



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

WCTSA BOARD of MANAGEMENT MINUTES

Date: Thursday 7th March 2024
Venue: Video / Telephone Conference @ 7:00pm

PRESENT

<i>President:</i>	<i>Vacant</i>	<i>FITASC:</i>	
<i>Chairman:</i>	<i>Robert Harrison</i>	<i>FITASC</i>	<i>Vacant</i>
<i>Stats Officer:</i>	<i>Rebecca Adlam</i>	<i>National Skeet:</i>	<i>Rob Trow</i>
<i>Secretary:</i>	<i>Nicola Walker</i>	<i>National Skeet:</i>	<i>Vacant</i>
<i>Treasurer:</i>	<i>Vacant</i>	<i>Olympic Skeet:</i>	
<i>Membership Secretary:</i>	<i>Allan Jones</i>	<i>Olympic Skeet:</i>	<i>Dave Jones</i>
<i>Social Media Secretary:</i>	<i>Zea Purnell</i>	<i>Olympic Trap:</i>	<i>Rhys Humphreys</i>
<i>ABT:</i>	<i>Richard Hillier</i>	<i>Olympic Trap:</i>	<i>Vacant</i>
<i>ABT:</i>	<i>Sarah Nichols-Weaver</i>	<i>Sporting:</i>	<i>Joshua Keeble</i>
<i>DTL:</i>		<i>Sporting:</i>	<i>Daniel Rees</i>
<i>DTL:</i>			

1. Apologies for absence

- Elis Jones, Alf Weston & Will Palmer.

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 31st January 2024

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

4. Matters arising from the minutes.

- **5a.** - Done.
- **5c.** - [INFORMATION REDACTED]
- **5d.** - RJH reported the recent FITASC event held at Hart Events was better with only some minor issues. He also advised some of the issues at the previous event appear to have been due to a manufacturing issue with the clays. RLA noted the cleanliness of the toilet facilities was much improved.
- **5032** - NW advised no applications were received to host a Sportrap Wesh Open. RJH proposed it be left as something to look at introducing for next year. RHu advised the OTR County final will be combined with the 5th team selection event at Griffin Lloyd S.G. on 23rd June. It was noted County finals are supposed to be held as separate events, as the main purpose is to encourage new shooters to try the discipline. RJH advised if the events are to be combined, Griffin Lloyd S.G. will need to be informed that 2 separate levies will be due for each entry. RHu advised he will inform the ground. RJH advised he will make arrangements to order the medals for all 2024 Welsh Opens.

RHu & RJH to action.

- **5034** - On agenda for further discussion.
- **5035** - DJ advised AJW will take on the role of Team Manager for OSK & DR will undertake the role for Sporting. SW advised Clive Bowen is happy to continue as Team Manager for ABT & RHu will ask Mike Bennett if he would also like to continue in the role for OTR. RT & SH to advise of NSK & FITASC Team Managers at next meeting.

RT & SH to action.

- **5036** - Done.
- **7.** - Done & on agenda for further discussion.
- **8.** - Done.
- **11.** - As AJW was not present, RJH advised the WTSF have decided to spend the cost of living grant on purchasing ammunition, which will be shared between all the Associations.
- **16a** - RHu confirmed AJW has forwarded the information regarding the ISSF referees course.
- **16c** - RJH advised he will look further into establishing the inception date of the Association.

RJH to action.

5. Correspondence

- None.

6. Business matters

- **5038 - Applications for Discipline Representative vacancies** - NW advised 3 applications were received, but 1 has since been withdrawn. Emyr Davies (WW2193) applied for the OTR vacancy & Paul Pratt (WW2901) for the NSK vacancy. Concern was raised regarding some recent comments made on social media by Emyr. More specifically, regarding the recent team expenses announcement and about WCTSA social media coverage favouring certain disciplines. ZP commented she shares everything she is either sent or tagged in and certain disciplines are better at doing this than others, which is why it seems like some disciplines get more coverage. RJH noted he was disappointed by the comments, especially given Emyr's past involvement with the Board. RHu commented the OTR community feel that expenditure has been heavily weighted towards some disciplines. RJH explained the Board has always funded teams in competitions when Wales is represented. Some disciplines have events, such as World Championships, and others don't, so this is not new expenditure. RJH encouraged Reps to try to correct or dispel any misunderstandings members may have, especially when being discussed in social media groups. RHu then proposed both applicants, which was seconded by RHi. A vote was taken & RJH advised he will inform both applicants of their successful appointments.

RJH to action.

- **5039 - Restocking merchandise** - NW advised she will need to restock some of the Castellani vest sizes, team ties and pennants as there will not be enough to see us through the year. We also need to purchase the relevant date bars. In a bid to keep track of expenditure, RJH suggested NW obtain some quotes for further discussion at the next meeting.

NW to action.

