



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

WCTSA BOARD of MANAGEMENT MINUTES

Date: Thursday 17th August 2023
Venue: Video / Telephone Conference @ 7:00pm

PRESENT

<i>President:</i>	<i>Brian Davies</i>	<i>FITASC:</i>	<i>Stuart Hart</i>
<i>Chairman:</i>	<i>Robert Harrison</i>	<i>FITASC</i>	
<i>Stats Officer:</i>	<i>Rebecca Adlam</i>	<i>National Skeet:</i>	
<i>Secretary:</i>	<i>Nicola Walker</i>	<i>National Skeet:</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>Dave Jones</i>
<i>Website Manager</i>	<i>Vacant</i>	<i>Olympic Trap:</i>	
<i>ABT:</i>	<i>Vacant</i>	<i>Olympic Trap:</i>	<i>Vacant</i>
<i>ABT:</i>	<i>Vacant</i>	<i>Sporting:</i>	<i>Joshua Keeble</i>
<i>DTL:</i>		<i>Sporting:</i>	<i>Vacant</i>
<i>DTL:</i>			

1. Apologies for absence

- Mike Bennett, Will Palmer, Cat Hart, Rob Trow, Gareth Irving & Elis Jones.

2. 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.

3. Minutes of the last meeting held on 28th June 2023

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

4. Matters arising from the minutes.

- **4097** - NW advised she has obtained a copy of the CPSA inspection criteria, and they are happy for us to use it as we see fit. RJH advised the WTSF do not have any criteria as they do not inspect or approve grounds / clubs. RJH suggested a sub-committee be set up to look at creating our own criteria / check list after the international season has concluded.
- **4098** - On agenda for discussion under item 10.
- **5000** - On agenda for further discussion.
- **5001** - Done.
- **5004** - Done.
- **5005** - Done.
- **8.iii** - Done.

5. Correspondence

- a. **Email from Bob Clarke (WW777) re: selection process for World Sporting Championship 2024**
- RJH advised the email was in response to the recently advertised selection process for the World Sporting Championship in the USA next year. It was noted there is no guarantee a team

will be sent or funded but some members have shown interest in possibly attending, so it was agreed a selection procedure needed to be in place. RJH proposed another selection shoot be added sometime in November and there needs to be an agreed cut off point in terms of how far down the list we go to select the team. This was seconded by JK with all in favour. It was also noted the selection process will need to be concluded soon as shooters need to apply for a permit which has a deadline. Shooters will also need to obtain their own insurance as our policy does not include travel to USA. As we do not receive an official invite to the event when it is hosted by the NSRA, RJH advised he will make enquiries about the team entry fees and whether shooters must join the NSRA to be able to compete.

RJH to action.

- b. **Applications for Board vacancies** - NW advised there has already been 4 applications received. 3 for Discipline Representative roles and 1 for the Social Media & Marketing Secretary position. RJH suggested we hold off on appointing at present as the advert was only publicised 2 days ago. He proposed the roles be advertised again next week with a closing date for applications of 31st August. NW to circulate all applications received to the Board for approval / voting in due course. As the Social Media role is a part time paid position, any suitable applicants will need to be interviewed. RLA suggested the role be on a 1-year fixed term basis which can be rolled forward if successful.

RJH & NW to action.

6. Business matters

- **5006 - Schedule for policies & procedures review** - RJH advised he has spoken to Mike Wixey @ WTSF and had a discussion regarding policies and procedures. Mike is currently updating all the WTSF policies and is happy for us to use them for our own needs once they are complete. He advised we need to have our own versions in place soon and a review schedule set up for them to be checked & updated accordingly. RJH suggested the work be done outside of the Board meeting once the international season has concluded. They can then be circulated to the Board for ratification and adoption. All were in favour.
- **5007 - Team announcements** - RJH noted there have been too many team announcements made on social media by shooting grounds before scores have even been checked and verified. The first announcement should come from us to prevent any errors. The Sporting team announcement was done 2 days after the final selection shoot, once everything had been verified, and this seemed to work well. RLA advised she did some social media posting, prior to the announcement, to build interest and engagement with the page. All agreed the team announcements should be delayed until everything is ratified and then made via our social media channels & the website before anyone else. SH raised the question as to how we resolve any ties for team positions if the team isn't sorted at the last selection shoot. This is usually done by holding shoot offs at the time. NW commented shoot offs for team places aren't necessarily the fairest way to decide ties, especially if shooters aren't there to compete. She asked should it come down to a shoot off situation after shooters have worked hard all season to qualify? SH suggested the Welsh Open should be the deciding event, but this doesn't work for those disciplines who do not have a Welsh Open as part of their selection process. RJH proposed Reps bring suggestions to the next meeting on how best to decide team ties, so a rule can be implemented for 2024.

Reps to action.

