



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

WCTSA BOARD of MANAGEMENT MINUTES

Date: Wednesday 12th January 2022
Venue: Video / Telephone Conference @ 7:00pm

PRESENT

<i>President:</i>	<i>Brian Davies</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>Rebecca Adlam</i>	<i>Olympic Trap:</i>	
<i>Secretary:</i>	<i>Nicola Walker</i>	<i>Olympic Trap:</i>	<i>Mike Bennett</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>Rob Ace</i>
<i>Sporting:</i>	<i>Janine White</i>	<i>National Skeet:</i>	<i>Rob Trow</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 Brian Davies to the meeting and thanked him for taking on the role of President. He also welcomed Mike Bennett, the new Olympic Trap Discipline Rep, to his first Board meeting.

2. Apologies for absence

- Georgina Roberts & 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 7th December 2021

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

5. Matters arising from the minutes

- **3994** - JS advised the CPSA have now sent a breakdown for the DTL British Open finances which is much clearer on how the prize money was worked out.
- **4009** - JS confirmed Arthur has been to see Brian and presented the president's badge to him which was photographed and posted on the website & social media.
- **4015** - RJH confirmed he has informed MB of his appointment, which is apparent by his presence in the meeting.
- **4021** - NW advised she has emailed The Hampshire Flag company to request a quote for the 3m presentation wall. She will circulate the quote for approval once received.
NW to action.
- **4022** - On the agenda for further discussion.

- **4023 - OSK** – 6 selection shoots with 3 scores to count.
- **4024 & 4025** - CB is still waiting for some prices for the medals and lanyards but will email out the information before the next meeting.
CB to action.
- **4026** - NW confirmed all the forms were updated and emailed / posted out to grounds in mid-December.
- **4027** - RLA advised she has sent a spreadsheet to JS so the levy invoices for the 2021 selection events can be sent out. RJH reminded JS the invoices should include all shooters, not just Welsh shooters. RLA noted grounds need to be sending scores in better formats, ideally in a spreadsheet. Some grounds have access to the Shoot08 software which has an export facility they could use to send the data to RLA, but this is not used by any of the Sporting & FITASC grounds. RJH suggested a letter be sent to grounds to advise them of suitable formats to send the information in. It was also suggested to see if the CPSA would allow the Shoot08 software to be sent out to those grounds who do not have it. NW advised she has a copy and will see if she can get it set up and functional on the new laptop. She may then be able to use it to assist some of the grounds who don't have the software or a spreadsheet.
NW to action.
- **4028** - NW advised she contacted Sional to ask if a meeting could be arranged to review the items currently on offer in our webshop. They are more than happy to do this as they have a range of new products which might be of interest. RJH advised he has since spoken to Alun @ Sional who has offered to put together a list of products he thinks will be suitable. RJH will circulate for consideration once it is received.
RJH to action.
- **3999** - RJH confirmed both the laptop and printer have been purchased and thanked CB for all his help and work in purchasing them. NW advised she has now received both and CB has set them up but still needs to iron out a few kinks and set up Onefile. CB & NW have arranged to meet at the weekend to resolve them.
CB & NW to action.
- **12** - RJH confirmed a shooter may only be deemed a new cap once in each discipline and this is regardless of whether they change category.

6. Correspondence

- Letter from family of Dennis Mustoe WW60 re: memorial trophy donation
RJH suggested EJ & WP make a recommendation of what they think a trophy could be donated for in his memory. He advised them to let NW know so she can write a letter thanking the family for the generous offer and to pass on contact details for EJ & WP to liaise with her.
EJ, WP, & NW to action.

7. Business matters

- **4030 - Correspondence to members** - RJH advised it was brought to his attention a membership renewal email was sent to a member which included another member's email address. He asked AJ to be aware of what is being sent out and to ensure he creates a new email each time and not forward previously sent emails. We must be careful not to breach GDPR laws.
- **4031 - National Skeet selection events for 2022** - Several correspondences were received from members raising concerns over the number of double weekend selection events in the National Skeet discipline. Members are concerned the 3 selection shoots on Saturdays will be

detrimental as a number of shooters have work commitments and or businesses to run, so they may be limited on the number of selection shoots they can attend. Others were concerned about the additional expense of having to pay for overnight accommodation. RA advised this has been the procedure for the last 3 years and wasn't aware of shooters concerns. He felt other shooters prefer the double weekend shoots as it is good preparation for the home international which is also a 2-day event. RJH suggested maybe a compromise might be the way forward and suggested the selections be 2 double weekends and 4 single shoots. RT suggested it might be worth canvassing more shooters to see if the concerns raised in the emails are also the opinions of others. RJH proposed they speak to shooters over the next few days and report back with the final decision.

