

CONFIDENTIAL

THE BRITISH ASSOCIATION FOR SHOOTING AND CONSERVATION

**CONFIRMED MINUTES OF THE COUNCIL MEETING
HELD AT MARFORD MILL, ROSSETT, WREXHAM
ON TUESDAY 14 JULY 2016**

Present:	Peter Glenser John Thornley OBE Sally-Anne Cockerill John Dryden Duncan Greaves Ian Grindy Robin Marshall-Ball Oliver McCullough Professor Ann Mortimer Cara Richardson	Chairman Vice-Chairman
Ex-Officio:	Christopher Graffius Angela Davies Steve Bloomfield Tommy Mayne Colin Shedden	Acting Chief Executive/Director of Communications Director of Business Management Director, England Director, Northern Ireland Director, Scotland
In Attendance:	Matt Ellis Sandra Loton-Jones Peter Marshall Conor O’Gorman	Agenda item B.3 Agenda item B.15 Agenda item B.14 Agenda item B.16
Minutes Secretary:	Kate McCann	Independent Minutes Secretary Wirral Concierge Company

A.1 To receive apologies for absence and to note absentees

Apologies had been received from Mike Hardy, Martyn Jones and Sarah Turner.

A.2 To confirm confidential items

The Chairman confirmed the confidential items on the agenda as items A.5, B.2, B.3, B11.1, B11.2, C.1 and C.4.

A.3 To identify suggested items of any other business

To consider some small but important changes to the current employee handbook.

A.4 Declarations of interest

There were no declarations of interest.



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A5.1 Minutes of the 26 May 2016 Council meeting

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

A5.2 Minutes of the 14 June 2016 Council meeting

The minutes of the meeting, having been circulated, were approved as a true and accurate record of proceedings, with the exception of 1 amendment:

A5.3 Minutes of the 18 June 2016 Council meeting

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

A.6 Matters arising from earlier Council meetings

There were no matters arising from the previous Council meetings.

A.7 Action points outstanding from earlier Council meeting

The action points, which had been circulated before the meeting, were noted. Action point 2 is on the agenda.

B.1 Health and Safety

The Director of Business Management presented the report, covering the period 30 April to 14 June 2016.

It was noted that there was an incident during a young shots day in Wrexham. Necessary steps have been taken and the risk of the incident occurring again has been reduced.

B.2 Investigation update *Confidential*****

The Vice-Chairman updated Council on the investigation relating to the ongoing suspension of the Chief Executive.



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The Vice-Chairman highlighted the excellent work being undertaken by staff while the investigation is ongoing. A staff briefing is planned for the afternoon at Marford Mill and regional offices have been invited to join via telephone conference.

B.3 Lead ammunition *Confidential*****

B.4 Gamekeepers' Fair review

The Director of England presented a paper on the future of the BASC Gamekeeper's Fair.

It was noted that the Association makes a significant loss running the fair each year. In addition there is also a significant time commitment from BASC staff and volunteers in organising and running it.

Countryman Fairs Ltd has approach the Director of England with a proposal to merge the Gamekeepers' Fair with the Kelmarsh Game Fair, which is held in the same region and only a few weeks apart.

Council agreed this was an operational decision and delegated it to The Director of England and Acting Chief Executive in consultation with elected council member Ian Grindy.

B.5 Budget setting process and parameters

The Director of Business Management presented a paper informing the Council of the 2017 budget setting objectives and timetable.

B.6 Election of Chair for advisory committees

The following Council members were elected as chairs of advisory committees:

B6.1 The England Committee

John Thornley – proposed by the Chairman, seconded by Sally-Anne Cockerill. Robin Marshall-Ball will become a committee member.

B6.2 The Northern Ireland Committee

Oliver McCullough – proposed by the Chairman, seconded by John Dryden.

B6.3 The Scottish Committee

Mike Hardy – proposed by Ian Grindy, seconded by Sally-Anne Cockerill. Cara Richardson will become a committee member.



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B6.4 The Welsh Committee

Duncan Greaves – proposed by the Chairman, seconded by Cara Richardson. Martyn Jones will become a committee member.

B6.5 The Deer Stalking Committee

Vice-Chairman – proposed by Sally-Anne Cockerill, seconded by Robin Marshall-Ball. Ann Mortimer will become a committee member.

B6.6 The Gameshooting and Gamekeeping Committee

Ian Grindy – proposed by the Chairman, seconded by Vice-Chairman. Sally-Anne Cockerill will become a committee member.

B6.7 The Wildfowling Committee

John Dryden – proposed by Duncan Greaves, seconded by Cara Richardson. Robin Marshall-Ball will become a committee member.

B.7 Council Champions

Council agreed to change the name from Council Champion to Council Liaison.

The following Council members agreed to act as Council Liaison for the following departmental areas:

- Conservation – Robin Marshall-Ball
- Firearms – Prof. Ann Mortimer
- Wildfowling – John Dryden
- Gamekeeping – Ian Grindy
- Scotland – Mike Hardy
- Northern Ireland – Oliver McCullough
- Wales – Martyn Jones
- England – Vice-Chairman
- Business – Sally-Anne Cockerill
- Deerstalking – Vice-Chairman
- Sporting Services – Duncan Greaves
- Communications - Sarah Turner



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B.8 Council member training and governance review

The Director of Business Management presented a report outlining the terms of reference for the governance review and initial governance training for Council.

It was noted that the report had been presented to the Executive & Finance Committee the day before. The committee was happy with the recommendations, with the exception that they felt the timescales for stage 2 were too ambitious. Therefore, Executive and Finance Committee recommend that stage 2 timescales should be extended by one month from October to November 2016. Stages 3 onwards would all subsequently slip one month.

