



WELSH CLAY TARGET SHOOTING ASSOCIATION LTD CYMDEITHAS SAETHU TARGEDAU CLAI CYMRU CYF

WCTSA BOARD of MANAGEMENT MINUTES

Date: Wednesday 22nd September 2021
Venue: Video / Telephone Conference @ 7:00pm

PRESENT

<i>President:</i>	<i>Vacant</i>	<i>DTL:</i>	<i>Will Palmer</i>
<i>Chairman:</i>	<i>Robert Harrison</i>	<i>DTL:</i>	<i>Elis Jones</i>
<i>Stats Officer:</i>		<i>Olympic Trap:</i>	<i>Vacant</i>
<i>Secretary:</i>	<i>Nicola Walker</i>	<i>Olympic Trap:</i>	<i>Georgina Roberts</i>
<i>Treasurer:</i>	<i>Jackie Spencer</i>	<i>Olympic Skeet:</i>	<i>Alf Weston</i>
<i>Membership Secretary:</i>	<i>Allan Jones</i>	<i>Olympic Skeet:</i>	
<i>Sporting:</i>	<i>Richard Hughes</i>	<i>National Skeet:</i>	<i>Vacant</i>
<i>Sporting:</i>	<i>Janine White</i>	<i>National Skeet:</i>	<i>Rob Ace</i>
<i>ABT:</i>		<i>Website Manager:</i>	<i>Clive Bowen</i>
<i>ABT:</i>	<i>John Hewlett</i>		

1. Chairman's address & welcome

- The Chairman welcomed everyone to the meeting and advised the next meeting will be held before the AGM, so the first chance since January 2020 for everyone to meet face to face should they wish to do so.

2. Apologies for absence

- Emyr Davies, Rebecca Adlam & Gareth Wrentmore

3. Declarations of conflict of interest

The Chairman asked for any conflict of interest to be declared & reminded everyone that should any arise at a later point in the meeting they were to be declared.

4. Minutes of the last meeting held on 21st July 2021

- Minutes of the last meeting were read & signed as a true record.
Proposed by CB / Seconded by RH / Vote - All in favour

5. Matters arising from the minutes

- **4005** - NW advised she contacted the Metropole Hotel about room availability, but they are fully booked for the 16th. They did however advise they have a room available for the 23rd but it is £300 + VAT to hire. It was agreed this is too expensive just to hire a room. CB advised he has made enquiries into the availability of Trefeglwys Village Hall instead. Again, the venue is booked on the 16th but is available on the 23rd for £80. It was agreed this is much more reasonable and CB advised he will confirm the booking and arrange payment. CB also confirmed Clayco will be attending at 11am and bringing some clothing samples for Board members to view. RJH confirmed he has spoken to Brian Davies about whether he would be willing to take on the role of President. He has left Brian to think about it and is still waiting for a definite answer from him. In the meantime, he suggested the Board have a 2nd nomination lined up just in case he decides not to accept the role. After further discussion, a 2nd

nomination was agreed.

RJH to action.

- **4007** - AJ confirmed he did speak with Nigel Hart before the County Sporting final.
- **3994** - JS confirmed she has refunded the SCTA for the overpayment of the OT HCIT entry fees but still needs to sort the refund to the CPSA.
- **9.** - AJW advised he has reimbursed the Association for the extra banquet ticket.

6. Correspondence

- Email from Angie Oliver WW2029

RJH advised the email was headed as questions for AGM but having read the email, he felt they were mainly business matters to be discussed at a Board meeting not the AGM. He suggested each matter be discussed individually and he will send a suitable email response.

1. A proposal to make both Daff Davies & Arthur Williams Patrons of the Association.
To the Board's knowledge, there are currently no Patrons and nothing in the articles to suggest there is such a role. It was also noted both Daff & Arthur have moved on to other things in life since they both stepped down from their respective roles.
2. The non-personalisation of team letters.
It was noted the team letters in 2019 were not personalised and unfortunately, certificates were not printed this year due to a lack of suitable printing equipment. NW advised her own personal printer is old and isn't of a good enough quality to print a large quantity of certificates. It was also noted anyone requiring a personalised letter or certificate for sponsorship / grant purposes could request one. RH suggested future team letters should be emailed where possible to save on printing and postage costs. We need to start to work towards being more paperless. The date badges could be sent to Team Managers to be handed out at the International events. RJH also suggested it may be worth looking at purchasing a suitable printer rather than relying on the Secretary's personal one.
3. The ongoing issues with the Association laptop.
RJH advised he has already spoken in person to Angie about the matter and informed her no backups were ever made by the previous Secretary. NW had nothing to work with when she took over the role other than a laptop full of viruses which was unusable. Nothing has since changed, so he is unsure why this has been raised again. CB advised he currently has the laptop and is working on it to try to make it fit for purpose.
4. Running of the International shoots by WCTSA staff / officials.
RJH asked if any Board member ever recalls the WCTSA being responsible for the organising and running of the actual shoot. Those present all agreed the shoot has always been run by the host shooting ground and the WCTSA are responsible for organising and overseeing the banquet. The only time WCTSA staff were present at the shoot to help out with the running of the event was back in the days when Mr John Osbourne was paid as a full time Association Secretary.

