

THE BRITISH ASSOCIATION FOR SHOOTING and CONSERVATION

CONFIRMED MINUTES OF THE COUNCIL MEETING HELD AT ROSSETT HALL HOTEL, ROSSETT, WREXHAM, ON THURSDAY 18TH FEBRUARY 2010

Present:

Robert Irvine Chairman
Michael Alldis
Simon Breasley
Helen Cormack
Robert Crofts
Paul Culley
John Dryden
Lee Freeston
Peter Pursglove
Michael Sherman
John Thornley
Ray Walters
Claire Zambuni

**Ex-Officio
Members**

John Swift
Philippa Bursey
Glynn Cooke
Christopher Graffius
Simon Hamlyn

Chief Executive Officer
Director of Business Management
Director, Wales
Director of Communications
Director of Operations

In attendance

David Ilsley
Lee Selvester

Agenda Item B.3.
Agenda Item B.3

Minute Secretary

Amanda Forshaw

Council extended a warm welcome to newly co-opted member, Claire Zambuni.

A.1. Apologies for Absence

Apologies for absence had been received from Alan Balfour, Peter Glenser, Roger Pollen, Mike Robinson, Colin Shedden and Mike Smith.

A.2 To confirm Confidential agenda items.

It was decided that Agenda Items B.2 and C5 should be regarded as confidential, along with identified sections of C.3 and C.6.

A.3. Declaration of Interests

Peter Pursglove declared interest in Agenda Item C.6

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A.4. To confirm the Minutes of the Council Meeting held on 21st January 2010.

The minutes of the meeting having been circulated were approved as a true and accurate record of the proceedings.

A.5. To take matters arising from the meeting held on 21st January 2010.

There were no matters arising.

A.6 To take the tabled action points from earlier Council Meetings.

A.6.1. Objects

To present a review of the Objects of the organisation to Council following the outcome of the VAT Tribunal and following the outcome of the Government review of the status of public benefit organisations.

A.6.2 Devolution

Chief Executive will make a formal proposal to the March meeting of Council on behalf of the devolution working party confirming the terms of Council's relationship with its Country committees on policy and strategy, the Chief Executive's line management responsibilities for the country directors and the bilateral relationships that operate between head office teams and the countries and English regions.

A.6.3. Use of teleconferencing and video conferencing to reduce costs and enhance communications.

A review of the available options and their applicability to be conducted once the Communications Centre has been completed.

A.6.4. Phased Direct Debits

To report on a preferred phased payment option and to reflect these in costed proposals to be presented with the 2011 budget.

A.6.5. Gamekeeping student members

To provide a review of the effectiveness of the membership category for student gamekeepers to the November 2010 Meeting of Council.

THE BRITISH ASSOCIATION FOR SHOOTING and CONSERVATION

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A.6.6. Competence testing

Director, Scotland to provide Council with regular updates on progress.

A.6.7. WHT Progress Report and Development Plan

WHT Trustees to provide a progress report and Business Plan for the forthcoming 3 – 5 year period to the October 2010 Meeting of Council.

B.1. To decide any matters concerning the Annual General Meeting business to be conducted and the Council ballot

B.1.1. To approve the arrangements for conducting the Council ballot.

Council approved the arrangements for conducting the 2010 Council ballot.

B.1.2. To consider the member motion for debate

It was noted that one member motion had been submitted :-

“To enable the membership who have access to the internet the facility to vote online on any issues normally dealt with only by a show of hands in person at the Annual General Meeting, in effect giving the wider membership a chance to vote when unable to be present in person”.

Council agreed that the member motion could be put forward to the AGM.

B.1.3. To approve the agenda for the 2010 AGM

Council approved the outline agenda for the 2010 AGM

B.1.4. To invite suggestions for consideration for honours and awards

Noting the criteria that had been circulated, Council were invited to submit nominations for honours, awards and special presentations for consideration at the April Council meeting.

The Chief Executive invited members to bring forward any names of people who they believed had given special service as their contribution might be acknowledged on another occasion if not at the AGM.

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B.2. To receive a presentation “Shooting & Conservation – the next step”

Council received presentation by Christopher Graffius, Director of Communications, regarding the future publishing of Shooting & Conservation magazine.

Council expressed its appreciation and, noting the commercial sensitivity, agreement in principle to the proposals made.

