STRICTLY PRIVATE & CONFIDENTIAL
THE BRITISH ASSOCIATION FOR SHOOTING AND CONSERVATION

CONFIRMED MINUTES OF THE COUNCIL MEETING
HELD AT MARFORD MILL, ROSSETT, WREXHAM
ON FRIDAY 16TH JULY 2004

SUMMARY OF ACTION POINTS

1. Provision of a procedure for the election of Chairman, Vice-Chairman and Advisory Committee Chairman (Minutes 12th June 2004, item 5.1).
   ACTION: Chief Executive

2. Notification to Simon Parrington of the appointment of Ian Haddon as Trustee of WHCT (Minutes 16th July 2004, item 4.04).
   ACTION: Chairman

3. Duke of Westminster initiative, Chief Executive to contact Simon Hart (Chief Executive) (Minutes 16th July 2004, item 4.05)
   ACTION: Chief Executive

4. Provision of information regard lead shot situation in Scotland (Minutes 16th July 2004, item 6.05
   ACTION: Director Scotland and Communications team

5. Teachers Resource Pack may be different in Scotland, need to check contents (Minutes 16th July 2004, item 11.04).
   ACTION: G Moore and P Hammans

6. Role of Executive and Finance Committee (Minutes 16th July 2004, item 12.02 (ii)).
   ACTION: Chairman and Chief Executive

7. Advising the membership of the subscription increase (Minutes 16th July 2004, item
   13.03).
   ACTION: Chairman and Chief Executive

8. Copy of Firearms Consultation submission to be provided to Council (Minutes 16th July 2004, item 15.01).
   ACTION: Director of Firearms

9. Provision of a detailed proposal concerning a communications centre (Minutes 16th July 2004, item 17.01).
   ACTION: Director of Communications

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Present:	John Graham	Chairman
	Jan Andrews	
	Simon Breasley	
	Walter Cole	
	Graham Crompton-Howe	
	Michael Evans	
	David Frost	
	Duncan Greaves	
	Ian Haddon	
	Robert Irvine	
	Andrew Macfarlane	
	Geoffrey Moore	
	Peter Pursglove	
	Ray Walters	
	Tom Wylie	
Ex-Officio Members:	John Swift	Chief Executive
	Christopher Graffius	Director of Communications
	Simon Hamlyn	Director of Operations
	Philippa Marshall-Purves	Director of Business Management
	Colin Shedden	Director Scotland
	Glynn Cook	Director Wales
	Roger Pollen	Director Northern Ireland
In Attendance:	Vivienne Jasper	Head of Human Resources
	Bill Harriman	Director of Firearms
Secretary:	Denise Ashbridge	Minute Secretary

1.00 Apologies

1.01 Apologies for absence were received from Carl Eriksson, Sir Malcolm Guthrie, William Notton and Stewart Ogden.

2.00 To Confirm the Minutes of the Council Meeting held on 6th May 2004

2.01 The Minutes of the Council Meeting held on 6th May 2004 were duly accepted as a fair and accurate record of the proceedings.

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3.00 To Confirm the Minutes of the Council Meeting held on 12th June 2004

3.01 Item 3.4. It was corrected that Graham Crompton-Howe had received 6 votes in the first ballot and not 10 as previously recorded.

3.02 Item 4.7. The gender typographical error was corrected in relation to the appointment of Jan Andrews as Chair of the Gundog Advisory Committee.

3.03 Subject to the above amendments, the Minutes of the Council Meeting held on 12th June 2004 were duly accepted as a fair and accurate record of the proceedings.

4.00 To take Matters Arising from the Council Meetings held on 6th May and 12th June 2004

4.01 Revisions to the manner in which Council would receive and approve reports and briefing papers were outlined and accepted, with the Minutes of Council meetings to be formatted to reflect action points arising from the discussions held.