RJH to action.

7. Business matters

- **3996 - PR & Marketing Manager role & remuneration** - RJH advised he has spoken to GR who suggested the role would require approximately half a day per week timewise. RJH proposed the role be run for a trial period of 1 year with a remuneration of £2,500, with the option to offer a bonus if the role brings in any funding or sponsorship. RH proposed the role be for an initial trial period of 2 years, as it may take some time for the role to become established

before the Association sees any benefit. This proposal was seconded by JW with all in favour. RJH asked if GR was happy to take on the role which she agreed, and a start date of 1st October was set.

- **4008 - Sports Personality of the Year Awards** - The following nominations were put forward:-

- ❖ **Senior category**

- Ben Llewellyn (Olympic Skeet)

- Mike Wixey (Olympic Trap)

- Mick Harding (Sporting & FITASC)

- ❖ **Junior category**

- Jacob O'Loughlin (Sporting & FITASC)

- Oliver Collins (DTL)

- Owain Humphreys (Olympic Trap)

It was agreed to delay the final vote until after the FITASC International has been held this coming weekend in case there is any notable success at the event. RJH will arrange for the vote to be carried out via email next week.

RJH to action.

- **4009 - Meal & presentation to Arthur & Rita** - With restrictions on dining out being a lot more relaxed, RJH suggested a date be set for the thank you meal for the Williams family. It was suggested to look at dates in November with the 6th or 27th being suggested. JS advised Lion Quays have now agreed to refund the £500 deposit they were holding for the cancelled Skeet event, so we now have the option to go elsewhere. RJH advised JS to ask for the deposit back and proposed we look for a more central location. A suggestion of Llangoed Hall, Brecon was put forward. CB advised he will speak to Arthur & Rita to see what date suits them and where they may like to go.

CB to action.

- **4010 - National County Co-ordinators vacancy** - NW advised there have been no applications received for the role. RH suggested we need to conduct a full review of the County structure as numbers appear to be declining year on year. The National Co-ordinators role also involves quite a lot of work, which is why there have been no applicants given the role is voluntary. RJH thanked AJ for carrying on with the role for the remainder of the year and proposed a review be conducted with all County Co-ordinators invited to contribute and put forward any ideas they may have. With the annual County Co-ordinators meeting due to be held in November, it was suggested to use that meeting as a review meeting, and anyone interested in the County competitions was welcome to attend. AJ proposed the meeting be held on the 20th November and RJH proposed it be conducted in the same format as the AGM. CB offered to enquire if Trefeglwys Village Hall is available for this date with a proposed start time of 2pm for the meeting. RJH asked AJ to inform any Counties who usually hold qualifiers between now & the new year to hold off until after the meeting. RJH suggested the structure of the County competitions be added to the next agenda for further discussion.

CB & AJ to action.

- **4011 - National Skeet Discipline Rep. vacancy** - Following the resignation of LM, RJH advised there has been some interest in the role as he has received calls from some interested parties. However, the vacancy needs to be advertised and a deadline for applications set. RJH advised he will put together the necessary information for the website and also proposed a generic job description be put together for use when any Discipline Rep vacancies arise.

RJH to action.

- **4012 - Olympic Trap Discipline Rep. vacancy** - NW advised she received a resignation email from JD following the completion of the OT International. He advised he has thoroughly enjoyed his time on the Board, but personal circumstances have changed, and he feels it is time to let someone else take on the role. RJH advised he will arrange for a similar advert for the role to be placed on the website. RH suggested if there is no interest in the role, then it may be worth looking at combining it with one of the ABT roles, as several members shoot both disciplines.

RJH to action.

- **3999 - I.T. sub-committee update** - CB advised the new discipline rep email addresses will be all rolled out by the AGM, but nothing further to report at present.
- **3959 - Skeet HCIT 2021 review** - RA reported the shoot ran well both days and the weather was great. The hog roast worked well but service was a little slow as only one serving station was set up as opposed to two. RA advised he still has £36 for 3 extra banquet tickets from the Welsh team. RA also advised several shooters weren't happy with the ticket price as they felt it wasn't very substantial for the money. With regards to the hotel incident, RJH advised the Board needed to be made aware of it even if nothing further became of it. Whereas the first he knew was when a third party rang him about it. It came from an unreliable source who wasn't even present at the event, so it was more hearsay than actual facts. RA apologised for not informing the Board but felt it was dealt with as best they could at the time and the matter was closed. AJW praised RA for how it was handled and agreed they did everything they could to resolve the issue. RJH proposed a letter be sent to the member concerned about his language and behaviour when representing Wales in future. RJH to contact the third party to advised them of the outcome.