RA & RT to action.

- **4032 - Allocation of 2022 selection shoots** - Discipline Reps reviewed the list of applications received from grounds and allocated the events out accordingly. Following the previous agenda item, RA & RT advised they would confirm the NSK allocation after they have canvassed the shooters. MB also advised the allocation of the OTR shoots was on hold as GR was currently in discussions with Fauxdegla S.G. about hosting an event. NW pointed out Fauxdegla S.G. hadn't indicated their interest in hosting OTR on their form but suspected they may have ticked the OSK box by mistake. A discussion was then had about limited date availability at some of the grounds and NW suggested it might be better if the application forms are sent out earlier, and it was agreed to send them out after the AGM.
- **4022 - Employment / honorarium payments for WCTSA officers** - JS advised she has researched employment status on the Government website and found a role called an 'office holder', which would appear to be appropriate for the Statistics Officer, Membership Secretary & PR & Marketing Manager.

Guidance stipulates - a person who's been appointed to a position by a company or organisation but does not have a contract or receive regular payment may be an office holder. Someone is likely to be an office holder if most of these statements apply to them:

- there is no contract or service agreement relating to their appointment
- their duties are minimal, and are only those required under the relevant statute, constitution, or trust deed
- they do not get a salary or any other form of regular payment for their services
- the only payment they get is a voluntary payment (honorarium), regardless of the work they do - tax and National Insurance are deducted by the appointing body
- they're effectively working as an independent office, and are not under the close supervision or control of the appointing body

JS also advised we need to investigate employee rights and national insurance contribution for the Secretary role. RJH proposed the articles be amended at the next AGM by taking out any reference to honorariums and change it to office holders. This was seconded by RH with all in favour. AJW & JS will continue to look into the rules regarding national insurance contributions and how individuals concerned declare the tax to HMRC.

JS & AJW to action.

- **4033 - Goodie bags for young members** - RJH advised he is planning to have a meeting with GR in the coming weeks about marketing / sponsorship and this is something he is going to discuss with her to see if there are any options. He suggested this be carried over to the next meeting.
- **4029 - FITASC HCIT 2022** - NW advised the expression of interest letter was sent out with ground membership renewal forms to all the grounds who hosted a FITASC selection shoot in 2021. Two grounds have expressed an interest and both RH & JW have been advised so they may discuss the tendering process with them. Once the event is awarded, RJH advised a sub-

committee will be set up, which will include the ground owner, so all the finer details of the event can be discussed. NW also advised she happened to be speaking with photographer Lee Bowditch about another matter and booked him for the event at the same time.

RH & JW to action.

- **3999 - I.T. sub-committee update** - CB advised he still has 3 more email addresses to roll out to AJ, ED & MB. RJH advised he will chase the WTSF to see if we can restart the discussion on procuring the new membership software.

CB & RJH to action.

- **4020 - PR & Marketing update** - As previously mentioned, RJH has agreed to meet with GR periodically to give her some support and discuss marketing & media plans going forward. He suggested it would be beneficial for CB to also attend. It was also noted a press release needs to be done to advise members of the new County structure. RJH asked CB to liaise with GR to put together a basic notification for now. Further information can be released in due course.

CB & GR action.

8. Treasurer's Report - See Appendix

- JS ran through the account balances and major movements since the last meeting.
- The Apex Hotel, Dundee have now been in contact regarding the invoice for the Sporting Home International. JS advised she will arrange payment.
- JS requested authorisation to refund member John Evans (WW902) £330 of membership fees. He has just discovered he has been paying twice for the last 5 years and overpaid for the last 3 years as he has turned 65. All agreed he should be refunded.