4.02 Council was advised of the potential requirement for BASC to be regulated with the Financial Services Authority (FSA) in order to pursue advertising of its insurance package for members. Estimated costs relating to registration and regulation if imposed would be in the region of £7,000 including professional indemnity cover in the first year and up to £5000 per annum thereafter. The issue was highlighted to Council for information pending clarification of exact requirements, with only approved personnel to respond to members' insurance queries until such time as clarification is received.

a) Recommendations from the Minutes of the Council Meeting held on 6th May 2004:

4.03 Council debated the appropriate lead-time required for receipt of paperwork to facilitate appropriate discussion at meetings.

It was resolved that paperwork for issues requiring debate should be circulated by both e-mail and hard copy no later than 10 calendar days prior to meetings and Reports to Council should also be circulated by e-mail and hard copy no later than 7 calendar prior to meetings.. It was further resolved that there was no need for such paperwork to be colour coded for ease of reference.

4.04 Council was advised that there were no nominations for the position Trustee to the Wildlife Habitat Charitable Trust prior to the meeting in replacement of Peter Misselbrook. Ian Haddon expressed an interest in filling the vacancy, and was duly proposed and seconded for the position.

It was resolved that Ian Haddon be duly appointed as Trustee to the Wildlife Habitat Charitable Trust by unanimous agreement. The Chairman undertook to notify legal advisor Simon Parrington of the appointment on behalf of Council.

4.05 Further to the Duke of Westminster initiative, it was noted that contact would be made with Simon Hart at the forthcoming CLA Game Fair to arrange a mutually convenient date to meet, and to make provision for senior management teams to meet informally to further develop and improve the relationship.

b) Recommendations from the Minutes of the Council Meeting held on 12th June 2004:

4.06 It was noted that copies of the 5-Year Plan had been circulated to the new Council members as had been requested.

5.00 Minutes of the Executive and Finance Committee Meeting held on 26th February 2004

5.01 The circulated amendment to the Minutes of the Executive and Finance Committee Meeting held on 26th February 2004 was accepted, and the Minutes duly approved as a fair and accurate record of the proceedings.

6.00 Consideration of the Recommendations of the Advisory Committees

6.01 *Training Advisory Committee – 3rd June 2004*. That "following the success of the Training Department's introduction of informal uniform at Syon Park, Council should consider, in conjunction with staff, the BASC corporate image for all employees and Council in both a formal and informal setting." The recommendation was proposed and seconded, but defeated by a majority at the vote.

It was resolved that there should be no change to the current dress code in relation to Council members and staff attending events/shows.

6.02 *Northern Ireland Committee – 7th June 2004.* There were no recommendations arising from the minutes.

6.03 *Gundog Committee – 8th June 2004.* There were no recommendations arising from the minutes.

6.04 *Deer Advisory Committee – 9th June 2004.* "That BASC Council endorse the approach proposed and agreed unanimously by the Deer Advisory Committee that, due to the sensitive nature of the UK venison market and the very low risk of outbreak of Chronic Wasting Disease (CWD) occurring within the UK, that no advice note to the membership should be produced or disseminated."

It was resolved that HM Customs rulings should be followed when information is requested from members, but that no statement should be issued in respect of CWD.

6.05 *<u>Scottish Committee – 10th June 2004.</u>* That "given that one-third of BASC members shoot at least once a year in Scotland, there should be a UK-wide dissemination of information relating to the Scottish lead shot regulation.", and "that the raptor policy paper discussed at the meeting should, after some amendment, meet immediate requirements in Scotland but should be refined and reviewed over time."

It was resolved that updated information should be included in the next edition of the magazine in relation to the use of lead shot in Scotland or, if no further information has been received by the date of publishing, that a statement be included to the effect that the situation remains fluid and that information will be provided when available. It was further resolved that the raptor policy paper be adopted for use in Scotland and that a copy should be forwarded to the Conservation and Land Management Advisory Committee.