B.3. To receive a presentation on “Advertising and the website”

Council received a presentation by David Ilsley and Lee Selvester on plans for taking paid for advertising on the BASC website.

Council expressed its appreciation and support.

C.1. To receive the Minutes of Advisory Committees

C.1.1. To note the Minutes of the Northern Ireland Committee Meeting held on 13th December 2009

There were no recommendations to Council.

The Minutes of the Northern Ireland Committee Meeting were noted.

C.2 To take the Chairman’s Activities Report

The Chairman’s activity report had been circulated to Council and was accepted as presented.

C3. To take the Chief Executive’s Report

The Chief Executive’s report had been circulated to Council and was accepted as presented.

The Chief Executive noted that current good governance practice indicated that Council should at least put in hand a review of the authority given to and the functioning of its committees, most particularly those holding delegated powers.

Council agreed to consider this at a future meeting.

He also noted that work had started on the analysis of critical business risks with which he had been tasked.

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Council was provided with an update on the progress being made towards the establishment of a high level group to consider and advise on the range of possible issues surrounding the use of lead in ammunition. The Chief Executive understood that he was to be invited to chair this group.

Council supported both his acceptance of any such invitation and the draft terms of reference he reported.

C.4. To take the Director of Communications' Report

The Director of Communications' report had been circulated to Council and was accepted as presented.

C.5. To take the Director of Business Management's Report

The Director of Business Management's report had been circulated to Council and was accepted as presented.

C.6. To take the Director of Operations' Report

The Director of Operations reported on recent successful negotiations with Pol Roger for their continued sponsorship of the Games' On recipe leaflets with the Glenfarclas whisky brand. The Director of Operations report had been circulated to Council and was accepted as presented.

D.1 To take Any Other Business by leave of the Chairman

D.1.1 It was noted that the issue of snaring is currently under active consideration in Northern Ireland and BASC has been invited to submit proposals noting that traceability appears to be the key issue.

D.1.2 The award of Honorary Life Membership to a joint gamekeeper member had resulted in a subscription rate anomaly relating to his wife.

This will be looked into by the Director of Business Management.

D.1.3 It was agreed that consideration would be given to a suitable name for the London committee of BASC.

D.1.4 It was suggested that consideration be given to arranging for a "virtual tour" of the new Communications Centre to be made available for members attending the 2010 AGM.

D.1.5 *It was agreed that Council be provided by the Director of Communications with a report on the procedures for approval of BASC media releases.*

THE BRITISH ASSOCIATION FOR SHOOTING and CONSERVATION

**CONFIRMED MINUTES OF THE COUNCIL MEETING
HELD AT ROSSETT HALL HOTEL, ROSSETT, WREXHAM,
ON THURSDAY 18TH FEBRUARY 2010**

D.1.6 Council was reminded that the Chairman had mentioned after the closing of the January meeting that he intended to provide a timetable to the March meeting concerning senior staff succession planning with particular regard to the post of Chief Executive. He raised the matter to enable it to be included on the action points list.

D.2. Date of Next Meeting

It was confirmed that the next meeting of Council will be held at 09.30 hrs on Thursday 18th March 2010, and the venue will be Marford Mill. There will be a pre-meeting of elected members only at 09.00 hrs.

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

THE BRITISH ASSOCIATION FOR SHOOTING and CONSERVATION

CONFIRMED MINUTES OF THE MARFORD MILL, ROSSETT, WREXHAM, ON THURSDAY 18TH MARCH 2010

Present:

Robert Irvine Chairman
Michael Alldis
Alan Balfour
Simon Breasley
Helen Cormack
Robert Crofts
Paul Culley
John Dryden
Lee Freeston
Peter Glenser
Michael Sherman
Ray Walters
Claire Zambuni

Martin Howat
Alisdair Troup

**Candidates standing for election
at AGM 2010**

**Ex-Officio
Members**

John Swift
Philippa Bursey
Glynn Cook
Christopher Graffius
Simon Hamlyn
Roger Pollen
Colin Shedden

Chief Executive
Director of Business Management
Director, Wales
Director of Communications
Director of Operations
Director, Northern Ireland
Director, Scotland

In attendance

Peter Marshall
Lee Selvester

Agenda Item B.4.
Agenda Item B.4

Minute Secretary **Amanda Forshaw**

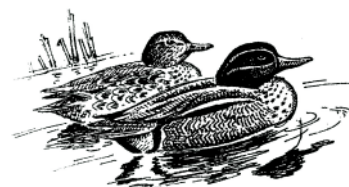
Council extended a warm welcome to Martin Howat and Alisdair Troup, candidates standing for election at the 2010 Annual General Meeting.