- **5040 - Number of entries at team selection events** - NW asked all Reps to please inform her of the number of entries at each event to help with invoicing grounds for the levies. The CPSA website isn't necessarily an accurate reflection of the entries on the day.

Reps to action.

- **5037 - Membership sub-committee update** - A further meeting was held last week (29th February) and RJH advised RLA had done a lot of excellent work on designing a spreadsheet

suitable for handling our membership data. She has also created a dashboard which will show the breakdown of the membership at a glance. This will be very useful when it comes to providing membership data for grants etc. There is still some more work to be done before a final meeting is held in due course.

- **5041 - Safety Officer @ Crynant S.G.** - It has recently come to light that Crynant S.G. does not have a Safety Officer in place, which is a breach of the terms & conditions for holding WCTSA events. RJH advised this needs to be rectified at the earliest possible opportunity if the events already awarded are to be held there. With the OSK County final due to be held in 9 days, DJ asked should the event be postponed until the issue is resolved. RJH advised this is a decision for DJ & AJW to make if they have any concerns. Alternatively, the ground could look to find someone who is qualified to be present on the day. RJH asked NW to send a letter to Chris @ Crynant S.G. regarding the matter and suggest he look to enrol someone onto a suitable course (CPSA or BASC) as soon as possible. NW advised the earliest available course with the CPSA is 22nd April. RJH also suggested the letter should request evidence be provided of enrolment onto a course once arrangements have been made.

NW to action.

- **5030 - ABT HCIT & British Open 2024** - NW confirmed the official invitations have been sent to the other nations, and a deposit paid to the banquet hotel. NW asked for suggestions as to who we should approach to do the team photographs. NW advised she will contact Lee Bowditch to see if he is still doing photography but would like some alternative suggestions as she doesn't think he is. SW suggested Katie Cowell and DJ suggested Dafydd Bastable, who did the OSK photos last year. RJH also asked if Reps have thought of any potential sponsors for the event, especially for the British Open medals. SW advised she will speak to Clive Bowen to see if he still has some contacts we could approach. RJH also confirmed Fauxdegla S.G. will reserve places in the British Open for International team members to take up before releasing them to the general public.

NW & Reps to action.

- **5031 - NSK HCIT 2024** - Same notes apply as agenda item 5030.

7. Treasurer's report

- RJH ran through the account balances and noted there have been some large movements since the last meeting. NW noted the interest rate on the Close Brothers account has recently increased to 4.5%.
- **Treasurer / Bookkeeping proposal** - Prior to the meeting, RJH circulated a proposal to the Board to split the Treasurer duties into 2 separate roles (see appendix). This was discussed and subsequently seconded by DJ, with all in favour. RJH also advised he has already met with Angela from Accounting & Bookkeeping Consultancy Ltd to give an overview on the Association's finances and advised she was very helpful. It was agreed to advertise the new Treasurer role in due course as RJH & NW are currently managing the duties between them.
RJH to action.
- **Insurance renewal** - NW advised the insurance renewal will be due on the 1st April & Romero have been in touch with a renewal questionnaire, which has been duly completed & returned. We are now awaiting the renewal terms, but NW advised she fully expects the premium to be over £11K this year. Having said that, she has also found another Broker (Marsh Sport) who seem to specialise in providing insurance for Sport Governing Bodies. NW has contacted them with the relevant information & they seem confident they will be able to provide an alternative quote. As the next Board meeting will be after the renewal date, NW advised she will keep the Board informed of any progress, but the final decision will have to be made via email

communication.

NW to action.

8. Social Media & Marketing report

- ZP encouraged Reps to send photos and results of any team selection events they attend & to tag WCTSA into any posts. She would like to ensure there is coverage of all disciplines and has started to produce monthly posts about what events are coming up to help promote them. She asked Reps to repost or share if they have their own social media platforms. She would also like to do a 'Meet the Reps / Board' series of posts, which will be a short question & answer segment with a photo so members get to know their Board more. All agreed this was a good idea, so ZP will email out the questions shortly.

ZP to action.

9. Membership update

- AJ advised the membership total is currently at 621 which by category is as follows:-
Colts - 27 / Lady Colts - 4 / Juniors - 22 / Lady Juniors - 3 / Ladies - 32 / Veterans - 149 / Lady Veterans - 3 / Super Veterans - 173 / Lady Super Veterans - 6 / Seniors - 202
- **Life Membership - Ben Llewelin (WW2226)** - AJ has noticed Ben Llewelin appears to have been continuing to pay his membership renewals, despite him being awarded a life membership after he won a Commonwealth Games silver medal in 2018. RJH suggested NW send him a letter to see if he was ever made aware he was awarded a life membership & inform him we will arrange a refund of his membership fees since 2019.

NW to action.

- **Life Membership rate (10 Years)** - NW advised she has been asked by a member if we would consider having a 10 Year Life Membership rate as he is unlikely to see out a 20 Year Life Membership. It was agreed to leave all membership rates as they are & to revisit the idea when we next review them.

