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British Carriagedriving Council Minutes

The Kegworth Hotel, Packington Hill, Kegworth, Derbyshire, DE74 2DF

Wednesday 24th January 2018 at 9.30am

1	<p>Present at the Meeting: Patti Atkinson, James Broome, Angela Flanagan, Jane Isaac, Dick Lane, James Rooney, Chris Smith and David West.</p> <p>Apologies were received from Ben Freer who had sent comments for various agenda items by e-mail to which CS referred during the meeting.</p> <p>Jl left the meeting at 3.20pm to catch her return flight.</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>It was agreed to clarify Item 16 from the previous meeting to show that, although the current Council preferred to meet midweek, the option to meet at weekends had not been reversed. JB asked if a survey of members could be conducted via Survey Monkey to ask if weekends were an issue for more than a few individuals. It was agreed that this would be very helpful. The minutes of the previous meeting were proposed by DW, seconded by Jl, and agreed as a true record of the meetings.</p>
4	<p>Matters arising</p> <ol style="list-style-type: none"> 1. Social Media Strategy: BF had noted he had made no further progress with this. 2. Memorandum and Articles Revision: The submission to be an CASC had been made and we await further communication from HMRC. 3. Gift Aid: Jl confirmed only donations can have gift aid claimed. It was agreed to inform event organisers of this. CS suggested events may be able to reclaim gift aid through BC and feed the gift aid back to the events. Some concerns were expressed regarding the legality of this although the consensus was that it was for the benefit of the sport and events were directly connected to BC as the office supplied paperwork etc. The final destination of these funds has still to be decided. DW suggested passing this to F&GP for further consideration and this was agreed. 4. Selection and Ratification Panel for Combined Ponies: MK reported that Karen Bassett had accepted the invitation to join this panel. 5. Class Representatives for Single Horse and Pony: MK reported that Sarah Meredith and Rosanna Walters-Symons had both confirmed they were happy to take on this role. 6. General Data Protection Regulation: This will be discussed as a separate agenda item 11. 7. End of season ball: BF reported good progress was being made with arrangements. As in the past the Combined Pony Fund would be responsible for the cost while BC would be responsible for the day time element of the expenditure. It was agreed that BC would set the date for the AGM and ask the

organisers to fit in with this. A date in November was agreed from the 10th onwards. CS noted the requested budget was no longer required as the event was being run at no financial risk to BC. CS thanked the organisers for their enthusiasm, but stressed that BC need to be kept informed.

8. **Member's complaint from an event:** MK confirmed she had written as requested but no further correspondence had been received.
9. **Quotations for IG to reclaim his equipment from Cirencester:** MK noted that IG had forwarded quotations from 2 different companies: one quoted £600 + VAT, the other £640 + VAT. It was agreed to reimburse Ian Gilbert £600 + VAT.
10. **H&S Committee composition:** CS confirmed Frank Campbell is happy to stay on this committee.
11. **2018 National Championships:** CS noted one tender had been received from Cricklands. BF had noted he was disappointed with this response and further consultation with the event organisers was needed as he had hoped for a submission from at least 2 venues. JB left the room due to a conflict of interest. MK noted that Cirencester had been in touch and were considering the possibility of a reduced level of rent for a National or Regional event if an organiser could be found. PA noted some concerns with Cricklands: the marathon is restricted, the scoring had created problems and stewards' parking was limited. DL proposed that the tender was accepted. This was seconded by DW and agreed unanimously. JB returned to the room. PA noted her points of concern and JB confirmed he was aware of the scoring concerns which would be addressed with a new scorer for the national event this year, that arrangements were in progress to expand the stewards' parking, enabling them to book in advance with hook ups and a parking plan created, that space for 4 dressage arenas existed in addition to the all weather arena (where the entrance will be altered) and that Section A would be driven at around 5km. It was proposed by DL that athletes are able to turn down the centre line on the right rein or to make a loop and turn down the centre line on the left rein. This was seconded by DW and agreed unanimously.

The e-mail regarding the tendering process was considered at this point. JB noted he had spoken to Wilf Bowman-Ripley who had indicated he was not keen to host the Championships in 2018. CS asked JI why Hopetoun had not submitted a bid. She noted that expansion of the site would be required so they had adopted a wait and see approach. JI noted that many people she had spoken to had asked for a separate venue which was not used for any other events. JI felt some events may be willing to stand down their national or regional event to run the Championships. Alternatively, an organiser would need to be found for a stand alone venue. It was noted that finding calendar dates would be a problem. DL felt he was happy to visit a venue twice if it was a good event. CS asked if PA would consider bidding for 2019 however she noted finding a date would be an issue. It was agreed to invite tenders for 2019 with an announcement of the decision for 2018, with a long term goal of identifying an independent venue with an OC, ideally in a different geographical location. JB noted the composition of the management team was crucial. MK noted the need to avoid Championships: Horse Pairs take place on 11-15 Sept, Horse Fours on 20-22 Sept and Combined Ponies on a date which is still to be confirmed in August. The announcement will be put on the web-site with a link to the tender document, and sent out by e-mail to members. JB will liaise with his PR company to make the announcement in the equestrian press. CS thanked JB for his cooperation. MK will write to Cirencester to confirm that the NCs will not run in 2018 and look forward to hearing from them re ground rent for 2019.