A.1. Apologies for Absence

Apologies for absence had been received from Peter Pursglove, Mike Robinson, Mike Smith and John Thornley.

A.2 To confirm Confidential agenda items.

It was decided that Agenda Items A5.4, B5 and C6 should be regarded as confidential.



THE BRITISH ASSOCIATION FOR SHOOTING and CONSERVATION

CONFIRMED MINUTES OF THE MARFORD MILL, ROSSETT, WREXHAM, ON THURSDAY 18TH MARCH 2010

A.3. Declaration of Interests

Robert Irvine and Michael Sherman declared interests in Agenda Item A5.4.
Philippa Bursey, Glynn Cook and John Swift declared an interest in Agenda Item B5.

A.4. To confirm the Minutes of the Council Meeting held on 18th February 2010.

The minutes of the meeting having been circulated were approved as a true and accurate record of the proceedings.

A.5. To take matters arising from the meeting held on 18th February 2010.

Council were reminded of the formal protocol for dealing with any issues or concerns they may have regarding the conduct of BASC staff.

A.5.1. Review of Council's committees

Good governance practice suggests that a thorough independent review of the functioning of Council's committees should be conducted at least every two years; accordingly Council received a preliminary paper prepared by the Chief Executive.

It was agreed that John Thornley with Mike Sherman and Connor O'Gorman are invited to prepare a formal proposal with terms of reference and specified outputs for such a review for presentation to the April meeting of Council.

A.5.2. Defra Lead Ammunition Group

Council noted that a high level industry led initiative on the review of Lead Ammunition is in the process of being established in line with the report provided by the Chief Executive to the February Council. It was hoped that the first meeting of the group will take place in April 2010.

A.5.3. Approval of Media Releases

Council received a paper prepared by the Director of Communications outlining the procedures and checks in place for the approval of BASC media releases.

A.5.4. Communications Centre – build costs including project management fees and expenses.

Council was provided with a detailed oral update on the building costs including all project management fees and expenses incurred in building and equipping the new Communications Centre.



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Council approved the figures and extended thanks to Robert Irvine and Michael Sherman for their work as the project managers.

It was noted that Council will be advised of the final account as soon as this has been agreed.

A.6 To take the tabled action points from earlier Council Meetings.

A.6.1. Objects

To present a review of the Objects of the organisation to Council following the outcome of the VAT Tribunal and following the outcome of the Government review of the status of public benefit organisations.

A.6.2 Devolution

On main agenda.

A.6.3. Use of teleconferencing and video conferencing to reduce costs and enhance communications.

A review of the available options and their applicability to be conducted once the Communications Centre has been completed.

A.6.4. Phased Direct Debits

To report on a preferred phased payment option and to reflect these in costed proposals to be presented with the 2011 budget.

A.6.5. Gamekeeping student members

To provide a review of the effectiveness of the membership category for student gamekeepers to the November 2010 Meeting of Council.

A.6.6. Competence testing

Director, Scotland advised that the industry group has submitted a letter to the Minister recognising that there is not currently a problem with respect to deer stalking in Scotland and suggesting that the voluntary approach to training is the most effective way forward.



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A.6.7. WHT Progress Report and Development Plan

WHT Trustees to provide a progress report and Business Plan for the forthcoming 3 – 5 year period to the October 2010 Meeting of Council.

B.1. To approve the Financial Statements for the year ending 31st December, 2009

The draft report of the Executive and Finance Committee and financial statements for the year ended 31 December 2009 had been circulated.

Council agreed to defer the February 2011 council meeting by one week in order to provide sufficient time for the preparation of the Business Management reports.

Council approved the Financial Statements for year ending 31st December, 2009.

B.2. To consider proposals for Council's relationship with it's country committees linked to the Chief Executive's line management responsibility for the Country Directors and the bi-lateral relationships between the head office teams and the countries and English regions.

Council received a paper presented by the Chief Executive outlining formal proposals for Council's future relationship with its country committees.

Subject to some minor wording amendments Council approved the contents as outlined for incorporation into the BASC Role & Operations Paper.