RJH & NW to action.

- **3994 - OT HCIT 2021 review** - The whole event ran very well and Griffin Lloyd S.G. did a good job organising and running the shoot. NW advised The Burton Hotel was excellent, nothing was too much trouble. Wales performed well with some team successes in the categories and some notable individual performances.
- **3998 - DTL HCIT 2021 update** - The shoot ran great with no breakdowns and very few no birds all day. Team Wales had their best results for a long time and the outdoor, slimmed down, presentation went very smoothly. JS advised the SCTA have paid £42 per shooter so they are due a refund. It was also agreed to pay Fauxdegla S.G. £33 per shooter for the HCIT.
- **4013 - DTL British Open 2021** - RJH advised it has come to light there are usually enamel badges available for each entry at the British Open, which are supplied by the host nation. Unfortunately, we were unaware of this, so they weren't available at the event. In previous years they have been organised and supplied by Mid Wales S.G. RJH proposed we look to obtain them retrospectively and forward them on to each nation for distribution. CB offered to make some enquiries into prices.

CB to action.

RJH confirmed the CPSA have agreed to sort out the prize money for the British Open as they took the entries. They will then transfer the remainder of the balance to us. RJH then posed the question, should we be charging the Welsh team members the difference between birds only and competition for their entries? He felt this was unfair, especially at a home event. RH proposed the Association cover the full entry fee for this year rather than trying to recoup the money from each shooter. Especially now the event has been and gone. CB seconded the proposal with all in favour.

Given the lessons learnt from hosting the 3 Internationals this year, RJH suggested future Internationals should have a working sub-group set up, which consists of a representative from

the host ground, the relevant Discipline Reps, Chairman & Secretary. The group should meet well in advance to discuss all the event arrangements, roles and responsibilities so all parties know what is expected. JW asked if contracts should be drawn up between the Association and host ground to prevent any misunderstandings. RJH agreed these need to be introduced going forward.

8. Treasurer's Report - See Appendix

- JS began her report by thanking NW for all her hard work and help with the HCIT's. Hosting 3 events has definitely increased workloads. All 3 events were a success morally, but unfortunately, not financially as they were not profitable.
- JS presented her initial HCIT figures to the Board and some queries were raised. These are far from final, as several invoices are still outstanding and so are some payments from other nations. There were a few issues with the ABT & Sporting HCIT hotels, but these are all in hand.
- JS asked if she is to invoice the ICTSA for £80 to cover the cost of providing a referee at the HCIT as they did not send one. WP confirmed this is correct.
- JS advised EJ is due a refund for some engraving expenses.
- JS asked if the Board are happy for her to pay RLA her 6-month remuneration as Stats Officer. All agreed.
- JS will arrange payment to both Griffin Lloyd S.G. & Fauxdegla S.G. for hosting the HCIT's this week.
- JS is currently liaising with Clare @ the CPSA about the British Open finances.

9. Executive Decisions

- None.

10. WTSF report

- AJW advised the last meeting was held on Monday evening and the main topic of discussion was about possible funding available to clubs & grounds. Following the cancellation of the Commonwealth Games 2022 shooting event in India, the WTSF now have money available which was ring fenced for the team. They are now making this available to any clubs or grounds who want to improve or expand their facilities. AJW advised there will be an application process and this should be advertised on the WTSF website very shortly. Money is also still available for COVID recovery projects and match funding grants. RA mentioned Crynant S.G. are looking to expand their National Skeet facilities by putting in a 3rd layout. AJW advised it would be worth them applying as he is already in consultation with them about potentially including an Olympic Skeet layout. RH suggested Dovey Valley S.G. may be interested as they are very keen to expand and improve some of their discipline facilities. RJH asked AJW to get some more information on the application process and criteria and he will forward it to all the clubs and grounds who are members. AJW also advised Mike Gross has been on an extended leave of absence but is due back in October, so hopefully we will get some further progress with the membership software soon.

AJW & RJH to action.

11. BICTSF report

- The last meeting was held on the 24th August but RJH advised there was nothing of relevance to report back. Next meeting is scheduled for 2nd November.