9. Executive Decisions

- None.

10. WTSF report

- Nothing to report. Next meeting is the AGM which is scheduled for 31st January. AJW & RJH will be attending.

11. BICTSF report

- Nothing to report.

12. ICTSC report

- The last meeting was held on the 4th January where it was confirmed Northern Ireland will host the DTL European Championship alongside the HCIT & British Open. The event will be held on Wednesday 13th & Thursday 14th July, followed by the HCIT and then the British Open. Entries will be limited, and practice will be available on the Tuesday beforehand. Nations were reminded to be aware of the time needed to apply for the necessary permits to travel.
- The discussion regarding changing the date for the FITASC HCIT was carried forward to the next meeting. RJH advised the SCTA will probably strongly oppose the change as they have 12 selection events so may struggle to fit them in. RJH asked RH & JW to propose a date they think would be suitable.

13. ICTSF report

- RJH advised there hasn't been a meeting recently, but he has received email correspondence advising Lithuania will be joining the ICTSF.

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

- None.

15. Any other business

- CB advised the ABT selection shoot dates have already been posted on social media this evening. RJH reminded everyone no dates should be released until after this meeting when the shoots are allocated.
- CB advised the 'Bowen Sporting Challenge' on the 13th March is now fully booked. He suggested it would be good if the WCTSA had a presence at the event and asked it to be added to the next agenda for discussion.
- RH & JW asked permission to send a letter to all grounds holding Sporting & FITASC selection shoots this year, regarding the expected standards. This would be useful for the new grounds hosting shoots this year, and an opportunity to address one or two concerns that were noted at a couple of grounds last year. RJH suggested they draft the letter, and he will sign it.
RH & JW to action.
- AJ commented several grounds haven't yet paid their membership fees for 2022. NW noted, until the shoots are allocated, grounds do not know what they are going to be awarded and therefore don't know how many disciplines they are paying for. RJH commented this shouldn't be an issue going forward if the membership renewal forms are going to go out sooner in the year, as agreed earlier in the meeting.
- RJH suggested all members of the Board should have head shots on the website, so members know who individuals are. He will speak to GR to see if she can co-ordinate this.
RJH to action.

16. Date & venue of next meeting

- 16th February 2022 - Video / Telephone Conference @ 7:00pm

With no further business the chairman declared the meeting closed at 9:26pm.

Minutes agreed and signed by:-

Signed:- 

R. J. Harrison
WCTSA Chairman

Date:- 16/02/2022

APENDICES TO THE MINUTES

8. Treasurer's Report

WCTSA Ltd as of 12th January 2022

Bank Accounts:-

<u>Account Name</u>	<u>Account No.</u>	<u>As at 12/01/2022</u>	<u>As at 06/12/2021</u>
❖ Current Account	30924024	40,729	33,218
❖ Base Rate Reward	53163849	22,615	22,615
❖ Saver	33558894	80	80
❖ Paypal	N/A	117	135
❖ Close Brothers Savings		62,651	62,462
Total		£126,192	£118,510

Difference in Base Rate Reward Account

	£
❖ Money being held for Sporting Hotel in Dundee	4,455.00

Major movements since last meeting (PAID)

	£
❖ Wages/PAYE 1 month	708.52
❖ Sional - Embroidered patches x 150	137.94
❖ A. Jones (Memb. Sec.) - 3 months	250
❖ G. Roberts (PR & Marketing) - 3 months	625
❖ R. Adlam (Stats Officer) - 3 months	312.50
❖ Rob Harrison for flowers / postage	81.74
❖ John Lewis - Laptop	799.99
❖ Currys - Software / mouse / backpack	232.46
❖ Cartridge People - Printer & ink	577.79
❖ Membership Sec. - Ink	40.78
❖ Gloversure - Spam / hosting	33.06

Major movements since last meeting (RECEIVED)

	£
❖ Allan's banking re: members	2,460
❖ Paypal Transfers	1,950
❖ Standing Orders	5,790
❖ J.K. Lewis	210

❖ Eurotrap	100
❖ Close Brothers interest	189

Due to pay:- **£**

❖ John Evans membership refund	330
❖ Ferndale Shooting Club overpayment	20