Council agreed to the recommendations in the report and adjustment to the project plan.

Council agreed that the Council representatives on the working group would be Oliver McCullough, Ann Mortimer and Ian Grindy with the Chairman and Vice-Chairman automatically being part of the review. The Director of Business Management and the Acting Chief Executive agreed to nominate two staff members, in addition to themselves following the Council meeting.

B.9 AGM and Council meeting dates for 2017

The Acting Chief Executive presented a list of Council dates for 2016.

Council discussed and agreed having meetings in different locations across the UK. This would enable the Council to have open members' meetings/roadshows the night before Council.

It was suggested by Council that next year's AGM could be held in London. Council asked the Acting Chief Executive to investigate and bring back suggestions for September 2016 meeting.

It was agreed that the September 2016 meeting would be held at Marford Mill as planned. However, October and November 2016 meetings would be held in the south and the north of England.

The Acting Chief Executive agreed to take forward arrangement for the October and November meetings and draft out a planning for 2017 for consideration at September 2017 Council meeting.

B.10 Minutes of the Annual General Meeting 18 June 2016

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



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B11.1 Vice Chairman's honorarium *Confidential*****

At this point the Chairman and Ex-Officio Council members with the exception of the Acting Chief Executive were asked to leave the room.

B11.2 Chairman's honorarium *Confidential*****

At this point the Vice Chairman returned to the room and the Chairman was asked to leave the room.

B.12 Codes of practice

The Acting Chief Executive presented a redrafted and redesigned codes of practice for loading for other people in Great Britain; and picking up (quarry retrieval) for comment and approval.

Council approved both documents after asking for changes to be made to the Loading code.

B13 Department Update – ICT review and update

The Director of Business Management presented an update on the progress and future plans of the ICT team.

It was noted that a security audit was undertaken in February 2016 in addition to the disaster recovery review which revealed several areas of risk.

Over the next few months the team will work to implement a new more robust, simplified and streamlined ICT infrastructure with off-site back-up.

Council confirmed that they were happy with the progress made and future plans to improve the Associations ICT infrastructure.

B.14 Department Update – Sporting Services

(Peter Marshall was present for this agenda item.)

Peter Marshall delivered a presentation on progress made against the operational plan.

Peter will circulate a copy of the presentation to Council.



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B.15 Department Update – Commercial Department

(Sandra Loton-Jones was present for this agenda item.)

Sandra Loton-Jones delivered a presentation on progress made against the operational plan.

The Commercial Services team consist of 4 units; Business Intelligence Unit, Membership Marketing, Membership and Business Development.

Council queried an idea put forward some time ago about membership/loyalty cards and clothing discounts and why these hadn't progressed. Sandra said that they were both still under discussion and consideration.

B.16 Advisory committees' annual reports

(Conor O'Gorman was present for this agenda item.)

Conor O'Gorman presented his report on the functionality of the 7 advisory committees and any recommendations.

Council queried the reason for disbanding the educational and training advisory committee. Conor said that it was for streamlining purposes.

Council agreed that the Advisory Committees should be included in the scope of the governance review.

C1.1 Executive & Finance minutes 25 May 2016 *Confidential*****

Council noted and approved the minutes of the Executive & Finance Committee meeting held on 25 March 2016.

C1.2 Northern Ireland Committee minutes 26 April 2016

Council noted and approved the minutes of the Northern Ireland Committee meeting held on 26 April 2016.

C.2 Chairman's report – oral

The Chairman gave an oral update to Council.

It was noted that as well as dealing with reputational issues he had attended a game fair in Scotland.



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C.3 Acting Chief Executive's and Communications report

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

It was noted that the Association is exceeding financial targets and staff morale remains high. There are several vacancies and gaps in the Associations structure but work was underway to fill them.

The July/August edition of the magazine is with members and the September/October edition is now in progress. Two new videos have been released and feedback has been positive

Council wished to express their thanks to Tom O'Carroll and Gary Doolan for their hard work in the communications team.

C.4 Director of Business Management's report *Confidential*****

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

Membership is up to 144,250. Currently mark-off is due to be around 723 at the end of July but the membership team is working hard to reduce this figure.

Finance update - subscription income is above budget. Expenditure is lower than budgeted to date. Overall the Association currently has a surplus higher than budget and better than the position at the same time last year.

HR – it was noted in addition to the report that the recruitment for Head of Press is about to commence and Helen Paddock, Administrative Assistant is retiring at the end of August.

The Northern office in Corbridge is now closed. The new office in Ribchester will be open in the next few weeks' time once the ICT team has set the infrastructure.

Insurance - following a meeting with Marsh, they have advised that the Association may be able to recoup costs relating to the current investigation. The Director of Business Management will take this forward with our insurance providers.

The Director of Business Management sought Council's approval for the additional budget items as outlined in the report. Council approved all items outline in section 10 of the report and agreed to approve option 2 for item 10.3 (a 12 month internship in the commercial department).



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C.5 Operations report

The Acting Chief Executive presented the report and it was noted by Council.

C.6 To consider requests for advice from Country and Advisory Committees

There were no requests for advice from Country and Advisory Committees.

D.1 Any other business by leave of the Chairman

Council noted and approved the proposed changes to the employee handbook.

Council agreed that they would be happy to receive an update from Gamekeepers' Welfare Trust and a representative would be invited to the September or October Council meeting.

D.2 Date of next meeting

The next meeting will take place on Thursday 22 September 2016 at Marford Mill commencing at 9.30hrs.

Signed:
Chairman

Date:

