships the following year. MK will remind people receiving trophies to make sure they are insured and returned</p>

	<p>safely. Having now established more clearly the value of many of the trophies, MK was asked to add this information to the trophy receipt to be signed by the winners and insert an average value if not known.</p>
5	<p>Correspondence</p> <ol style="list-style-type: none"> Email from the class representative re international Tandem classes: it was agreed not to take this forward at this time. It was suggested that any tandem drivers who were interested in international competitions should attempt to make contact with Dutch tandem drivers and possibly travel to events such as Nijkerk. Withdrawal by a Chef d'Equipe of the suggestion that drivers, seeking selection, must have competed at a 3* international event: It was noted that a number of practicalities had caused this suggestion to be withdrawn. Request from Heather Brown to be a Probationary CD: This was proposed by DL, seconded by JR and agreed unanimously. It was agreed that experience shadowing a number of different course designers would be needed. Query about competition vetting from a member: PA noted that this related to the winner of a class at the National Championships which had not stood still at the halt and was therefore not vetted. Comments had also been received regarding this animal's behaviour during the prize giving which many other competitors found very alarming. CS noted the rule states the horse has to be accepted by the vet. At the National Championships, the vet contacted the PoJ who had given permission for the horse to continue. DL felt that if the horse had a heart condition or a virus it may not look tired but may not be fit to continue. It was noted the vet also checks for lameness. CS noted it was very helpful to have veterinary input at the halt. JB felt a vet on the course would be more useful but CS noted MK's point about social licence was important as it was better to pre-empt problems than instruct drivers with an overly tired horse to pull up. It was noted that temperatures could also be taken by the vet. CS noted the reply to the member should note that vets need to be satisfied an animal is fit to continue. It was noted that the vet is required to make an assessment of the fitness of the animal to continue competing using their professional judgement and by whatever means/tests they think are appropriate. If they are unable to form an opinion on the fitness to compete, for whatever reason, then the PoJ should be notified and not allow the animal to continue. RH proposed that clear guidance needs to be given to PoJs (and vets) on this subject. JI, CS and JM declared a conflict and JB took the chair for the vote. The proposal was seconded by AF and agreed unanimously by those eligible to vote. Email about selection issues: Items raised in this email will be dealt with under AOCB and the disciplinary heading. MK noted she had sent the class accounts to the member. DL asked if class accounts should be published. CS suggested RH look into the control and disclosure around class/international funds and come back to Council with recommendations. Email asking if BC wished a stand at the Indoor Finals: PA felt some support from ICDUK for the BC National Championships would have been welcome. It was agreed that this was a good offer. CS suggested a table for leaflets and information with banners and someone to attend the stand. JI noted the ones with eyelets were no longer allowed and suggested feather flags and boards. JB suggested a show offer for new members. AF suggested a list for volunteers. It was agreed to send four arena banners with eyelets as they are more suitable for use indoors and request a half page advert in the programme in return for donation. MK will order the banners. MK will reply to Fiona and copy JB who will adapt the article he wrote for "Carriage Driving". Garden Party: Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.
6	<p>Ratification of Decisions taken by e-mail</p> <ol style="list-style-type: none"> Dressage marks of 6.5 or less to have a comment Appointment of Alan Potter to the list of Probationary TDs Appointment of Heather Brown as Probationary Cones CD Marisa Pinnock to succeed Jill Holah as Pony Chef d'Equipe Jill Holah to remain as Chair of the International Committee Equality and Diversity Policy <p>CS noted the above had all been passed by email.</p>
7	<p>Review of Conference 2019 and date for AGM and Conference 2020</p>

	<p>CS felt the Conference had gone very well. MK noted that it had been confirmed that there were no plans to hold a ball in 2020. Council felt a meeting at 8am on Saturday morning would be an advantage with the International meeting and Affiliated Clubs to follow with the AGM at 2pm. The Yew Lodge was agreed as the venue with a better lunch package requested for Council. This was proposed by PA, seconded by AF and agreed unanimously. The preferred date is 6/7 November if the hotel is available. If not, MK will check other dates.</p>
8	<p>Invitation to BEF MB Chairs to attend the 2020 National Championships</p> <p>MK noted that in previous years, all MB Chairs and CEOs had been invited to the NCs. JB felt that Chairs would be more likely to attend. It was agreed that BC would pay for any hospitality. JB noted the insurers were more likely to come on Friday. After some discussion, it was agreed to host a reception on Friday and offer lunch and a ride on a carriage. Anyone wishing to attend on Saturday will be made very welcome. The invitation will be sent to Chairs and CEOs. The cost, including drinks, will need to be confirmed by Ashfields. CS suggested Council members attend the lunch.</p>
9	<p>Social Licence: BEF presentation</p> <p>CS reminded Council that this had been discussed at the Strategy Meeting yesterday and felt it was essential to incorporate social licence into as many decisions as possible. He stressed that BC have to be conscious of the need to recognise that society gives us licence to enjoy our sport. MK had included an item on this subject in the last "Carriage Driving" news pages.</p> <p>JB felt we should have a plan for dealing with possible protesters and a note to members on appropriate action. JI noted shooting had models on how to cope. CS suggested it was fed into event organisers and TDs. Stage 1 is to draw up guidelines for responding to protests etc. regarding animal rights. DL felt that a passive response was required and a sympathetic approach from organisers. JI will circulate details of the shooting policy as a starting point for the BC version. MK was asked to contact Roly Owers to ask if he will talk on horse welfare at the Conference.</p> <p>JB noted we used whips differently to riders. JI noted potential for confusion as the driver can also be called the whip. Council considered the possibility of asking the FEI to consider how it refers to whips as this is an area of concern.</p> <p>CS reminded Council that the Strategic review update required the TD Report to include welfare issues which will be reviewed by DL who will report back to Council. CS noted it may be necessary to consider the Rule Book wording and suggested a Yearbook article on appropriate use of whips.</p>
10	<p>RWHS Invitations</p> <p>CS, JB and DL declared conflicts of interest. CS reminded Council of the Rule Book wording. MK noted the possibility that numbers may be reduced.</p> <p>The Chef d'Equipe's suggestion for the Pony Fours was proposed by JI, seconded by JB and agreed unanimously.</p> <p>CS left the room. DL noted that a selection event had been moved to accommodate a pairs driver who had now changed to Single Horse for 2020. The Chef d'Equipe's suggestion for the Horse Pairs was proposed by DL, seconded by JM and agreed unanimously. CS returned to the room.</p> <p>DL and JB left the room and the Chef D'Equipe's conflict with a Horse Fours driver was noted. Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council. After some further discussion, ratification of the Chef D'Equipe's list was proposed by JM, seconded by AF and agreed unanimously. Should additional invitations be received, they will alternate between H4 (first) then H2.</p>
11	<p>Running National events and the National Championships (7/10/19 item 16)</p> <p>PA noted that no invitation to tender for 2021 had yet gone out. CS summarized the discussion at the strategy meeting. DL noted he had received a request from Ashfields regarding financial support from BC to help run the National Championships this year. After considerable discussion, it was agreed that it would not be appropriate to offer any additional finance this year as the bid had been made based on the existing document without mention of financial support for any losses. Future help was a complicated question. JB noted he could balance the books at Cricklands, PA noted Bywell had run at a loss and Ashfields seemed to be somewhere in between. It was agreed that any request for financial assistance from BC should be submitted with the bid. PA suggested BC should finance some specified items. CS felt it was more important to reserve the additional funding for events that needed it e.g. a greenfield site. CS suggested the same tender document is used with an additional line asking if financial support is needed. This was proposed by JR, seconded by RH, and agreed unanimously by those eligible to vote (JB and PA declared a potential conflict and did not vote).</p> <p>JB felt that the NCs should be run with no branding relevant to the venue.</p>

