CONFIDENTIAL
THE BRITISH ASSOCIATION FOR SHOOTING & CONSERVATION

CONFIRMED MINUTES OF THE COUNCIL MEETING HELD AT MARFORD MILL, ROSSETT, WREXHAM, ON THURSDAY 19 JULY 2007

Present:	**Robert Irvine**	**Chairman**
	Ray Walters	**Vice Chairman**
	Michael Alldis	
	Jan Andrews	
	Eric Begbie	
	Simon Breasley	
	Walter Cole	
	Robert Crofts	
	Paul Culley	
	Lee Freeston	
	Duncan Greaves	
	Andrew Macfarlane	
	Peter Pursglove	
	Mike Sherman	
	John Thornley	
	Tom Wylie	
Ex-Officio Members	**John Swift**	**Chief Executive**
	Philippa Bursey	**Director of Business Management**
	Christopher Graffius	**Director of Communications**
	Simon Hamlyn	**Director of Operations**
	Vivienne Jasper	**IPS Secretary**
	Roger Pollen	**Director, Northern Ireland**
Secretary:	**Amanda Forshaw**	**Minute Secretary**
In attendance	**Richard Thorne**	**Director of Shooting Standards (item A5.3 only)**

Prior to the meeting commencing, a warm welcome was extended to Robert Crofts and John Thornley as this was their first main Council meeting since being elected.

A1. Apologies for Absence

Apologies for absence had been received from Glynn Cook and Colin Shedden. Carl Eriksson was not in attendance: (Post meeting note: Emailed apologies were sent to the Chief Executive on the evening before Council meeting but were not accessed until after the meeting.)

A.2 To confirm Confidential agenda items.

It was noted that items B2 and C6 should be regarded as confidential.

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A.3. Declaration of Interests

It was noted that all in attendance had an interest in item B2 and all those on the Executive and Finance Committee had an interest in item B3.

A.4 To confirm the Minutes of the Council Meetings:

A.4.1 To confirm the Minutes of the Council Meeting held on 17 May 2007.

Page 6, Item B5c)– It was agreed to change the wording of the third paragraph to read '*Council had discussed a letter received from Mr Ellis Grey and it was noted that it will be considered by the Wildfowling Liaison Committee'*.
Page 8, Item C7 – The correct spelling of Gordon Ramsay was noted.

Subject to the above amendments, the Minutes were duly accepted as a fair and accurate record of the proceedings.

A.4.2 To confirm the Minutes of the Council Meeting held on 9 June 2007.

The Minutes were duly accepted as a fair and accurate record of the proceedings.

A.5. To take Matters Arising from the Council Meetings of the 17 May and 9 June 2007

There were no matters arising.

A5.1 Oral Report on Proposed Communications Centre.

It was reported that the newt element of the ecological survey had been completed and none had been found on the site. Due to the weather the bat survey has yet to be completed. It had been noted that bats are present on the site but these were thought to be roosting above Dr John Harradine's office so they would not be affected by the proposed work. It was confirmed that the planning application has been submitted and that the acknowledgement indicates that no news can be expected before 16th August 2007.

In the context of the latest regulations, it was agreed that once the bat survey report is received, copies should be sent to Simon Breasley, Peter Pursglove and Andy Macfarlane for comment.

A5.2 Borrowing shotguns

Council received a paper from the Director of Firearms which was for information only. Council extended their thanks to the Director of Firearms.

A5.3 To receive a progress report in respect of PAS and wider policy concerning standards, training and qualification

The meeting was reminded that the decision to seek accreditation of the PAS was originally made by Council prior to March 1999 and reconfirmed at that date. The matter was raised again at the May 2007 meeting when it was agreed that a final decision be taken by Council prior to proceeding to completion of the accreditation process. Council needs to decide its final policy in the light of any concerns held by other shooting organisations. It was noted that a discussion with shooting organisations would take place at the shoot summit meeting to be held on the 12th September 2007, and that a report on this would be brought to Council's September meeting by the Chairman and the Chief Executive. An email from Michael Bruce was read to the meeting and copies were subsequently circulated. There followed a lengthy debate at the conclusion of which the Chief Executive confirmed that he will circulate the 1999 Council decision.