12. **SDF funding for training clinics:** BF had changes planned for the training grant form and asked MK to send the form as a Word document. AF noted that she had not had a reply from all members of SDF but those who had responded seemed positive. AF also noted that Try Driving was better separated from Driver training as clubs had found the joint venture quite difficult in terms of time and Coaches available.
13. **Torch Trophy Trust Award Nominations:** JI confirmed she has sent this but has heard nothing back.
14. **Journalist of the Year:** MK had circulated the e-mail from Emily Ham who had been delighted to be nominated. MK noted she was the only amateur nomination.

	<p>15. Scoring programme: MK reported that the new scoring license had been purchased and a contribution of £700 had been received from the 200 Club.</p> <p>16. 200 Club: MK noted she had sent flowers to Heather Clark to thank her for the work she had done on behalf of the 200 Club. The new organiser, Louise McCutcheon, had opened a new bank account, confirmed the necessary licence arrangements and was receiving memberships. Draws are planned for the coming season.</p> <p>17. Indoor Horse and Pony Novice Champions entry to the Evolution Class at the National Championships: DL spoke to Dick Carey who was happy to endorse this suggestion. He had further asked if the Open drivers could use the Indoor finals towards a Competence Card. It was agreed that this could count towards one of the 3 signatures as a driver's competence still had to be fully assessed outdoors before National competitions. The Indoor Final organiser will be able to sign this. CS asked DL to ask the ICDUK to publicise this. DL will organise an indoor event in conjunction with the Masters Final at Bury Farm with invitations to past winners.</p> <p>18. Sponsorship: BF noted he was struggling for time and asked for another volunteer to take this on. JB gave details of how the PR company he has found worked and noted he was most impressed with their approach. CS felt that marketing the sport as a whole could be the way forward with a contribution to each event. PA suggested that JB speak to this company regarding sponsorship for the bigger picture. CS confirmed Fenix have committed to a package for 2018. CS asked Council to consider other opportunities for sponsors and to suggest companies to whom an approach can be made.</p> <p>19. Club Training Grants – carried forward from September meeting: This was dealt with under item 4.12.</p>
5	<p>Correspondence</p> <p>1. Email from a member regarding publicity: CS suggested that he will write to note her offer of help and our intention to promote driving through Social Media and other channels.</p> <p>2. Letter from a member re rules: This related to the new FEI rule which enables Section A to be replaced with a warm up in an arena and whether or not this would be adopted by BC. CS read the comments sent by BF. JB highlighted the difference between fitness and stamina. JI felt that ground in an enclosed arena would be ruined in inclement weather but felt there was a place for this option at some events and that it could be an option for marketing. CS noted that it had worked well when he used this format in Poland at a youth championship and that it did not have to be offered for all classes e.g. an event with a tough marathon could let novices warm up in the arena. It could be an option to increase flexibility although JB felt it might delay the set up for the cones. CS noted each event would need to complete a risk assessment. The adoption of the FEI rule was proposed by PA, seconded by JR and agreed unanimously. CS will reply to the original letter.</p> <p>3. Email from a member regarding dates of meetings: This was considered under item 3. JB will create the Survey Monkey questionnaire to seek members' views on the option of weekends to increase numbers standing for Council. The location will also be investigated. CS will respond to the original e-mail.</p> <p>4. Email from a member re the NC Tender: This was considered under item 4.11. CS will reply to confirm that an established venue was available this year, but BC will be looking to expand the potential options in future.</p>
6	<p>Ratification of e-mail decisions</p> <p>1. Single Horse Selection Events 2018: The decision to make Ashfields, Cricklands and Sandringham the 3 selection events for Single Horses was reaffirmed unanimously.</p> <p>2. Single Horse Chef d'Equipe: The appointment of Minta Winn to t his role was agreed unanimously.</p>