	CS will double check that there is no uncertainty regarding start fees for 2020 and that Ashfields have confirmed they understand that all start fees go to BC.
12	<p>Publication of training by groups other than BC and BC affiliated clubs</p> <p>CS noted this had arisen due to a request to publicise external training clinics. It was agreed that appropriate insurance is required by any group offering training. CS felt we wanted to be publicising training but only if we are satisfied appropriate standards are met. JB noted the YDs had issues over selection of trainers and he had written to them to suggest a minimum standard. BC insurance does not provide liability cover for trainers who are being paid. JB proposed that, if BC is to advertise external training opportunities, all trainers should have their own liability insurance, a safeguarding training certificate, a first aid certificate (unless others present have this certification) and a DBS check if required. This was seconded by PA and agreed unanimously.</p> <p>MK noted that the YD Clinic organiser had confirmed that not all YDs were BC members. It was noted that for insurance they do need to be BC members. After some discussion, PA proposed that a new membership category is created called YD Supporter member at a cost of £10 for the Easter clinic for one year, to be split £5 for the membership and £5 for the event ticket, to fulfil insurance requirements. This was seconded by AF and agreed unanimously. MK will send a year's membership card and Yearbook as a supporting membership but the ticket will only be valid for the duration of the clinic.</p> <p>JM asked if this should be extended to Try Driving Days. CS felt this was a separate issue for the insurers to deal with.</p>
13	<p>Stewards training and badges (7/10/19 item 18)</p> <p>As time was tight and the agenda very full, CS asked if this could be discussed by email.</p>
14	<p>Induction for, and feedback from, stewards and volunteers</p> <p>CS noted this arose from the accident at Sandringham and asked if more could be done to educate stewards. PA noted this combined with the two Safety Training days and commented that our guidelines said the event organiser should complete the Risk Assessment although, in practice, this is often done by the Technical Delegate or Safety Officer.</p> <p>MK recounted how the current list of Safety Officers was created and had circulated a list of recommendations for Safety Officers, created at the same time, along with the list of attributes considered essential by the Safety Committee. CS asked if Council felt the criteria were appropriate. PA felt some external H&S input was required and noted she had attended one run by County Show officers which had been very beneficial. MK noted the clinic arrangements for 2020 and it was agreed John Woollacott had a good knowledge of what was required and will pass the programme for the day to Dave West.</p> <p>It was agreed that there was a need for proper safety training for stewards. CS suggested that any relevant points should be in a format which can be shared and that the Risk Assessment deals with these points in relation to stewards. JB felt the Safety Officer needed higher authority. CS suggested that we conduct an external review of BC's H&S procedure to identify if there are any gaps. RH asked if there would be any advantage to liaising with other MBs or send people on the same training course PA had attended.</p> <p>JL asked if Council would approve Keith Atkinson as a Safety Officer. He will try and attend the course in the south as he is unfortunately on holiday on the North clinic date and shadow at JB's early season event.</p>
15	<p>Disciplinary Procedures</p> <p>CS noted that, at present, there were different rules regarding discipline and these needed to be collated into one policy.</p> <p>Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p>
16	<p>Unpaid invoices by members</p> <p>It was agreed that members must abide by the BC rules. CS offered to write to the member concerned, regarding the unpaid invoice, in the hope that this would not escalate into a disciplinary matter.</p>
17	<p>Start fees and Stripe charges (16/11/19 item 16)</p> <p>It was agreed that BC will carry the charge on start fees paid directly to events via Stripe.</p>
18	<p>Criteria for Safety Officers</p>

	The details of the documents circulated by MK were noted but most of the discussion on this topic had taken place under item 14.
19	<p>Permanent Competitor Numbers</p> <p>This was being discussed as the suggestion had been made at Conference. It was noted that sponsors would miss out as their brand is currently advertised on the competitor numbers. It was agreed that consecutive numbers were convenient for competitors warming up and easier for stewards and spectators to track. As there was no support for permanent numbers, this idea will not be taken forward.</p>
20	<p>Paperless events</p> <p>PA noted that at continental events competitors received all notifications via the notice board and only a start time for the marathon. It was noted that some international organisers create a one-way WhatsApp Group to communicate with drivers. JB suggested experimenting with this idea at his trial event. This will be considered again after the report back from JB. It was noted that it would be important to continue to put everything on the noticeboard.</p>
21	<p>Paperless forms</p> <p>MK noted her intention to create pdf documents that can be filled in on-line for as many of the forms as possible that need to be completed.</p>
22	<p>Retention of data on obsolete clubs and event reports</p> <p>MK noted that she had been clearing out filing cabinets. It was agreed that records pertaining to obsolete clubs can be destroyed but affiliation forms will be retained. It was felt that TD and PoJ reports should remain on file and be scanned into the computer if possible.</p>
23	<p>Finance</p> <p>RH referred to the December management accounts and the first draft of the annual accounts. RH thanked Council for their comments which had produced some reclassification of items as he felt this information was better if presented to members correctly in the final annual accounts. RH predicted a modest surplus of £1.9k in 2019.</p> <p>Looking ahead and budgeting for 2020, RH noted that there was some inflationary pressure and predicted a small loss.</p> <p>CS thanked RH for regular financial information. RH thanked our bookkeeper Rona and MK for their support and noted that MK and Rona worked well together.</p>
24	<p>Committee Reports</p> <ol style="list-style-type: none"> 1. F&GP: CS reported that the committee have met and completed a salary review for MK. They also discussed the need to consider the possibility of legal fees for future disciplinary committees although we have insurance to cover this. 2. Competitions: MK reported that Margaret Brockie, Jane MacInnes and Tony Bache had retired from their roles as officials. <ol style="list-style-type: none"> (a) Evolution Series: JB had produced an article for <i>Carriage Driving</i>. This will be reworded for the programme at the indoor finals. 3. Rules <ol style="list-style-type: none"> (a) FEI Rules revision for 2020: CS had circulated a new document to Council and the Rules Committee. The FEI have introduced a route for National Federations to suggest rule changes. CS felt BC needed to be more proactive regarding proposing new rules although it was agreed that there was nothing to suggest at present. JR noted that by 2021 it was proposed that hard hats will need to be worn and CS noted comments were still be submitted. (b) Dressage arenas for ponies: As most international events are using 80m x 40m arenas, it was suggested that Hopetoun and Sandringham should follow suit. JB felt as this was still a trial, it would be helpful to have ponies keep both options until next November. DL suggested asking the class representative to collate views from the classes affected. MK will email Rosanna Walters-Symons to see if they would prefer a reduced arena for all classes or just the Advanced. MK will also ask the Chef d'Equipe. 4. Judges <ol style="list-style-type: none"> (a) Approval of BC Novice 100 (2020) / BC Novice 80 (2020): The Council felt this was an excellent test and thanked James Rooney for writing it and Vic Kusin for creating the arena diagrams. Adoption of the test was proposed by JI, seconded by DL and agreed unanimously. (b) Approval of Julie Tomasik as a Probationary Judge: This was agreed unanimously.