It was agreed that Council would discuss this matter in more detail at the September meeting.

A5.4 To review action points from meeting of 17 May 2007

A5.4.1 WHT New Development Plan
To remain an action point with a paper to be brought to the October 2007 meeting of Council.

A5.4.2 Regenerating Ownership, Partnership and Commitment
To remain an action point with a paper to be brought to a future meeting of Council.

A5.4.3 Structure, role and function of principal officers, Council and Committees
To remain an action point with a paper to be brought to the October 2007 meeting of Council. It was noted that the responsibility for this action was to remain with Tom Wylie and not be transferred to the new Vice Chairman.

A5.4.4 SWOT Analysis
This matter is being taken forward by the Chief Executive having been fully incorporated into the forward planning process and the development of the Forward Plan 2008 - 2012.

A5.4.5 Respect for Quarry DVD
Item on main agenda.

A5.4.6 Membership category for overseas visitors

Completed

A5.4.7 Membership retention
To remain as an action point with a paper to be brought to the September 2007 meeting of Council.

A5.4.8 Quality Assurance and Complaints Procedure
To remain as an action point with a paper to be brought to the March 2008 meeting of Council.

A5.4.9 Completion of the Forward Plan 2008 - 2012
To remain as an action point with a paper to be brought to the January 2008 meeting of Council.

A5.4.10 Relationship between courses, certification, accreditation and qualifications
Item on main agenda.

B.1 To receive a paper on Respect for Quarry DVD

Council considered a paper which presented an outline of the proposed script content for the DVD, and was asked to consider whether they would wish to progress the project; in which case detailed costs need to be obtained. Council discussed alternative ways in which the same message could be promulgated including the production of a booklet, a series of articles in a monthly edition of *Shooting and Conservation* and to have the content available on the website for downloading in whole or in part.

It was agreed that a more detailed paper incorporating the new ideas should be presented to the September Council meeting by the Director of Operations.

B.2. To decide the core budget parameters and the anticipated subscription rates for 2008

Before participating in an interactive budget presentation, Council was asked to consider a paper which had been circulated at the start of the meeting in relation to a proposed increase in insurance cover for members.

It was agreed that the public and product insurance cover for members should be increased to £10 million with immediate effect.

The budgetary process was comprehensively explained and Council considered the combined effect on the core budget for 2008 of varying a number of key parameters after taking in to account the agreed new level of insurance cover.

Figures were agreed as an initial guide for the management to take into account when developing the budget proposals to be laid before the November meeting.

B.3. To approve membership of Executive and Finance Committee

Council considered a paper detailing the proposed membership.

It was agreed that the members of the E & F should be as stated in the paper.

B.4 To approve the Chairman of the Disciplinary Appeals Committee and committee members

Council was asked to consider the retention of Graham Suggett as the Chairman of the Disciplinary Appeals Committee and for Mark Eldridge, John Graham and Graham Crompton Howe to be appointed as committee members. A request had been made that a larger panel of committee members be appointed so a quorum of three could always be readily organised. It was noted that a detailed paper by Graham Suggett on the process would be presented to the September meeting of Council. Whilst it was a true record of what was said, the correct procedure to be followed is that the matter should be considered in the first instance by the Executive & Finance Committee thereafter should it be deemed necessary a presentation to Council.

It was agreed that Graham Suggett should remain as Chairman and that Mark Eldridge, John Graham and Graham Crompton Howe as committee members.

B.5 To receive a meeting programme for the AGM and Council meetings 2008

Council considered the dates tabled and Chairmen of the Advisory Committees were asked to submit the dates of their meetings to the IPS Secretary. It was noted that the next meeting of the Welsh Committee was to be held on the 9th September 2007 at Caersws.

The dates of the AGM and Council meetings for 2008 were accepted as tabled.

B.6 To receive a progress report and decide the way forward in respect of BASC's response to DEFRA's coastal access consultation

Council noted the content of the paper and agreed that in light of the holiday season Lee Freeston and Ray Walters should be delegated the task of giving final approval to BASC's response to the consultation. Other members of Council could feed into the process if they so wished. It was agreed that the timetable would be produced and circulated to Council by Monday 23 July so that deadlines could be met and that the final response would be circulated to clubs at least two weeks prior to the DEFRA deadline.