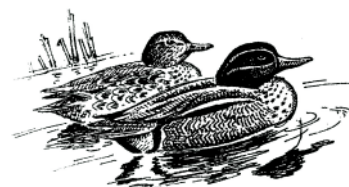
B.3. To receive a summary of plaudits and complaints.

Council was presented with a paper prepared by the Chief Executive summarising the Plaudits and Complaints recorded from April 2009 to March 2010. It was noted that there were very few complaints and there had been a reduction in their number. Council remarked on the generally very high standard of service provided not least by back-office teams.

B4. To receive a presentation on social media and BASC

Council received presentations by Christopher Graffius and Peter Marshall on the potential benefits to the Association of establishing a presence on social networking sites.

Council agreed that under the control of the Director of Communications and the communications team the Association should develop and implement a strategy for social networking as soon as possible.



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B5. To receive a paper on succession planning for key positions.

Council received a paper presented by the Chairman on succession planning in relation to a number of key staff members, notably the Chief Executive, who will be reaching retirement age in the next 5 to 7 years.

It was proposed that the process of appointing a successor to the Chief Executive should be initiated in good time and should be managed by a sub-committee of Council members which would report back to Council at key dates and bring proposals for ratification.

It was agreed that the Chairman will present a paper to the September meeting of Council with regard to the setting up of a sub-group to manage the appointment of a new Chief Executive.

C.1. To receive the Minutes of Advisory Committees

C.1.1. To note the Minutes of the Gamekeepers Advisory Committee Meeting 17th February 2010.

It was noted that the Minutes will be presented to the April meeting of Council.

C.2 To approve the minutes of the Executive & Finance Committee meeting held on 19th November 2009.

The minutes of the Executive & Finance Committee were approved.

C3. To receive the Chairman's Activities Report

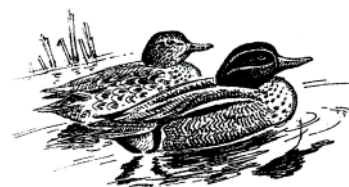
The Chairman's activity report had been circulated to Council and was accepted as presented.

C4. To receive the Chief Executive's Report

The Chief Executive's report had been circulated to Council and was accepted as presented.

C5. To receive the Director of Communications' Report

The Director of Communications' report had been circulated to Council and was accepted as presented. It was noted that the Code of Practice for the Welfare of Birds had been laid before Parliament. The Codes recommendations on battery cages reflect Council policy.



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C6. To approve the Director of Business Management's Summary Report

The Director of Business Management's report had been circulated to Council and was accepted as presented.

Council noted the impending retirement of Jenny Williams and extended thanks and appreciation for her many years of dedicated service to the Association.

C.7. To take the Director of Operations' Report

The Director of Operations' report had been circulated to Council and was accepted as presented. Thanks were extended to Council Members and BASC staff and volunteers who helped at Crufts.

D.1 To take Any Other Business by leave of the Chairman

D.1.1. Scottish Country Sports Tourism Group

Council received promotional literature produced by the SCSTG, which is based in BASC's Scottish centre, relating to "The Scottish Country Sports Experience" – a unique half day experience in shooting, fishing and deer stalking.

D.1.2. White tailed sea eagle reintroduction

It was reported that some members in East Anglia were concerned about proposals to reintroduce the white tailed sea eagle. Council was assured that BASC would respond to any consultation after appropriate consultation.

D.1.3. The Role and Function of Council

It was suggested that consideration be given to a programme to raise general member raising awareness of the role and function of Council and how it relates to BASC. It was noted that much of this information is contained in the Council election supplement that had recently been circulated to members.

D.1.4. Scottish Centre Game Larder

It was noted that the Scottish Centre has a first class larder facility but the approvals necessary for its use to deliver carcass handling training are not in place. It was suggested that this matter should be addressed to allow BASC to take advantage of its investment.



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D.1.5. Membership data

It was suggested that greater emphasis be placed on the gathering of personal information from members, such as email addresses and details of main sporting interest be promoted as this information will assist in reducing the cost of communicating with members. It was noted that staff do this as they can and that members are able to update their own records on-line.

D.2. Date of Next Meeting

It was confirmed that the next meeting of Council will be held at 09.30 hrs on Thursday 22nd April 2010, and the venue will be Marford Mill. There will be a pre-meeting of elected members only at 09.00 hrs.

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