	<p>(c) Approval of Catherine Stewart as a Probationary Cones Judges: This was agreed unanimously.</p> <p>(d) Approval of Leigh Kenworthy as a Specialist Cones Judge: This was agreed unanimously.</p> <p>(e) Approval of Ivor Harper to Judges List 2: This was agreed unanimously.</p> <p>(f) Approval of Gail Smith as a Listed Qualified Cones Judge: This was agreed unanimously.</p> <p>Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council</p> <p>5. Health and Safety: Safety Officers training has already been discussed.</p> <p>Working Groups</p> <p>6. Training: AF noted not many had signed up to attend the Club Workforce Clinic in February but she was still planning to go ahead. JR noted the POD training day at Stow had been well attended and not all attendees were drivers.</p>
25	<p>Other reports</p> <ol style="list-style-type: none"> 1. Office: MK noted she had nothing to add to the report she submitted in advance of the meeting. 2. Safeguarding: JI noted all relevant points had already been raised. 3. Equestrian Safety Group: No report had been received. 4. Equality and Diversity: AF noted all relevant points had already been covered. 5. Social media Strategy: JB noted all relevant points had already been covered. 6. BHS Liaison: JI noted keeps in touch with the BHS and will bring any relevant matters to the attention of Council. 7. NGB Membership Forum: JR noted he had little to report. Much of the discussion had centered around ways of increasing membership. CS thanked JR for attending and agreed the content of the meeting was not all relevant. JR offered to attend the next one and this was agreed.
26	<p>Date and venue for the next Council meeting</p> <p>CS noted that very few can make 24th March. CS asked if a video link was an option with the intention of holding more meetings with smaller agendas. MK noted only audio was needed. It was agreed to trial this idea on 25th March with shorter agenda. It was agreed that some meetings will still need to be round the table. MK will ask Matthew if it's possible to use the Zoom system. CS asked MK to ensure that there was an option to dial in.</p>
27	<p>AOCB</p> <p>MK asked JB about the commission on BC branded merchandise. CS agreed that he remembered this in a previous discussion. MK will look back in the minutes to find the relevant item.</p> <p>MK reported that the new Howden microsite was almost ready to "go live". This will enable on-line reporting of accidents with emails sent directly to the insurers and the BC office.</p> <p>MK queried whether or not names of people attending events on myClubhouse should be visible to the attendees. It was agreed that this would be appropriate for events but not for clinics.</p> <p>It was noted that the BEF would shortly move into the BS office with the intention that the name would eventually be British Equestrian.</p> <p>As there was no further business, the Chairman closed the meeting at 3.45pm and thanked the directors for attending.</p>



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Emergency Meeting by Conference Call

Thursday 19 March 2020 at 6pm

1	<p>Present at the Meeting via Conference Call: Patti Atkinson, James Broome, Angela Flanagan, Rod Holdsworth, Jane Isaac, Dick Lane, Jamie March, James Rooney and Chris Smith.</p> <p>The minutes were taken by the Executive Officer, Mary Kusin.</p>
2	<p>Approach to the Covid-19 pandemic</p> <p>CS noted there was no formal agenda for this meeting but there were a number of important points to discuss. First, a message to members needs agreed in principle and CS will draft an announcement following this meeting. CS felt the most important thing was to look after the health and safety of members and others involved in the sport but, at the same time, it was important not to overreact. He hoped to be able to pick up the remainder of the season as quickly as possible and suggested taking the same stance as British Showjumping and cancelling events for a limited period. He suggested cancelling all BC events for March and April and recommend the same course of action to clubs. Another meeting would then be held in the middle of April to discuss extending the period of cancellations into May, dealing with one month at a time and keeping as much of our calendar open as possible. CS then asked for views from the other members of Council.</p> <p>AF felt that, as the Government had indicated at least 12 weeks before any improvement could be expected, it would be prudent to cancel events up to the end of May.</p> <p>PA agreed May should be included and noted the Government said there was hope to turn the tide within 12 weeks.</p> <p>DL felt this was crippling for the sport and suggested cancelling for two months, while keeping a positive theme and hoping the situation will improve. CS asked DL to clarify his time frame. DL confirmed he would support recommending cancellation up to the end of April.</p> <p>JR agreed with end of April and felt 3 months was admitting defeat too early.</p> <p>JI felt the end of May was a more suitable date for cancelling events, with a review at beginning of May and the hope of starting back in June.</p> <p>JM felt he was a bit on the fence but leaning towards JR's position of the end of April.</p> <p>RH felt the whole season should stay open as much as possible with a review on a monthly basis and updates as required.</p> <p>JB supported the end of April and felt the calendar should be kept open as long as possible as some events can be organised in a week.</p> <p>PA felt it would be a shame if BC did less than the clubs and noted NEDTL had already cancelled into May.</p> <p>JI noted social conscience and media were important considerations.</p> <p>PA stressed we only recommend cancellation and it is ultimately the decision of the event organiser although JB felt recommending is weak and we need to be giving clear guidance as the governing body.</p> <p>JR agreed it would be irresponsible as a governing body to cancel too far ahead and noted the FEI currently recommended a 4 week cancellation period.</p> <p>DL noted RWHS was a totally different type of event compared with our nationals.</p> <p>CS felt a positive spin was agreed by Council with the hope of resuming in May and BC committed to making the season as successful as possible even if it's truncated. He asked directors to consider what can be done e.g. if Ashfields has to cancel in May then maybe it could run as a National in September rather than the National Championships and consider Osberton as the Championship</p>

	<p>venue for 2020. It may be necessary to change the qualification criteria and be as flexible and imaginative as possible, with National Events maybe running over two days. PA noted 2 day national events were already catered for in the rule book.</p> <p>AF felt that sourcing paramedics will be a problem for some time and it was irresponsible not to cancel to the end of May.</p> <p>DL noted the need to retain a positive approach.</p> <p>JI was happy to support a very flexible approach as did JR, JM, RH and JB.</p> <p>MK suggested that Ashfields may prefer to be the venue for the NCs rather than run as a National and that entry could be open to all. CS noted he had also considered this possibility.</p> <p>JI noted that, from an organiser's point of view, Hopetoun had to change the date as significant sums of money would have to be committed; £1,700 was already lost. JI asked for the wording to reflect why some events cannot run.</p> <p>CS asked about selection classes and declared a conflict of interest. It was agreed to defer a decision until we see how the season is progressing.</p> <p>CS felt we were at risk of having a financial short fall as losing even one national will impact on the break even point which was where we were aiming in 2020. CS suggested a fund raiser towards the end of the season with the possibility of holding a dance in conjunction with the conference and AGM.</p> <p>AF and PA felt this was a time where we should utilise the reserves. RH noted that the budget was in the process of being finalised and we needed to look at a crisis forecast. He will look into the options in light of the current reserves and circulate this to Council with some recommendations. RH felt some event support could be offered and CS suggested this is added to the next agenda.</p> <p>PA expressed her thanks to Vic for updating areas of the website and described him as a "miracle worker". CS asked MK to pass Council's appreciation to Vic.</p> <p>MK noted a member had suggested some action points based on the 2001 Foot and Mouth epidemic but Council agreed they were happy with the current course of action.</p> <p>With the cancellation of the remaining clinics, MK asked Council to approve refunding all the clinic fees. AF noted that some BEF grant money was available to assist. It was suggested that those members attending the on-line course should only be refunded £15. JI noted many members had lost money by booking hotels. PA noted we needed to encourage people and BC had no expenditure for the on-line course. PA proposed a full refund of all clinic fees. This was seconded by RH and agreed unanimously.</p> <p>MK noted the offer of clinic dates for next year if we booked now. The hotel had agreed that the cost of this year's cancellation would be discounted from the 2021 invoice. CS asked JR to consider which of the 2 weekends was best. JR noted, given the circumstances, he would make either work.</p> <p>CS reminded Council of the vote with 3 directors preferring to cancel until the end of May and 5 supporting the option of the end of April. It was agreed that a decision will be required at the next meeting to decide if it's an advisory notice Council will send events to cancel or whether BC should withdraw approval for events to run.</p>
3	<p>Date and venue for the next Council meeting</p> <p>MK was asked to create a Doodle poll for a 6pm meeting in the week beginning 13 April. CS noted this would require a more formal agenda with the usual agenda items. RH will circulate accounts in advance of the meeting.</p> <p>As there was nothing further to discuss at this time, the Chairman thanked the directors for their time and closed the meeting at 7pm.</p>



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Meeting by Conference Call
Wednesday 15 April 2020 at 6pm

1	<p>Present at the on-line meeting: Patti Atkinson, James Broome, Angela Flanagan, Rod Holdsworth, Jane Isaac, Jamie March, James Rooney and Chris Smith.</p> <p>Apologies were received from Dick Lane.</p> <p>The minutes were taken by the Executive Officer, Mary Kusin.</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 February and March meetings were proposed by PA, seconded by JI, and agreed as a true record of the meetings. The Chairman noted he will sign the minutes of the previous meetings once face to face meetings can be resumed.</p>
4	<p>Matters arising</p> <ol style="list-style-type: none"> 1. CASC appeal: A long letter had been sent to HMRC and we await their reply. 2. Strategic Plan: In progress. 3. Risk register: In progress. 4. Control and disclosure around class/international funds: Recommendations will be circulated as soon as possible for discussion by email. 5. Garden Party cancellation: The Garden Party, to have been held at Buckingham Palace, has been cancelled. The Palace wrote to say this year's nominees would be invited again in 2021. 6. Banners: The banners have been delivered and will be stored until such time as arrangements are made to collect them or the ICDUK Finals are rescheduled. 7. AGM and Conference confirmed as 31/10/20: The date has been booked. In principle, Roly Owers has accepted our invitation to speak at the Conference. He asked what duration of talk was anticipated. It was agreed to ask him to speak for 20 minutes. 8. Disruption of Events: JI agreed to look into the development of guidelines for responding to protests at events. It was agreed to develop a formal advice document which can be circulated to organisers and clubs in due course. 9. Start fees for 2020 National Championships: It was agreed that the contract signed by the organiser confirmed that all start fees are paid to BC. 10. Cost of hospitality at the NCs: If the NCs are able to go ahead, Ashfields would be able to provide refreshments for guests at a cost of £15 per head for tea/coffees, lunch and cold drinks. It was agreed that further discussion should wait until we know if the event can run and how BC has been impacted financially with the shut down due to Covid-19. 11. Clarification of procedure for training Safety Officers: This will be deferred to the next meeting. 12. Disciplinary Policy: The various HR policies are under review and each one had its own built in disciplinary process. The Rules Committee will be consulted and a proper disciplinary procedure produced that is fit for purpose. Annex 13 will be re-written as a Code of Conduct, but one that covers training etc. as well as competitions. A new annex will be written which contains a disciplinary procedure that covers all eventualities.

	<p>13. Unpaid invoices by members: Two invoices remain outstanding. Further actions to be discussed at the next meeting.</p> <p>14. BC branded merchandise commission: All references to branded merchandise from previous minutes had been collated. It was agreed this needed further discussion which will be deferred to the next meeting.</p> <p>15. Disciplinary matters: Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p>
5	<p>Correspondence</p> <p>1. Email from a member re World Championships: It was noted a reply had already been sent and nothing else can be added until such time as the FEI release further information.</p> <p>2. Email from a member re event vetting: Topic to be discussed at the next meeting.</p>
6	<p>Decisions taken by e-mail</p> <p>1. James Binns had been added to the Officials List as a probationary Course designer</p> <p>2. Derrick Mayes had been added to the Officials List as a probationary judge</p> <p>3. Keith Atkinson, Suzanna Anslow and Penny Hartley had been added to the list of approved Safety Officers</p> <p>4. RWHS had issued fewer invitations than expected. The order for invitations for H2 was clear but further consideration was given to those to be invited in the other two classes. It was agreed that Dick Lane would receive the third invitation for H4 and Rowena Moyse the second invitation for P4.</p> <p>It was suggested that decisions taken by email are listed and included in the paperwork before each meeting and that the chair would then (if the list was agreed to be an accurate record) simply sign the list as an accurate record when signing the minutes of the previous meeting without this item needing to be being included in the agenda. This was proposed by JB, seconded by JR and agreed unanimously.</p>
7	<p>Acceptance by majority of responses re decisions taken by email</p> <p>Under the Memorandum and Articles for the association, a decision at a meeting can be taken by a majority of directors. If the discussion is conducted by email, the decision must be unanimous. It was agreed that this should remain as a good safeguard. In the future, if a matter is dealt with by e mail but the decision is not unanimous, an on-line meeting will be convened. It was agreed that directors should respond as quickly as possible to e mail consultations, making it clear, by reference to the date, which proposal they were responding to. This was proposed by JB, seconded by JR, and agreed unanimously.</p>
8	<p>'Flu Vaccinations for remainder of the season</p> <p>The directors were in receipt of the BEF and BHA recommendations. This will be discussed under Item 11.</p>
9	<p>Meeting minutes and GDPR</p> <p>It was suggested that the minutes are shortened, directors names omitted and decisions recorded without detailing the actual decision making process unless a director specifically requested that the discussion be minuted in more detail or that a particular point should be minuted. This was proposed by RH, seconded by AF and agreed unanimously.</p>
10	<p>Harness fitting workshop</p> <p>The Worshipful Company of Saddlers had asked to what extent our plans for 2020 are likely to be impacted in the next 12 months? They noted that there will be a significant reduction in funds for both equestrian prizes and training grants in 2021 and asked if we were able to roll over any unspent training grant funding for this year. It was agreed to recirculate the document from the Master Saddlers and aim to hold the Harness Fitting Demonstration later in the year if possible.</p>
11	<p>Contingency plan re corona virus</p> <p>Flu Vaccinations: It was proposed that any animals who had missed their annual vaccination would need to restart the entire course. In line with other BEF MBs, the requirement for a vaccination within 6 months of the event would be removed for the remainder of 2020 but remain a requirement for events in 2021. This was proposed by JB, seconded by PA and agreed unanimously.</p> <p>Selection events: CS, JB, JM, JR and RH noted conflicts of interest. No information regarding international championships has been received from the FEI although no championships had yet</p>