It was agreed that Lee Freeston and Ray Walters be given the power to approve on behalf of Council BASC's response to this consultation.

B.7 To receive a report and proposal concerning the appointment of a deer project officer

Council considered the content of the paper, and after some discussion about the content and proposal, agreed that this was a good idea and should be proceeded with immediately. It was noted that the recruitment of any new officer would not normally be considered outside the budgetary cycle but in this case there was a sound business case to vary that rule.

It was agreed that the process for recruitment of a full time Deer Projects Officer in the terms set out in the paper to Council be put in hand immediately.

B.8 To receive a proposal to disband English Regional Council representation

Council considered the content of the paper and queried the cost of holding a special general meeting. It was recognised that a dedicated notice mailing would be very expensive so alternative mechanisms for issuing notice of the meeting were considered. There was also a feeling that an English seat should be created given that the proposal meant that the other country seats were to remain. It was noted that proposals to change the constitution would have to be checked by BASC's lawyers and this too would take time.

It was agreed that the proposal as presented should be rejected, but that a proposal to remove the English regional seats and create a dedicated English seat should be brought to Council in January next year with a view to a motion being laid before the AGM in June 2008.

B.9 To receive a paper in respect of new staff post for shooting land procurement

Council considered the paper and agreed that the content should be first discussed within the Wildfowling Liaison Committee and with the Director of Conservation and then a more detailed paper be brought back to the September meeting of Council prior to the proposal being fed into the budget process. The proposal for an additional post was agreed in principle.

It was agreed that the Chief Executive and Director of Operations bring a paper on this subject to the September meeting of Council.

C.1 To approve the minutes of the AGM on the 9 June 2007

The minutes of the meeting were approved by Council for signature by the President.

C.2 To take the Minutes of the Advisory Committees

C.2.1 To take the minutes of the Gameshooting Advisory Committee – 11 April 2007

There were three recommendations:

i) "The Chief Executive should write to the Shoot Assurance Scheme administrators, CMi, to ask why it was failing to attract shoots." It was noted that the Chief Executive had received a progress report from CMi and that 36 shoots had now signed up to the scheme.
ii) "The Code of Good Shooting Practice should be re-written this year and include the recommended GCT stocking densities." It was noted that the Code would not be re-written this year as it had just been re-printed. It was confirmed that the new copies were being manually amended and would be ready for the CLA Game Fair.
iii) "The Code Steering Committee must be more pro-active regarding alleged breaches of the Code." This was agreed.

The Minutes of the Gameshooting Advisory Committee were accepted as presented.

C.2.2 To take the minutes of the Scottish Committee – 24 May 2007

The Minutes of the Scottish Committee were accepted as presented.

C.2.3 To take the minutes of the Shooting Standards Committee – 6 June 2007

There were two recommendations:

i) Council to explore possibility of transporting the BASC Shotgun Coach Award to the USA, the idea is for it to be a profit making operation that would spread the word about BASC and its coaching standards overseas. It was noted that more details would be required including the cost of running and developing the programme and what BASC's liability

exposure might be under USA law. It was agreed that a more detailed paper be brought to the September meeting of Council.
As it was noted that there was already a BASC coach living in the USA, it was agreed that the Director of Business Management should review the potential legal and liability implications of his using BASC's name, if that is the case.

ii) The Shooting Standards department have their own devoted page in S & C magazine over which they have no editorial control. It was noted that the Director of Communications would discuss this with the Head of Publications, but that editorial control would always remain with the Head of Publications.

The Minutes of the Shooting Standards Committee were accepted as presented.

C.2.4 <u>To take the minutes of the Northern Ireland Committee – 28 June 2007</u>

The Minutes of the Northern Ireland Committee were accepted as presented.

C.3. <u>To receive the Chairman's Activities Report</u>

The Chairman's Activities Report was accepted as presented.