- **5008 - Qualifiers held outside Wales** - RJH advised there had been a slight issue regarding the levies due from Gloucester S.G. for the NSK selection shoots and no levies charged at the ABT Welsh Open. RJH reminded all Reps when having discussions with grounds about holding WCTSA sanctioned events that they clearly explain levies are due on ALL events and applicable

to ALL entries. This is none negotiable as this is how we fund our teams. RJH advised Fauxdegla S.G. have been reminded this is the case for the upcoming DTL Welsh Open & Inter-Counties Final.

- **5009 - Team expenses payment process** - Having previously decided not to issue cheques for team expenses, JS advised we need an alternative process which is GDPR compliant if we are going to do electronic payments. Going forward, it was suggested to send out a form with the team invite letters for members to complete, sign and return with their bank details. They will also have a deadline in which to return their form. All were in favour. For this year only, team members would be asked to email their details to the Treasurer. Discipline Reps are to advise their Team Managers accordingly.
- **5010 - AGM date & venue** - RJH proposed this year's AGM be held as a virtual meeting as in person attendance in recent years has been very poor. NW also suggested holding it on a weeknight rather than a Saturday afternoon as members tend to be busy, especially as it is game season. It was suggested to hold the meeting on Wednesday 11th October @ 7pm via Microsoft Teams. This was proposed by RJH, seconded by DJ with all in favour. NW to create the AGM Notice for publication.

NW to action.

- **5011 - Trophy for All-Round Welsh Open** - With the introduction of the All-Round Welsh Open event, RJH requested permission to purchase an annual trophy for the overall high gun. He also advised he was looking at sourcing some medals for the event. All were in favour.
- **5012 - Venue for NSK HCIT 2024** - RJH has been advised that North Wales S.S. are interested in hosting the 2024 NSK HCIT. NW confirmed NWSS were sent an expression of interest letter back in April, but she received no reply. With no NSK Reps present, RJH advised he will contact NWSS to discuss the matter and report back at the next meeting.

RJH to action.

- **5013 - FITASC HCIT 2022 & OSK HCIT 2023 balance sheets** - JS advised the following figures:-
 - **FITASC 2022**
 - Entries - £7,716
 - Expenditure - £7,070
 - Profit - £646
 - **OSK 2023**
 - Entries - £3,360
 - Expenditure - £4,061
 - Loss - 701
- **5014 - Use of WCTSA logo** - RJH commented he has noticed other businesses / organisations have been using our logo for publicity & advertising of non-WCTSA events. RJH asked if the Board felt this was acceptable? All agreed the logo should only be used by the Association unless prior approval has been discussed and granted. RJH to contact those concerned and advise them accordingly.

RJH to action.

- **5015 - Team Manager's report from HCIT's** - RJH asked Reps to please remind all Team Managers they are expected to submit a report after the event for publicising. Nothing received so far with regards to the DTL HCIT. JS also advised there is an issue with regards to a cancelled banquet ticket, which she will follow up with WP.
- **5016 - FITASC expenses to Northern Ireland** - SH asked for confirmation of the expenses available. RJH confirmed it is £100 and any additional banquet tickets are £42.
- **5017 - Super Sporting Welsh Open** - SH advised he has been approached by Bob Clarke

(WW777) to ask if Cefn Tilla Clays could hold a Super Sporting Welsh Open. All agreed this was acceptable. RJH asked SH to liaise with Cefn Tilla Clays with regards to a date and to advise them the event would still incur the usual levies. As this is a new discipline to the Association and no other events of this nature, it was agreed to waive the discipline membership fee. With regards to discipline fees, RJH advised he recently had a conversation with Mike Faux who felt the fees are disproportionate and the smaller disciplines needs to be less. RJH suggested the fees be reviewed for 2024 and added to the next agenda for discussion.

SH to action.

- **4079 - OSK HCIT 2023** - RJH advised the event was very successful and a lot of positive comments were received from the visiting nations. Fauxdegla S.G. looked immaculate as always and everything ran smoothly. The Crowne Plaza in Chester was also an excellent venue for the banquet. RJH thanked AJW & DJ for their help in organising the event and providing items for the goodie bags. RJH asked DJ to contact the event photographer to ask if we can have copies of the photos from the awards presentation for evidence of who had what trophies. NW advised the trophy signing sheets aren't always the best record as people have in the past denied having them, but photographs show exactly who received what on the night. NW also advised the high gun medals for each Country will be posted onto the winners by the CPSA, as they had forgotten to send them with all the badges.

DJ to action.

- **3999 - I.T. sub-committee update** - RJH advised both he & NW have recently had training by Gloversure on how to update / add items to the website. This is only whilst we look to find a replacement website manager.
- **4020 - PR & Marketing update** - Nothing to report.