	<p>been cancelled. Various scenarios were discussed and it was agreed that anyone wishing to be considered for any of the 2020 World Championships needed to ensure they had completed their Selection Form and made the selection payment. BC will be flexible in their approach to selection events, if any can be run later in the year, and will keep the situation under review, retaining the option of a team being chosen by the Selection and Ratification panel if circumstances make this the most practical solution.</p> <p>Events going forward: It was noted that all events in May and June were already cancelled or postponed, although if Government restrictions permit, Cricklands may run a training event in June on the date previously allocated for the National event. Ashfields had also indicated that there were a number of dates on which an event could be accommodated at relatively short notice. Decision making is limited by the Government directive.</p> <p>National Championships: The possibility of running the Championships will be kept under review, as will qualification criteria.</p>
12	<p>Stewards training and badges (7/10/19 item 18)</p> <p>Discussion on this item was deferred to the next meeting.</p>
13	<p>National Championships 2021</p> <p>The 2020 tender document will be updated for 2021 and circulated to event organisers and clubs.</p>
14	<p>Review of Officials List</p> <p>Discussion on this item was deferred to the next meeting.</p>
15	<p>Finance</p> <ol style="list-style-type: none"> Crisis forecast budget: The February and March accounts had been circulated to the directors with the budget for 2020 and a CV19 forecast for 2020. The annual accounts are prepared and ready for the Chairman's comments. If the whole season is cancelled, as the most extreme situation, a £35k loss is predicted. It was felt that this could be accommodated from the reserves. The broker may be able to negotiate a reduction in some insurance costs if the season is reduced. The directors were asked to review the full year forecast and pass any comments back to the Treasurer. It was agreed to speak to the Driver of the Year Points League sponsors to see if sponsorship could be redirected to the National Championships and any remaining events. Financial support for events: It was agreed that this was an unprecedented year and, if there's a need to provide support to enable events to run, this is the year we should consider using some of the reserves to do this. It was suggested that the SDF may be willing to help. CS and RH will take this forward. After some discussion it was agreed to revisit this in May and directors were asked to consider this further before the next meeting.
16	<p>Committee Reports</p> <ol style="list-style-type: none"> F&GP: The F&GP committee had met last week on-line. MK had agreed that annual leave could be taken to reduce office hours, keeping the office open 2/3 days / week. Competitions: Nothing to report. Rules: Nothing to report. Judges: Nothing to report. Health and Safety: A report of the on-line Safety Clinics had been circulated to the directors before the meeting. <p>Working Groups</p> <ol style="list-style-type: none"> Training: The current UKCC Level 3 course will run for the remainder of the year.
17	<p>Other reports</p> <ol style="list-style-type: none"> Office: MK noted she had nothing to add to the report submitted before the meeting. Safeguarding: JI noted she had nothing to report. Equestrian Safety Group: Nothing to report Equality and Diversity: AF noted that there was nothing to update at present. Social media Strategy: Following the recent strategy meeting, one proposal had been amended to include Regional events, at a cost of £1,500, rather than £1,000. This had been revised again and reduced to £1,000 due to event cancellations and would further reduce to £500 if the whole season was cancelled. The directors were asked if they were happy to confirm this appointment to ensure a uniform approach for social media posts for events. It was noted that one of the National bullet points had been dropped off and that the Regional

	<p>coverage was very limited compared with that offered to Nationals. This will be queried with the provider. On that basis JM proposed that the revised proposal be accepted. JB seconded this and it was passed unanimously.</p> <p>6. BHS Liaison: The scheduled meeting in March was cancelled due to Coronavirus.</p> <p>7. NGB Membership Forum: Nothing to report.</p>
18	<p>Date and venue for the next Council meeting</p> <p>A Doodle poll will be circulated for the next meeting in 4 weeks' time.</p>
19	<p>AOCB</p> <p>A virtual event for members was suggested to be followed by a meeting over a glass of wine. The Social Media group were working on other ideas. A Hopetoun drinks party was suggested on the original Hopetoun event date with photos shared from the event in previous years. It was agreed to host a test "party" on the Ashfields date and, if it works, a more ambitious event will be planned for Hopetoun.</p> <p>The map with Regional Contacts has been added to the website. It was agreed to publish phone numbers with the regional contacts rather than email addresses.</p> <p>It was noted that a "loo roll challenge" had been posted on the BC Facebook Chit Chat group which started with the BC logo. It was agreed that this had been done with the best intention even if it did not comply with the published guidelines for use of the BC logo.</p> <p>The Chairman reminded the directors to keep succession planning in mind as he is retiring at the 2020 AGM. He noted he was happy to step down without serving his final year on Council to allow the new Chairman to take over.</p> <p>As there was no further business, the meeting concluded at 19.45 and the Chairman thanked the directors for their time.</p>



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British Carriagedriving Council Minutes

Meeting by Conference Call
 Wednesday 13 May 2020 at 6pm

1	<p>Present at the on-line meeting: Patti Atkinson, James Broome, Angela Flanagan, Rod Holdsworth, Jane Isaac, Jamie March, James Rooney and Chris Smith.</p> <p>Apologies were received from Dick Lane.</p> <p>The minutes were taken by the Executive Officer, Mary Kusin.</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 April meeting were proposed by AF, seconded by JI, and agreed as a true record of the meeting.</p>
4	<p>Matters arising</p> <ol style="list-style-type: none"> 1. CASC appeal: No reply received yet from HMRC. 2. Strategic Plan: The revised document had been circulated which will now be converted into a more user friendly format. Adoption of the Strategic Plan was proposed by JR, seconded by JM and agreed unanimously. 3. Risk register: To give Council time to fully consider the document, comments will be sent by email before the next meeting so that the Risk Register is ready to approve in June as it has to be sent to Howden before our policy renewal date. The directors were asked to comment on the risk scoring, make additional suggestions of ways to mitigate identified risks and suggest other potential risks. It was noted that this is a live document. 4. Control and disclosure around class/international funds: In progress. 5. Disruption of events: A draft policy for use at driving trials had been circulated for comment and an updated version will be circulated by email. This will fit into the risk register. 6. Clarification of procedure for training Safety Officers: This will be finalised at the next meeting in conjunction with the risk register and consideration of an external review. MK was asked to recirculate the 2015 Safety document. 7. Disciplinary Policy: This is in progress with the Rules Committee. It was noted that recent experiences may put Council members off from serving on a Disciplinary Committee. The role of Council members is being reviewed with the policy. 8. Unpaid invoices by members: It was noted that the outstanding invoices had not yet been paid. The member returning the damaged trophy felt it was not his responsibility once it had left his possession. It was agreed to clarify the wording on the trophy signature sheets. A part of the expense will be repaid from the courier's insurance and the balance of this expense will be written off. A follow up email will be sent regarding the second outstanding invoice as this will have to show in the annual accounts which could be queried at the AGM. 9. BC branded merchandise commission: MK was asked to resend the extracts from the minutes regarding this item for discussion at the next meeting. 10. 2020 Sponsors: Arrangements had been agreed with Harness Stuff to offer vouchers to the on-line quiz winners. A conversation is needed with Howden in due course.