	<p>3. Competitions Committee Composition: The addition of Dave Wheeldon was agreed unanimously.</p> <p>4. International Competition request from Mark Carruthers: It was noted that Mark had qualified under the 2017 Rule Book and Council were happy with his level of competence. Mark's approval to enter foreign international events was approved unanimously.</p> <p>5. Ratification of BC Test 2 100 (2018) and BC Test 2 80 (2018): MK asked if JR was happy that the requested changes, made since the test was first published, were correct and he confirmed this was the case. The new test was approved unanimously.</p> <p>Further aspects of this discussion were deemed to be confidential by the British Carriagedriving Council.</p>
7	<p>2018 Garden Party Invitation</p> <p>MK noted 4 invitations had been received for the Garden Party at Buckingham Palace on Tuesday 5th June 2018. It was agreed that PA and BF would receive these invitations.</p>
8	<p>Membership queries and credit card charges</p> <p>MK confirmed that all payments by card, received on or after 13th January, have had the surcharge refunded as it is no longer legal to charge for using a credit card. DL proposed that only cheques or BACS payments would be accepted for the remainder of this year. This was seconded by JI and agreed unanimously.</p> <p>MK asked how Council wished to handle members wishing to upgrade if, for example, after purchasing a ticket they wished to enter further events. JB proposed that the any member upgrading would be required to pay the full cost of the membership category they were upgrading to with credit being given for (a) the cost of the original membership and (b) (if used) the cost of the ticket. This was seconded by JR and agreed unanimously.</p>
9	<p>Kisbér-Ászár invitation to a Pony Four</p> <p>It was agreed to ask the Chef to select an individual. This was proposed by AF, seconded by DW and agreed unanimously.</p>
10	<p>Chefs d'Equipe for Single Horse and Horse Pairs</p> <p>Minta Winn had agreed to take on this role for Single Horses. CS noted Paul Sidwell had resigned as the Horse Pairs Chef d'Equipe and that Derrick Mayes will stand in for a short time if required until a permanent replacement could be found. This was agreed. It was agreed to ask Derrick, as the class representative, to start the process with the option of considering the UKCC coaches who may have the relevant skills.</p> <p>MK noted that she had been advised there would be 8 invitations for GBR drivers to RWHS in 2018. PA proposed 4 horse 4s, 2 Horse Pairs and 2 Pony Fours. This was seconded by JI and agreed unanimously. JI proposed having additional invitations allocated to Horse Fours then Pony Fours then Horse Pairs then the same again until all invitations have been allocated. This was seconded by PA and agreed unanimously.</p>
11	<p>On-line event entry form and start fee collection</p> <p>CS referred to the proposal from Vic Kusun and the option to use the Horse and Hound system. CS noted BF had identified other options to Sport 80 and proposed inviting them to make a presentation. MK referred to number of notes sent by Vic Kusun. JB noted Stripe was easy to set up and not too expensive. It was agreed to offer Vic's system to organisers for this year and add the Equo system to options for 2019.</p>
12	<p>General Data Protection Regulation including appointment to ensure data protection compliance</p> <p>CS asked for a director to take responsibility for this. Office compliance will be discussed at the office review after this meeting. MK agreed to attend a course to familiarise herself with the requirements and the need for a director will be revisited after this.</p> <p>MK noted an e-mail had been received from Andy Campbell regarding the need to incorporate GDPR into the Registered Photographers policy. It was agreed that MK would</p>

	be able to advise further after attendance on the course and would add a tick box on Photographer Registration form to note compliance with GDPR.
13	<p>Appointment of a director with lead responsibility for safeguarding issues</p> <p>CS noted the insistence of the BEF that we must comply and noted two ongoing issues which have identified concerns with our existing policy. AF volunteered for this role. CS noted he would attend a meeting shortly and a policy had to be drafted.</p> <p><i>Following the meeting, JI also volunteered as a result of which it was agreed that JI would be the director with responsibility for safeguarding as she already held this role with SCDA.</i></p>
14	<p>Treasurer as an ex officio Council member</p> <p>BF noted he preferred to remain as a Council member but could see the benefit of continuity. It was agreed that this would remain unchanged at this time.</p>
15	<p>Finance</p> <p>BF reported a provisional surplus of around £16k as there are some trailing transactions and year-end adjustments still to be processed. The membership income is, as yet, an unknown quantity. He noted that investment into the sport would be a good use of any surplus as the reserves are at a satisfactory level.</p> <p>CS recorded a vote of thanks to BF.</p> <p>A request was made for BF to circulate the financial information earlier than the day of the meeting.</p>
16	<p>Draft Unified Club Class Progression for discussion</p> <p>DW talked through the proposed structure and noted that this created a series of classes within a club structure which progressed to BC.</p> <p>Various changes were discussed. The draft will be circulated to clubs for feedback with the intention to introduce this in 2019 which will fit well if we make the move to a web based platform.</p>
17	<p>Committee Reports</p> <ol style="list-style-type: none"> <p>F&GP: CS reported that a meeting was held by phone. The office review will follow this meeting, MK's salary review had been concluded and online platforms were discussed which led to alternatives being identified. JB felt BC needed to identify priorities. Necessary functions include:</p> <ul style="list-style-type: none"> • Storage of membership details and a record for each member • Record and store results and use this information to calculate class eligibility • Record voluntary medical data • Continue to offer the facility for manual entries • Compliance with data protection • Generate membership renewal reminders • Integrate with the Leinart scoring programme • Offer on-line entries • Calculate points league totals • Ownership of all data which must be accessible in a commonly used format <p>CS asked Council to identify other desirable features.</p> <p>Competitions: DW noted that some concerns were expressed about the cost of the National Clinic. These had been alleviated by the reduction of the membership fee and the introduction of a National TD session run by Ian Douglas. DW also noted a lack of National CDs coming through. It was agreed unanimously to add Rupert Barnard and Malcolm Brown to the Probationary CD list. MK will write to Tony Petitpierre, who had proposed them, and the 2 candidates.</p> <ol style="list-style-type: none"> <p>Ratification of event personnel: MK was asked to remind Goodwood of the need to have 2 officials for the Regional tests as their schedule contained a number of judges who are not on the BC list. It was noted that Sarah Mullins is not qualified to officiate as TD at Cuffesgrange. MK will</p>