7. Treasurer's Report - See Appendix

- JS ran through the account balances and major movements since the last meeting and noted the current account has gone down considerably since the last meeting.
- JS suggested moving the remaining balance in the Barclays Reward account to the Close Brothers account, which is currently giving 3% interest. All agreed.
- RJH confirmed we cannot charge levies for the ABT Welsh Open as they were not charged on the day. JS also advised that, despite a miscommunication, Gloucester S.G. has agreed to pay £250 towards the levies for the National Skeet selection shoots.
- At this point in the meeting, JS advised she wishes to step down as Treasurer but will remain in post until a replacement is appointed. RJH thanked JS for her many years of service and hard work.

8. Membership update

- AJ advised the membership total is currently at 643.

9. Executive Decisions

- None.

10. WTSF report

- AJW advised the last meeting was held on the 27th July and discussions were had regarding Safeguarding. All WTSF Board members will be undertaking a Safeguarding course on the 27th September.
- It was noted £64K of funding is earmarked for expanding the facilities at Crynant S.G., but they are currently waiting on planning permission & a commitment from the ground to cover the

cost of all groundworks.

- Australia have pulled out of hosting the 2026 Commonwealth Games, as has Canada, due to the cost of hosting the event. At present, no other Country has come forward to host instead.
- A consultation on firearms licensing is currently in progress and members should be encouraged to complete the online survey by the 26th August.
- RJH advised 4 Associations have confirmed they wish to proceed with the Sport80 project. The WTSF are still working on the costings but hope to have a final meeting in September with the view to moving forward in early 2024.

11. BICTSF report

- Nothing to report. Next meeting is scheduled for the 22nd August.

12. ICTSC report

- RJH advised the last meeting was held on the 20th July where the eligibility criteria for married to a national was clarified. Only members who are married to a national who was born in Wales will be eligible to represent Wales.
- A request to include a disabled category at the Home Internationals was discussed but this raised the question of accessibility and many grounds not being able to host the events. Classification of the different disabilities is also complex. It was agreed the number of disabled shooters is currently a very small % and many qualify to represent their Countries regardless, so not to include a separate category at this stage.
- Next meeting is scheduled for the 12th September where the entry fees & banquet ticket prices for 2024 will be confirmed.

13. ICTSF report

- Nothing to report.

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

- Team announcements will be made by the Association once all scores are checked & verified.

15. Any other business

- WP advised the DTL County Final date has been changed due to a clash with another event. It is now the 24th September @ Fauxdegla S.G. instead of the 1st October.

16. Date & venue of next meetings

- 26th September 2023 - Video / Telephone Conference @ 7:00pm

With no further business the chairman declared the meeting closed at 9:17pm.

Minutes agreed and signed by:-

Signed:-



R. J. Harrison
WCTSA Chairman

Date:- 26/09/2023

APENDICES TO THE MINUTES

8. Treasurer's Report

WCTSA Ltd as of 17th August 2023

Bank Accounts:-

<u>Account Name</u>	<u>Account No.</u>	<u>As at 17/08/2023</u>	<u>As at 26/06/2023</u>
❖ Current Account	30924024	8,660	17,452
❖ Base Rate Reward	53163849	8,205	8,205
❖ Saver	33558894	80	80
❖ Paypal	N/A	57	40
❖ Close Brothers Savings		74,498	73,537
Total		£91,500	£99,314

Major movements since last meeting (PAID)

	£
❖ Wages - Secretary & Treasurer	1,173
❖ PAYE & Pension	344
❖ Accounting Software (Sage)	60
❖ Barclaycard	137
❖ Gloversure	136
❖ Trophy repair	50
❖ Namesco - Domain name	42
❖ Viking Arms - Castellani Vests	4,548
❖ CPSA - World Sporting	2,583
❖ ICTSA - DTL British Open	1,738
❖ ICTSA - DTL European	2,478
❖ ICTSA - DTL HCIT	2,511
❖ DTL HCIT - Team expenses	838

Major movements since last meeting (RECEIVED)

	£
❖ Memberships	855
❖ Paypal Transfers	1,600
❖ Levies	2,644
❖ Clothing	1,542
❖ SCTA - OSK HCIT	798
❖ NSK HCIT - Extra banquet tickets x 7	170
❖ OSK HCIT - Extra banquet tickets x 6	252

Due to Receive

❖ ISSF Badge - L. Morris (to be paid to AJW)	5
❖ ICTSF expenses claim - E. Jones	1,532 (Pending with ICTSF)
❖ DTL HCIT - Extra banquet tickets x 4	53
❖ CPSA - OSK HCIT	2,058
❖ ICTSA - OSK HCIT	84
❖ UCPSA - OSK HCIT	420

Due to Pay

❖ Accountancy YE 22/23	1,150
❖ DTL HCIT - Team expenses	720
❖ OSK HCIT - Banquet (Crowne Plaza)	1,660
❖ OSK HCIT - Shoot entries (Fauxdeglä S.G.)	1,554
❖ CPSA - OTR HCIT	2,350
❖ CPSA - ABT HCIT	2,834
❖ JCTSA - NSK HCIT	3,055