	<p>11. National Championships 2021: The tender document had been sent with interest to be noted by 5th June.</p> <p>12. Arena size for ponies: It was noted that all dressage tests on the FEI website were under review, presumably with the intention that all tests will be in 80m x 40m arenas going forward. Adoption of the new arena size for ponies at National and Regional events was proposed by JB, seconded by JI and agreed unanimously.</p>
5	<p>Correspondence</p> <p>1. Email from a member re World Championships: There was no further information to communicate as the H4 World Championships were cancelled for 2020.</p> <p>2. Email from a member re event vetting: It was noted that the rules state that the vet has the final say regarding a horse's fitness to continue. A reply will be sent.</p>
6	<p>Council website contacts and correspondence by e-mail</p> <p>Emails between Council members may have to be disclosed in the event of a Subject Access Request if they used their own personal email accounts. MK was asked to check if the BC office emails were backed up, confirm where documents were backed up and investigate if one search would suffice if each director had an email address linked to British Carriagedriving. Data is deleted in line with the data protection policy. A Drop Box folder for documents was suggested as an option.</p>
7	<p>Format of future meetings: A suggestion to save time and money with monthly Zoom meetings, to replace most of the traditional Council meetings, was made which would have the added benefit of making the position of a director more accessible. One or two physical meetings each year would be retained, to include the annual strategy meeting. This was proposed by JI, seconded by AF and agreed unanimously.</p>
8	<p>Resumption of driving activities</p> <p>The new BEF recommendations had been circulated. In England, training and hacking had resumed as long as social distancing is maintained. The Government is hoping to extend this at the beginning of June. Training events with social distancing and a small club event may be possible by July although, to maintain social distancing, backsteppers would have to be in the family bubble. Caravan parks are still closed but by July overnights may be permitted. The situation will be kept under review with guidance issued by other disciplines to be adopted where practical. It was agreed that the guidance from BE may be more appropriate than BS or BD. At this time, Bywell, Cricklands and Ashfields are still hoping to run. The respective event organisers will liaise to produce notes to be considered at the next meeting.</p> <p>National Championship qualification could be left as it is, issued with different criteria or have all criteria removed for this year. PA declared a conflict of interest. It was noted that different rules now existed for Scotland, Wales and Ireland. After some discussion it was agreed that the usual criteria would not apply. All options will be kept under review and discussed again at the meeting in June.</p> <p>It was noted that selection events needed consideration for the Horse Singles in October 2020 (which looks like it may take place) and Horse Pairs in 2021. CS and JR declared a conflict of interest. All 9 Single Horse drivers have indicated they would be prepared to travel. FEI qualification rules are likely to be relaxed. The option of staging an FEI 2* event at short notice was considered which could be an option as the FEI are planning to relax the requirement for foreign judges. Ashfields have indicated this could be achieved and Bywell will give consideration to the practicalities and financial implications. The same financial support, agreed for Hopetoun and Sandringham, would be available. It was noted that any event being used for selection would have to be available to all 4 nations and the Chef d'Equipe will be asked to consult with the drivers eligible for selection.</p>
9	<p>Harness fitting workshop</p> <p>Deferred to the next meeting.</p>
10	<p>Stewards training and badges (7/10/19 item 18)</p> <p>Deferred to the next meeting.</p>
11	<p>Review of Officials List</p> <p>Deferred to the next meeting.</p>
12	<p>Membership and committee participation</p> <p>Deferred to the next meeting.</p>
13	<p>Finance including financial support for events (minutes 19/3/20)</p>

	The Treasurer reported that the financial position was the same as the previous meeting. The timing meant that the next month's accounts were due shortly.
14	<p>Committee Reports</p> <ol style="list-style-type: none"> 1. F&GP: Nothing to report. 2. Competitions: Nothing to report. 3. Rules: Nothing to report. 4. Judges: Nothing to report. 5. Health and Safety: Nothing to report. <p>Working Groups</p> <ol style="list-style-type: none"> 6. Training: The grant from Sport England, via the BEF, is extended to 2022. AF was asked to monitor all the Sport England documents.
15	<p>Other reports</p> <ol style="list-style-type: none"> 1. Office: MK had nothing to add to the report submitted before the meeting. 2. Insurance Review: CS reported that he, RH and MK had met with representatives of Howden. Some details had been tidied up but there were no significant changes to any of the policies. 3. Safeguarding: Nothing to report. 4. Equestrian Safety Group: Nothing to report. 5. Equality and Diversity: Nothing to report. 6. Social media Strategy: Various posts are being created and scheduled. 7. BHS Liaison: Nothing to report. 8. NGB Membership Forum: Nothing to report.
16	<p>Date and venue for the next Council meeting</p> <p>A Doodle Poll will be created for the week beginning 8th June. An additional meeting in two weeks was suggested in an attempt to address the outstanding issues on the agenda and this was agreed. A second Doodle Poll will be added for the week beginning 25th May.</p>
17	<p>AOCB</p> <p>MK was thanked for organising sponsorship, the quiz and the Zoom meeting. The potential involvement of event organisers with the Zoom meetings was considered. It was suggested that each director could choose a topic and lead a meeting as many directors are already associated with particular events. Any differences between "national" and "regional" events will be discussed at the next meeting. The organisers of Sandringham will be approached to see if they wish to participate.</p> <p>CS closed meeting at 7.30pm and thanked the directors for their time.</p>



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British Carriagedriving Council Minutes

Meeting by Conference Call
 Wednesday 10 June 2020 at 6.30pm

1	<p>Present at the on-line meeting: Patti Atkinson, James Broome, Angela Flanagan, Rod Holdsworth, Jane Isaac, Dick Lane, Jamie March, James Rooney and Chris Smith.</p> <p>The minutes were taken by the Executive Officer, Mary Kusin.</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 April meeting were proposed by PA, seconded by JM, and agreed as a true record of the meeting.</p>
4	<p>Matters arising</p> <ol style="list-style-type: none"> 1. CASC appeal: This had now been approved by HMRC and will assist by allowing gift aid on donations. In addition, some companies allow staff time off to volunteer, as part of the company policy, which may help recruit additional members of Council. It was noted that tax implications would need to be monitored. 2. Strategic Plan: In progress. 3. Risk register: Additional risks to be added include the BEF or FEI ceasing to function, the risk of a positive dope test or the risk of a data breach. 4. Disruption of events: In progress. 5. Control and disclosure around class/international funds: A policy to formally document the process of administering the international class funds and make it more transparent has been written and will be reviewed annually. The Treasurer reminded Council that all money paid by drivers who put their names forward for international selection was held in a separate bank account and did not belong to BC. Council agreed that the document was worded effectively and fit for purpose. A template has been created to enable Chefs d'Equipe to prepare a budget and final accounts for the year. It was agreed that the squad, i.e. anyone who had paid their selection fee, would receive the final accounting. This was proposed by JI, seconded by PA and its adoption agreed unanimously. The treasurer was thanked for doing such a good job in preparing the new documents. 6. Disciplinary Policy: In progress. 7. 2020 Sponsors: Riding and Harness Stuff had been contacted and were happy to limit the quiz prizes to National events. Tristar will give a talk on Saturday "at Cricklands" about lorry maintenance and Council will update members update about the way forward. MK will notify members of this. It was agreed to stay with the same start time of 6pm. 8. National Championships 2021: No tenders had been received which is a matter of concern. It was felt that Ashfields may wish to run again in 2021 if the 2020 event was not able to go ahead this year. Bywell would be prepared to run it if the financial responsibility was taken by BC. This will be discussed again once further details are known. <p>Planned training events running in the near future are considerably oversubscribed so there seems to be a mood amongst the members that they wish to get out and started. Overnight accommodation is not yet permitted.</p> <ol style="list-style-type: none"> 9. Harness Fitting workshop: No reply has yet been received.