12. ICTSC report

- The last meeting was held on the 16th September at the DTL HCIT, where the hosting rota was reviewed and the shoot entry fees discussed. It was agreed to increase all entry fees by £5 for 2022 and Wales is provisionally due to host both the OT & FITASC HCIT's. The new Chairman was elected as Graham McDowell from Northern Ireland as they will be the hosts of the DTL HCIT in 2022. RJH also advised he has requested the DTL team size and the Sporting & FITASC HCIT dates be added to the next agenda for discussion. Going forward, the committee has agreed to meet quarterly, and the next meeting is scheduled for the 16th November.

13. ICTSF report

- Following the last meeting, RJH advised France have now come back to the committee and confirmed they do not wish to hold the Sporting World Championship in 2023. At present, no Association is willing to hold the event.

14. Rules update needed as a result of items passed at this meeting

- None.

15. Any other business

- JW asked congratulations be noted to Jacob O'Loughlin who has earned his first Team GB cap in Compak Sporting.
- RA asked if there is a written rule which stipulates Skeet qualifiers have to have 3 layouts. It was confirmed there is no rule but, in previous years, qualifiers have been held at grounds with a minimum of 3 layouts to allow for more entries. Having only 2 layouts available would make for a long day.
- AJW advised he has paid JS for the spare ties & badges NW sent to him.
- NW advised she has received an email from a member of the ABT team who wanted to know if there was going to be a refund for the banquet tickets as the banquet was cancelled. RJH confirmed there will be no refunds as it was the CPSA who cancelled and not the hotel. As the hotel had already prepared the food, take-away meals were made available to teams should they wish. NW to advise the member accordingly.
- RJH asked if all the minutes are on the website. NW advised she will check to see which sets are there and send any missing ones to CB for uploading.

16. Date & venue of next meeting

- 23rd October 2021 - Trefeglwys Village Hall or via Video / Telephone Conference @ 12:00pm

With no further business the chairman declared the meeting closed at 9.53pm.

Minutes agreed and signed by:-

Signed:- 

R. J. Harrison
WCTSA Chairman

Date:- 23/10/2021

APENDICES TO THE MINUTES

8. Treasurer's Report

WCTSA Ltd as of 22nd September 2021

Bank Accounts:-

<u>Account Name</u>	<u>Account No.</u>	<u>As at 21/09/2021</u>	<u>As at 19/07/2021</u>
❖ Current Account	30924024	44,757	47,243
❖ Base Rate Reward	53163849	18,159	18,159
❖ Saver	33558894	80	80
❖ Paypal	N/A	95	36
❖ Close Brothers Savings		62,412	62,412
Total		£125,503	£127,930

Major movements since last meeting (PAID)

	£
❖ Wages/PAYE 1 month	708
❖ Quickbooks paid via Barclaycard	18
❖ Royal Mail - Freepost	288
❖ Sional - Embroidered patches x 395	349
❖ ICTSC fee 2021	700
❖ Gloversure	101
❖ Zoom - paid via Barclaycard	143
❖ Burton Hotel for OT HCIT	2,481
❖ Imprint - 3 x HCIT Programmes	788
❖ Severn Trophies	185
❖ Fauxdegla S.G. - NSK HCIT	5,641
❖ CPSA - OSK & ABT HCIT	4,230
❖ SCTA - Sporting & FITASC HCIT	4,490
❖ Stationery - paid via Barclaycard	64

Major movements since last meeting (RECEIVED)

	£
❖ Allan's banking re: members	962
❖ Paypal Transfers	2,600
❖ Standing Orders	505
❖ Clothing	1,430

❖ Levies	1,208
❖ SCTA - OTR HCIT	1,308
❖ CPSA - OTR HCIT	2,070
❖ UCPSA - OTR HCIT	900
❖ CPSA - NSK HCIT	636
❖ CPSA - NSK HCIT	1,224
❖ SCTA - NSK HCIT	1,428
❖ UCPSA - NSK HCIT	1,092
❖ UCPSA - OTR HCIT	900
❖ SCTA - DTL HCIT	2,388
❖ Refund re: Crowne Plaza, Chester	500

Due to pay:-

£

❖ R. Adlam (Stats Officer) - 6 months	625	
❖ A. Jones (Memb. Sec.) - 3 months	250	
❖ Elis Jones for engraving	109	
❖ Griffin Lloyd S.G. - OTR HCIT	2,745	
❖ Fauxdegla S.G. – DTL HCIT & BO	????	
❖ Apex City Quay Hotel, Dundee (Sporting)	4,950	(being reimbursed by team shooters)

Due to be received:-

❖ JCTSA - NSK HCIT	672	
❖ ICTSA - OTR HCIT	720	
❖ ICTSA - DTL HCIT	2,076	(estimated)
❖ UCPSA - DTL HCIT	2,064	(estimated)
❖ CPSA - DTL HCIT	2,580	(estimated)