6.06 *<u>Gameshooting Advisory Committee – 16th June 2004.</u>* There were no recommendations arising from the minutes.

6.07 *<u>Firearms & Air Weapons Advisory Committee – 22nd June 2004.</u>* There were no recommendations arising from the minutes.

6.08 *<u>Welsh Committee – 4th July 2004.</u>* There were no recommendations arising from the minutes.

6.09 *<u>Wildfowling Liaison Committee – 28th February 2004.</u>* There were no recommendations arising from the minutes.

7.00 <u>Chairman's Activities Report</u>

7.01 It was noted that the Chairman was currently engaged on BASC business for approximately 25 hours/week excluding meetings and shows. The Chairman's Activities Report was accepted as presented.

8.00 <u>Chief Executive's Report</u>

8.01 The Chief Executive's Report was accepted as presented.

8.02 Comments have now been received from the CLA and Countryside Alliance in respect of the joint study into the Economic Value of Shooting which will be assimilated into a report to Council in due course.

8.03 BASC's policy on the use of lead shot was clarified as being applicable only to wetlands. It was agreed that no statement should be issued on the website in relation to the use of lead shot until such time as the outcome of discussions at the Italian Conference is known.

8.04 Council's congratulations to the Communications Team and Firearms Team were recorded in relation to the success of the Mothers Against Guns (MAG) conference held on 7th July.

8.05 It was noted that the text of the accord between FACE and Birdlife International has been agreed, copies of which are to be circulated in due course. It is anticipated that the accord will be launched at the Dutch Conference in October.

8.06 It was accepted that whilst the costs of the Shoot Assurance Scheme would be borne by the shooting industry, the costs of administering the setting up of the Scheme would be proportioned amongst participating organisations. The contribution BASC is likely to have to make is estimated to be in the region of £2,000 which should be available from the existing budget .

9.00 <u>Director of Communication's Report</u>

9.01 The Director of Communication's Report was accepted as presented.

9.02 In highlighting the success of the Mothers Against Guns conference, Council was advised that BASC had been approached to make a submission on behalf of that organisation to the firearms consultation process. The Shooting Times had provided the best coverage of the event.

9.03 Statistics were provided that indicated increased and pleasing website activity, with 53 new memberships generated through on-line enquiries. Specific arrangements are currently being assessed to allow access by members to a 'members' only' section of the site. Arrangements remain to be made to preclude members from accessing restricted database records on-line. It was suggested and agreed that analyses of the results of website surveys should be noted in the Communications Report for the information of Council members in the future.

9.04 Whilst slow but steady progress is being made in relation to the multi-organisational training course for crisis management, BASC has become aware of some adverse criticism from the spokesman for the Shooting Sports Trust / Shooting Industry Fund. BASC's aims and objectives were clarified to the individual concerned during a recent visit to the Mill.

9.05 It was accepted that, as Police were divided on their response to the firearms consultation process, no clear information was forthcoming in relation to the status of the control of primers for firearms use.

9.06 ***It was resolved that press cuttings from regional and national press should be circulated monthly to Council members for information, in place of the present circulation of references made in the shooting press. However, a copy of the lead article from the Shooting Times will also be included in the pack.***

10.00 Business Management Report

10.01 The Business Management Report was accepted as presented.

10.02 It was reported that on-line credit checking software had been incorporated into BASC systems and was successfully being used.

10.03 Links between the website and membership database are being progressed, which will enable individuals to renew memberships as well as allow new membership applications to be processed.

11.00 Director of Operations' Report

11.01 The Director of Operations' Report was accepted as presented.

11.02 Thanks had been received from the South African Wingshooters Association (SAWA) following a recent visit by the Director of Operations to South Africa to assist the organisation progress its plan for development of firearms issues in the light of changes to legislation. A report of the outcomes of the visit will be presented to Council in due course.

11.03 It was recognised and accepted that, as the schools curriculum differs in Scotland to the remainder of the UK, any Teachers Resource Pack compiled should reflect any differences.

11.04 It was noted that plans to address staffing levels in the Firearms team, that might be required to cope with certificate renewal in the New Year, had not yet been discussed.

12.00 Proposal to Increase the Number of Council Meetings

12.01 For the benefit of the discussions, the salient points of the proposal to increase the number of Council meetings were iterated. Details of the additional costs of meetings were examined in line with the potential cost savings as a consequence of reducing the total number of meetings to nine. Council acknowledged the benefits of streamlining the organisation's administration to prevent the fragmentation experienced in the past, whilst maintaining a satisfactory forum in which to consider disciplinary issues as essential. In accepting that maximum attendance at an increased number of Council meetings may prove difficult to achieve, it was accepted that written submissions from those not able to be present could be provided where appropriate to assist the discussions. There was no support for the suggestion that some meetings be held at weekends. It was accepted that starting meetings later and finishing by an agreed time would enable more members to travel on the day, giving savings in both cost and personal time.

12.02 Following the discussions it was proposed and seconded and carried that a maximum of nine Council meetings should be convened in the year, and that the Executive & Finance Committee in its current role should be disbanded.

It was therefore resolved:-

i) ***That Council would meet a maximum of nine scheduled times in the year.***

ii) ***That the Executive & Finance Committee in its current form be disbanded and that the Chairman and Chief Executive provide a paper to the September Council on the revised role of Executive and Finance Committee.***

iii) ***That disciplinary issues would form part of the revised role of Executive and Finance Committee, in addition to issues of a sensitive nature, and that disciplinary issues would be dealt with by E & F after the conclusion of Council meetings.***

iv) ***That requirements for ex-budget expenditure will be brought to Council.***

v) ***That written submissions expressing the views of Council members on issues for discussion be accepted from members not able to attend meetings in person. However, there would be no entitlement for Council members unable to attend meeting to provide proxy votes.***

vi) ***That, other than for the Annual General Meeting, no meetings are scheduled to take place at weekends. Meetings should be scheduled to take place on Thursdays wherever possible.***

vii) ***That meetings should commence at the later time of 11.00 a.m. and should conclude no later than 4.30 p.m.***

viii) ***That the calendar of meetings for the remainder of 2004 be amended to reflect the new schedule as follows:***

Council meeting	***Thursday 23rd September***
Council meeting (ex E&F)	***Thursday 21st October***
E&F meeting	***Thursday 11th November – CANCELLED***
Council meeting	***Thursday 25th November – REINSTATED***
Council meeting	***Thursday 2nd December - CANCELLED***

13.00 Preliminary Budget and Review of Subscription Rate for 2005

13.01 A presentation was made to Council outlining the arrangements for the preparation of the budget for 2005 and the review of subscriptions rates, copies of which were circulated at the meeting for further information.

13.02 Council debated the assumptions made in the preparation of the various models demonstrated; reserve recovery over one, two and three years; varying subscription rate increases; and the effects of each of these on requests made for increased expenditure.

13.03 It was proposed, seconded and carried that a headline increase in subscription rates of £3.00 be applied, with provision for recovering reserves over a 2-year period with an assumed 4% membership growth.

It was resolved to increase subscription headline rates for the coming year by £3 excluding Juniors and Students, and recover the shortfall in reserves over a 2-year period. The Chairman and Chief Executive to consider how to disseminate this information.

14.00 Application of the Company Seal

14.01 Following a scheduled review of the rent payable in respect of the Station House in Caersws, Council's approval was sought for the application of the Company seal in relation to the deed varying the lease to reflect the agreed change. The change was implemented with effect from December 2003.

It was resolved that the use of the Company seal was approved.

15.00 BASC's Response to the Firearms Consultation Paper

15.01 Council received a presentation on the BASC response to the firearms consultation paper, with the primary concerns of the organisation being the rights of individuals to hold shotguns, issues of compulsory testing, and issues relating to the legitimate use of firearms by young people. Formal submission of the response is to be lodged with the Home Office by 23rd August 2004, with copies simultaneously forwarded to Council members for information.

16.00 Codes of Practice

16.01 Council accepted the flow chart outlining the arrangements and procedures for the production of Codes of Practice in the future, subject to the caveat that Advisory Committees should be responsible for ensuring that appropriate country/regional information is included where applicable, and that arrangements for proof-reading documents should fall within the responsibilities of the Director of Communications when final drafts are prepared.

16.02 Council were asked for comments regarding three Codes of Practice – Shotgun Safety, Airgun Safety and Respect for Quarry. Amendments to the various Codes were suggested and noted and the Codes were accepted subject to the incorporation of the amendments.

16.03 It was advised that the cost of preparing Welsh language versions of the Codes of Practice would be £400/code. The proposal to produce Welsh language versions of the Codes, duly seconded, was carried unanimously.

It was resolved that Welsh language versions of all Codes of Practice be produced in due course.

17.00 Developing Communications at BASC

17.01 Council considered in principle the outline proposals presented for developing communications in the light of budgetary requirements. These were proposed and seconded for submission to the September Council meeting as detailed proposals, and carried unanimously.

It was resolved that detailed proposals concerning a communications centre be submitted to Council at the September meeting for endorsement subsequent to approval of the budget for 2005.

18.00 Tatton Shoot

18.01 Council was briefed on the potential for holding a shoot at Tatton as part of a public relations exercise to win the hearts and minds of labour MP's to the cause of shooting. Whilst a number of Council members expressed reservations as to the appropriateness of participation in a driven shoot and also the capabilities and experience of those participating in live game shooting for the first time, the benefits of gaining such support for shooting sport were acknowledged.

It was resolved that ex-budgetary funding be made available in support of the initiative to extend a day's driven shooting to a selection of Labour MP's. Confidentiality must remain a key objective in any arrangements made, with the names of those participating to be notified to Council in due course.

19.00 Correspondence to Council

19.01 The protocol for dealing with correspondence addressed to individuals with a request that such correspondence be circulated to members of Council was discussed.

It was resolved that receipt of all items of correspondence should be acknowledged to the sender. As appropriate, copies of the correspondence should be circulated to members of Council and comments sought. On receipt of such comments, the recipient of the correspondence should construct a suitable and appropriate reply, copies of which should be forwarded to Council members for information. BASC personnel/Council members should accede to requests from members to circulate correspondence wherever possible.

20.00 Any Other Business by leave of the Chairman

20.01 Council acknowledged the apparent apathy of the membership in connection with the recent elections, however, some confusion over the complexity of the voting system for regional and national representatives was also cited as a contributory factor in the poor election results. A variety of options were considered to reverse the trend in the future, with every effort to be made at every opportunity to ascertain the reasons for the low vote.

20.02 It was confirmed that Family Membership, which had not yet been introduced due to various problems, was to be a budget item for 2005 at an estimated cost of £13000.

The Chairman retired from the meeting for discussions on a Chairman's honorarium to be conducted by the Vice Chairman.

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21.00 Chairman's Remuneration

21.01 It was proposed and seconded that an honorarium should be paid to the Chairman in recognition of the efforts expended on the organisation's behalf at the level of £12,000 per annum. The proposal was carried by a majority of 10 to 2, there were no abstentions.

It was resolved that an honorarium be paid to the Chairman with effect from the date of the Annual General Meeting on 12th June 2004, at the level of £12,000 per annum. Such remuneration to be paid quarterly in arrears on receipt of invoice.

22.00 Date of the Next Meeting

22.01 The date for the next meeting was noted as Thursday 23rd September 2004 to commence at 11.00 a.m.

There being no further business, the meeting was closed at 5.50 p.m.

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Chairman

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Date