	10. Cost of obstacle technology and impact on stewards training: In progress.
5	<p>Correspondence</p> <p>1. Email from a member re backsteppers: It was noted that this could offer a practicable solution for some drivers who have employed backsteppers. Appropriate risk assessment, social distancing when possible, remaining outdoors and an acceptance of potential risks could enable driving activity to recommence.</p>
6	<p>Limit of Indemnity</p> <p>In 2019 the decision was taken to stay with a total liability of £30 million. It was agreed that increasing this limit to £40 million was unnecessary at this time.</p>
7	<p>Resumption of driving activities</p> <p>Items relating to this have already been discussed. A statement to the membership was considered and felt to be appropriate but will need to consider all countries. A draft will be circulated as soon as practicable, noting the events that are taking place in the near future.</p>
8	<p>Selection and forthcoming Championships</p> <p>CS and JR noted a conflict of interest. A request had made to formulate a possible selection procedure. It was noted that some of the drivers may be excluded from any British events due to Government restrictions.</p> <p>Four main options exist:</p> <ol style="list-style-type: none"> 1. Two team members are decided, based on one selection event, and the panel selects the third. 2. Two team members are decided, based on two selection events, and the panel selects the third. 3. Two team members are decided, based on all available events which will be counted as selection events, and the panel selects the third. 4. Ask the Selection and Ratification Panel to take the decision and select all team members. <p>An analysis of the 2019 dressage marks showed relatively high average scores. It was agreed that the results from Lowther (the first selection event for Horse Singles) may have affected the drivers' performance due to the wet conditions. The travelling implications of quarantine were considered a significant concern but restrictions may be relaxed before the definite entry date for the Championships.</p> <p>After further discussion it was agreed that, for Horse Singles, the existing selection process is retained and any National event that does run will be a selection event. If none run, the decision may revert to the selection committee who must take into account that devolved countries have different restrictions.</p> <p>Pairs were discussed and it was agreed no decision could be taken until events confirmed if they intended to run.</p>
9	<p>Finance including financial support for events (minutes 19/3/20)</p> <p>The April accounts were circulated. The accounts in May will have the section headings updated. There is little activity in the accounts at present. Training income was queried and this will be addressed in more detail, with a further breakdown of income and expenditure, once the headings are revised. Expenditure relating to UKCC courses was noted.</p> <p>Consideration regarding support for events was deferred until more detail is known.</p>
10	<p>Committee Reports</p> <ol style="list-style-type: none"> 1. F&GP: Nothing to report. 2. Competitions: Nothing to report. 3. Rules: Nothing to report. 4. Judges: The judges committee had received a recommendation that Jane Smith is appointed as a probationary judge. This was proposed by JR, seconded by PA and agreed unanimously. 5. Health and Safety: An update from the external trainer has been requested. They also offer an on-line option which may be useful. <p>Working Groups</p> <ol style="list-style-type: none"> 6. Training: Nothing to report.

11	<p>Other reports</p> <ol style="list-style-type: none"> 1. Office: Nothing to add to the report submitted before the meeting. 2. Safeguarding: Nothing to report. 3. Equestrian Safety Group: Nothing to report. 4. Equality and Diversity: Nothing to report. 5. Social media Strategy: It was agreed that this could be a good opportunity to submit an article to "Horse and Hound" while there was a shortage of equestrian events. 6. BHS Liaison: Nothing to report. 7. NGB Membership Forum: Nothing to report.
12	<p>Date and venue for the next Council meeting</p> <p>A Doodle Poll will be circulated for the week beginning 6th July.</p>
13	<p>AOCB</p> <p>Emails for the Council members have been created and details will be circulated shortly.</p> <p>As there was no further business, the Chairman thanked the directors for their time and closed the meeting at 7.50pm.</p>

Signed _____

Date _____

Chris Smith: Chairman British Carriagedriving



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British Carriagedriving Council Minutes

Meeting by Conference Call
Friday 26 June 2020 at 6.00pm

1	<p>Present at the on-line meeting: Patti Atkinson, James Broome, Angela Flanagan, Rod Holdsworth, Jane Isaac, James Rooney and Chris Smith.</p> <p>Apologies were received from Dick Lane and Jamie March.</p> <p>The minutes were taken by CS as the Executive Officer was on annual leave.</p>
2	<p>Conflicts of interest</p> <p>JR declared a conflict but it was agreed that he would be entitled to speak but not vote.</p>
3	<p>Order for entries to Le Pin au Haras</p> <p>CS outlined the options available:</p> <ol style="list-style-type: none">1. Look at the date the entry was submitted and the earliest entry gets the first slot.2. Use the system as per RWHS and leave the decision to the Chef d'Equipe.3. Ask the Selection and Ratification panel to decide. <p>CS indicated that he had discussed the options with JM who voted two, but would go along with the majority if the vote was for one.</p> <p>Each member of Council was invited to express a preference (other than JR) and the vote of those present and eligible was for option two.</p>
4	<p>AOCB</p> <p>CS expressed his sadness about the fact that Bywell would no longer be running and thanked Patti and Keith for all the work they had put in. The other members of Council all agreed.</p> <p>As there was no further business, the Chairman thanked the directors for their time and closed the meeting at 6.15pm.</p>

Signed _____

Date _____

Chris Smith: Chairman British Carriagedriving



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British Carriagedriving Council Minutes

Meeting by Conference Call
 Wednesday 8 July 2020 at 6.30pm

1	<p>Present at the on-line meeting: Patti Atkinson, James Broome, Angela Flanagan, Rod Holdsworth, Jane Isaac, Dick Lane, Jamie March, James Rooney and Chris Smith.</p> <p>The minutes were taken by the Executive Officer, Mary Kusin.</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 April meeting were proposed by JM, seconded by JB, and agreed as a true record of the meeting.</p>
4	<p>Matters arising</p> <ol style="list-style-type: none"> Strategic Plan: In progress. Risk register: In progress. Disruption of events: In progress. 2020 Sponsors – Howden: It was agreed that Howden should be contacted regarding 2020 sponsorship which would, ideally, be specific to this year. National Championships 2021: To be discussed under item 9. Harness Fitting workshop: A discussion regarding the various options had taken place with the representative from the Society of Master Saddlers who had indicated two webinars would be their preferred option: one to focus on fitting the harness to the horse and one to focus on fitting the harnessed horse to the carriage. It was felt that this would be a good initiative for the winter months. This will be hosted on Zoom by the SMS. Cost of obstacle technology and impact on stewards training: A company has been identified who can create a system that can work in obstacles and an estimate of the cost is expected shortly. It was agreed that a small design team would be formed to take this forward. There has been no progress with the Swedish NF regarding their system. It was agreed that, although this has been prompted by Covid-19, it is a really good way to take the sport forward by reducing the number of stewards required on an obstacle. It was felt that this could be of interest to all countries and other equestrian disciplines and should be kept relatively simple to operate.
5	<p>Decisions ratified by email</p> <ol style="list-style-type: none"> The first Horse Pairs selection event will take place at Ashfields in September.
6	<p>Correspondence</p> <ol style="list-style-type: none"> Email from a member re National Championships: To be discussed with Item 9. Email from an affiliated club re reduced club affiliation in 2021: A small rebate will be issued by the insurers across all the BC policies for last year and a small discount for next year due to the reduced number of events. It was noted that BC anticipated showing a significant loss in this year's accounts rather than the small loss projected in the budget. Support for event organisers was considered another priority. It was agreed that the