	<p>write to the OC. With these provisos, the event officials were proposed by DL, seconded by AF and approved unanimously.</p> <p>3. Rules</p> <ol style="list-style-type: none"> 1. FEI Officials' Code of Conduct – Appendix H: CS noted this would need amended for BC if it was to be adopted and he will circulate a reworded version. He suggested it would be better as a web-site publication rather than entered into the Rule Book. 2. National judges conflict of interest: JB has raised an issue regarding judges' eligibility to judge if you had a conflict of interest. JR noted that a judge has to identify any potential conflict and step back if the Ground Jury was asked to resolve an issue. It was agreed that the draft rule allowed some flexibility but could exclude too many judges. CS noted the difficulty of amending the rule to reflect current practice. After considerable discussion, it was agreed to start from scratch and reword the rule to exclude any involvement with any class where there is a conflict. 3. Annex 16, competing abroad and NC qualification: The new rule requires completion of 2x FEI 2* or 1x FEI 2* plus 2 nationals. The question regarding the class for which drivers are eligible was discussed. Clarification was agreed to specify that the qualification to drive abroad for the first time should to be in the same class as the planned foreign event. 4. Para harness / lap belt: CS noted that the draft rule did not refer to a harness, only a lap belt. DW proposed amending 2.6.2 to include harness. This was seconded by JB and agreed unanimously. <p>The draft rule book was proposed by DW, seconded by JB and agreed unanimously.</p> <ol style="list-style-type: none"> 4. Judges: JR noted that a Club Judges North was now arranged with Philippa Thompson. 5. Health and Safety: No report was received. PA noted that a number of courses were being run for County Shows which could be useful for organisers of driving trials. <p>Working Groups</p> <p>6. Training</p> <ol style="list-style-type: none"> 1. 2018 training clinics: MK noted that, following JR's e-mail regarding the lack of CDs willing to run a clinic, she had spoken to Colin Smith and Chris Laing who were willing to take on this role in the North and South respectively.
18	<p>Any other reports</p> <ol style="list-style-type: none"> 1. Office: MK noted she had nothing further to add.
19	<p>Dates and venues for 2018 Council meetings</p> <p>MK will create a Doodle Poll for the week commencing Monday 19th March. CS will ask BF if he would be able to join an evening meeting as weekends do not suit the current Council and meeting in a hotel near the airport will be an option to reduce travel time to and from the airport.</p>
20	<p>AOCB</p> <p>JB asked for any points regarding the NCs to be communicated to him as soon as possible e.g. a sponsors' marquee. CS noted the need to look after our existing sponsors, Fenix and Howden. JB felt that there was an area where sponsors' guests could be accommodated. CS will speak to Mark Broadbent.</p> <p>JR noted one NC sponsor reported that they had received no acknowledgement of their contribution. JR was asked to convey our apologies.</p> <p>AF noted UKCC were moving from EQL to First for Sport in conjunction with 3 other smaller equestrian disciplines. The cost of this will be around £1k. AF noted she had asked for this to be a staged payment.</p>

	<p>MK noted that she had been advised a number of Open drivers were planning to enter a 2* event in GBR. It was agreed that only drivers eligible to enter the Advanced class should be able to do so. CS will clarify the wording in the Rule Book.</p> <p>Nominations for BEF Council Chair have been invited by the BEF. It was agreed that no candidates were immediately obvious, and CS asked for any suggestions to be sent to him by e-mail.</p> <p>There being no further business, the Chairman closed the meeting at 4.30pm and thanked the directors for attending.</p>
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Signed _____ Date _____

Chris Smith: Chairman British Carriagedriving