C.4. <u>To receive the Chief Executive's Report</u>

The Chief Executive highlighted a number of areas to Council:

i) That a revision was to be made to the Role and Operations paper as a number of anomalies had been identified.
ii) That the auditor had prepared a process chart and timetable that would be presented to a future meeting of Council.
iii) It was noted that a monthly conference call had now been established with the Country offices to ensure consistency and involvement in respect of formal consultations and policy.

iv) A consultation flow chart would be brought to the September meeting of Council in order to clarify the process by which formal consultations will in future be handled, consulted, decided and communicated.
v) Work on the first step of preparing the Forward Plan 2008 - 2012 was to commence after lunch.
vi) Our new HR Manager, Jane Harris, has been appointed as Vivienne Jasper's successor. Thanks were given to Vivienne for all her professionalism and hard work.

vii) A note regarding the conclusion of a recent employment tribunal case was read out to Council members. In essence it stated that the Tribunal had concluded that the Claimant was fairly dismissed and that the claim for unfair dismissal was also dismissed.

viii) It was noted that the time consuming Job Evaluation project would have to take precedence over the Forward Plan 2008 - 2012 project and that it was possible that final approval of the Forward Plan document might have to be delayed until Council in Jan/Feb. 2008. The forward planning process would continue nonetheless and would not prejudice decisions to be taken in respect of the budget for 2008 in November.

ix) It was noted that a staff Information and Consultation Forum was being established to comply with new employment law and that the Chief Executive would act as chairman and represent the 'employer' BASC Ltd.

x) Council noted that progress was now being made in relation to the Gamekeepers Welfare Trust's incorporation of the work of Helen Benson for the Gamekeepers Welfare Network and it was expected that this could now move forward.

The Chief Executive's report was accepted as presented.

C.5. <u>To receive the Director of Communications' report</u>

Council was asked to specifically take note of the Vote OK paragraph contained within his report.

The Director of Communications' report was accepted as presented.

C.6. <u>To take the Director of Business Management's Report</u>

The Director of Business Management confirmed that Jane Harris, the new HR Manager, was to commence employment on 1st August 2007; that Andrea Porter, the new Office Manager was also responsible for the Council Secretariat administration; and that an offer had been made to fill the post of IT Support Officer which had been accepted.

Council noted that consideration was being given to an appeal against a recent decision relating to VAT. An update would be given to the September meeting of Council.

The Director of Business Management's Report was accepted as presented.

C.7 <u>To take the Director of Operations' Report</u>

Council noted that Nick Glazebrook had secured £50k worth of funding in support of the Cheshire Green Shoots programme. It was reported that the Director of Shooting Standards was to leave at the end of August; thanks were extended to Richard Thorne for his hard work. It was also noted that Sainsbury's are continuing to promote game meat and would be introducing wild pigeon filet and wild deer in September as new product lines and are continuing promoting the "Game's On" logo on all relevant packaging

The Director of Operations' Report was accepted as presented.

D.1 Any Other Business by Leave of the Chairman.

It was confirmed that the members' policies do provide cover for those who sell game provided their activities are recreational and sales are therefore on a not for profit basis i.e. any money that changes hands should not be intended to do more than cover direct expenses.

It was confirmed that a cost provision had been made to defend the recent tribunal case.

The Director of Operations would check to see whether the rumours were true that the Green Shoots projects included the protection of Pine Martins.

Council agreed that Philippa Bursey, the Director of Business Management, should be appointed IPS Secretary when Vivienne Jasper leaves BASC.

D.1.1 Chairman's Honorarium

Council approved the payment of an increased honorarium to the Chairman and requested the Director of Business Management to calculate the revised figure.

It was agreed that the Director of Business Management would liaise with the Vice Chairman concerning the level of the increased honorarium awarded to the Chairman.

D.2. Date of Next Meeting

It was confirmed that the next meeting of Council will be held on Thursday, 20 September 2007, at 9.30am. A pre-meeting of elected members only would be held at 9.00am. A second forward planning workshop would be held after lunch.

There being no further business the meeting was closed at 1.52 p.m.

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CONFIRMED MINUTES OF THE COUNCIL MEETING
HELD AT MARFORD MILL, ROSSETT, WREXHAM,
ON THURSDAY 19 JULY 2007

Signed……………………………………………..Date…………………………
Chairman