	<p>Treasurer would look at any cost savings this year, factoring in any possible discount next year to see if any part of that discount could be passed back to the clubs.</p> <p>3. Emails from two members re YDs competing internationally: The current rules for international progression was reiterated but nothing covers the situation for YDs wishing to compete abroad. Consent was unanimous for both requests. The rules will be reviewed to extend the wording to cover YDs.</p> <p>4. Email from an event organiser re event entry fees: It was noted that British Eventing only planned to refund 30% of entry fees in the event of cancellation. It was suggested that a full refund of entries is offered by event organisers if their event had to be cancelled due to a further lock down or if a member had to withdraw. BC would refund the cost of any non-refundable deposits paid. It was agreed that costs should be confirmed by the event in advance with a possible cap on the total cost.</p> <p>The deposits lost by events who had already been forced to cancel was noted.</p> <p>5. Email from a member re advice for grooms: It was noted that BC is not insured to give this type of advice although assistance can be offered. Various people have adopted an innovative approach e.g. Government guidance regarding employed grooms who cannot return to work and maintain the recommended 2m social distance, a member's carriage screen and a member's facemask on their helmet.</p> <p>6. Email from a member re promotion for selection: JM noted a conflict of interest. There was some support for the request but the problem of making exceptions and setting a precedent was felt to over-ride the sympathy the directors felt for the situation created by the unprecedented circumstances this year.</p>
7	<p>Obstacle Boards</p> <p>With the retiral as a steward of the present custodian of the obstacle boards, it was agreed that these would be added to the main store of event equipment. The inventory has been updated accordingly.</p>
8	<p>Future for Saturday quiz and Zoom with return to competition</p> <p>A virtual YD Championships and Bywell were agreed to take place on Saturday 1st and 29th August respectively. The YD Chef d'Equipe and Onley organiser will be invited to speak.</p>
9	<p>National Championships 2020</p> <ol style="list-style-type: none"> Event name: It was agreed that the event would not run as the National Championships. The decision regarding a name will rest with the event organiser who may choose to offer special prizes. Qualification: The option to offer one or both of the Ashfields events as qualifiers for the 2021 National Championship was discussed but rejected. There is no qualification requirement for the Ashfields September event although drivers will have to be eligible for the class they wish to enter. Trophies: It was agreed these will not be awarded in 2020. Administration for vaccination records: This will be discussed by the event organisers and the BC Executive Officer. Competitor numbers: This will be organised by the BC Executive Officer. Open and close of entries: This is to be agreed with the organiser. Saddlers Prizes: Training grants will be awarded on a pro rata scale depending on the number of events attended by para drivers and YDs. Financial assistance: This was discussed under item 6.4. In addition, it was agreed that any expenses incurred by Ashfields, in preparation for running the National Championships, would be reimbursed.
10	<p>Consideration of FEI Board decisions</p> <p>No objections were noted for any of these proposals..</p>
11	<p>Selection for forthcoming H1 and H4 Championships</p> <p>CS and JR declared conflicts of interest and JB took the chair.</p> <p>Assuming Ashfields August runs, the H1 drivers will have had 2 selection events. The option of having three selection events with one discard score would enable a decision to be reached in a similar manner to the usual procedure. It was noted that drivers with travel difficulties had the option to be selected by the panel. This option to use the two Ashfields events in addition to Lowther (2019) as selection events for the 2020 H1 World Championships, with two from three to count, was proposed by DL, seconded by PA and agreed unanimously. In the event of any cancellations the decision will revert to Council.</p> <p>CS returned to the chair.</p>

	<p>JB and DL declared a conflict. At present, it looks promising that the rearranged Horse Fours World Championships at Valkenswaard will run. It was agreed that competing at one of the two Ashfields events would be required and the Selection and Ratification panel will take performances into account to select a team and individuals.</p> <p>It was agreed that all selection fees paid for the cancelled H4 world championship would be refunded and anyone wishing to enter the rearranged event would be required to pay their selection fee in the normal way.</p>
12	<p>Inclusion of Selection and Ratification panel members in class group chats</p> <p>Deferred to the next meeting.</p>
13	<p>Policy to establish length of time EO and directors are expected to retain emails</p> <p>A proposal will be sent to Council for a vote by email.</p>
14	<p>Bequest</p> <p>It was agreed that an announcement should be made to the members. It will show in the 2021 accounts. A proposed wording for the announcement will be circulated to Council.</p>
15	<p>BBC Programme Request</p> <p>The concept of the programme was explained where the production team follow two farming families who will be seen competing at the Ashfields event in September. Council were asked to send suggestions of families who may fit the remit to the BC office by Friday.</p>
16	<p>Finance</p> <p>Due to time constraints, it was not possible to review the revised account categories.</p>
17	<p>Committee Reports and Working Groups</p> <p>Deferred to the next meeting.</p>
18	<p>Other reports</p> <p>Deferred to the next meeting.</p>
19	<p>Date and venue for the next Council meeting</p> <p>A Doodle Poll for the week beginning 3rd August will be created to fix a date for the next meeting. It was agreed to revert to the original start time of 6pm although DL voiced his preference for a 6.30pm start.</p>
20	<p>AOCB</p> <p>The Chairman closed the meeting at 8.25 and thanked the directors for their time.</p>

Signed _____

Date _____

Chris Smith: Chairman British Carriagedriving



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British Carriagedriving Council Minutes

Meeting by Conference Call
 Wednesday 14 July 2020 at 6.30pm

1	<p>Present at the on-line meeting: Patti Atkinson, James Broome, Angela Flanagan, Rod Holdsworth, Jane Isaac, Dick Lane, James Rooney and Chris Smith.</p> <p>James Rooney joined the meeting after item 3.</p> <p>The minutes were taken by the Executive Officer, Mary Kusin.</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>Bequest Wording</p> <p>A wording had been suggested which mentioned the amount received. Some directors preferred to refer to a generous donation. RH proposed the suggested wording was used and that the amount was included. This was seconded by JI and agreed by a majority.</p>
4	<p>Request from a member seeking promotion to the Advanced Class for selection</p> <p>JM and RH both noted a conflict of interest and it was agreed they would be entitled to speak but not vote.</p> <p>An earlier request to progress from Intermediate to Advanced had been refused. A further request had been received asking if two entries to one event would count as two of the scores required to upgrade. Although the intention of the three scores rule was to ensure sufficient event experience was obtained prior to progression, it was agreed that it could be interpreted as the member suggested. This will be published on the website to ensure this option is known to all drivers in case others also wish to progress rapidly.</p>
5	<p>AOCB</p> <p>National Championships 2021 Qualification</p> <p>Jl declared a conflict and it was agreed that she would be entitled to speak but not vote.</p> <p>Although this had been discussed at the meeting on 8th July, the directors reconsidered the possibility of having Ashfields (Sept) as a NC 2021 qualifier. While the selection classes were felt by some to be a sufficient incentive to encourage entries, it was agreed that national events had never previously been run without national championship qualifications on offer. PA proposed that Ashfields (Sept) should be a qualification event for the 2021 NCs. This was seconded by DL and agreed by a majority of those eligible to vote.</p> <p>Financial support for events</p> <p>The option of BC offering financial support to events, should their entries be insufficient for them to run, was discussed. Differences in event costs between permanent venues and events run on greenfield sites was noted. It was agreed to liaise with event organisers to determine the event finances and the minimum number of entries required to make the event viable, and defer a decision on any financial support necessary until after the final entry total for each event was known.</p> <p>As there was no further business, the Chairman thanked the directors for their time and closed the meeting at 7.20pm.</p>

Signed _____

Date _____

Chris Smith: Chairman British Carriagedriving