10. Executive decisions

- None.

11. WTFSF report

- NW advised both she & AJW attended the AGM, which was held last week (7th March). Once the AGM had concluded, all attendees were invited to stay for the Board meeting immediately thereafter.
- It was noted a Country has come forward as being potentially interested in hosting the 2026 Commonwealth Games.
- SportWales have stipulated by next year the WTFSF Board must consist of a certain % of female members otherwise funding maybe reduced.
- The WTFSF has recently undergone a Level 2 Safeguarding audit with SportWales, which they unexpectedly failed. They are working hard to rectify the situation.

12. BICTSF report

- Next meeting is the AGM scheduled for the 19th March. Reps to forward any points they wish to be raised.

13. ICTSC report

- Last meeting was held on the 20th February and a discussion was had with regards to the recent ISSF rule changes. They no longer allow the use of semi-auto's for OSK & OTR and stipulate

guns must be unloaded when moving between stations. RJH advised the committee felt it was important to keep the rules the same for Home Internationals to prevent any confusion. RHu suggested ZP make an announcement on our social media platforms so shooters are aware.

ZP to action.

- RJH also noted a discussion was had with regards to shooters borrowing shotguns from others at Home Internationals. The rules state the individual loaning the gun must monitor / oversee the use of it for the duration of the event. The committee agrees this needs to be highlighted so members are aware they cannot just loan a gun to someone unsupervised.

14. ICTSF report

- Nothing to report.

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

- None.

16. Any other business

- None.

17. Date & venue of next meetings

- 17th April 2024 - Video / Telephone Conference @ 7:00pm

With no further business the chairman declared the meeting closed at 9:06pm.

Minutes agreed and signed by:-

Signed:- 

R.J. Harrison
WCTSA Chairman

Date:- 17/04/2024

APENDICES TO THE MINUTES

7. Treasurer's Report

WCTSA Ltd as of 7th March 2024

Bank Accounts:-

<u>Account Name</u>	<u>Account No.</u>	As at 07/03/2024	As at 29/01/2024
❖ Current Account	30924024	8,631	13,797
❖ Base Rate Reward	53163849	24,777	24,728
❖ Saver	33558894	81	81
❖ Paypal	N/A	65	32
❖ Close Brothers Savings	10135118	50,000	51,395
Total		83,554	£90,033

Major movements since last meeting (PAID)

	£
❖ Repayment of loan to R.J. Harrison	5,000
❖ ICTSC Membership 2024	1,000
❖ NSK banquet hotel deposit	1,000
❖ ABT banquet hotel deposit	1,000

Treasurer / Bookkeeping Proposal for Board meeting

Following on from my recent Teams meeting with Angela Ashton from Accountancy and Bookkeeping Consultancy Ltd (A&BC Ltd) I would like to propose the following to the Board for a solution to our current situation.

Discussions with Angela about where we are and the fact that our year end is fast approaching on 31st March 2024, means we need to get started on a solution.

Angela advised that trying to carry on exactly as Jackie had with Sage, using the backup Jackie provided, would not be the best option, as to try and find out how everything had been reconciled in Sage would be extra unnecessary time and cost. Also, for us Sage would not be the best option necessarily, with Angela suggesting we would move over to a Xero subscription going forward. To enable this, we would do the following:-

1. WCTSA to provide Angela the last three years final accounts as used at AGMs for her to see how things have been presented in the past.
2. WCTSA to provide bank statements from 1st April 2023 to March 31st, 2024, and A&BC Ltd to use these to produce this year's accounts.
3. Teams meetings to be held between Chairman / Secretary and A&BC Ltd to ensure that going forward reports provided by A&BC Ltd for Board meetings will meet our requirements.
4. WCTSA to provide Excel files for discipline income breakdown produced by the Secretary in 2023 to be used by A&BC Ltd to produce ongoing income and expenditure forecasts.
5. As A&BC Ltd will be producing a set of management accounts. Angela stated that it would then be much simpler for them to produce our final accounts for submission to Companies House and for use at our AGM. Final accounts to be received from A&BC Ltd by end of April or just after, so the Board would have up to date info rather than waiting for accounts to be presented to the Board prior at the pre-AGM meetings in September, enabling future financial planning based on real and up to date figures.
6. WCTSA to dispense with the services of Clive Sawyer as our accountants, as both Nic and I have come to the same conclusion that their attitude seems far too laid back and is not proactive for the needs of today's Association. A&BC Ltd to liaise with Clive Sawyer on the move.
7. A&BC Ltd to take over the production of wages for our single employee, our secretary Nicola, and ensure the HMRC and NEST responsibilities are completed on time.
8. Option going forward for A&BC Ltd to have bank access to pay bills / wages etc if the Board so wishes.

Ok, all sounds good doesn't it, but the important factor is what is this going to cost the association:-

1. On-going management of bookkeeping duties will be £150 per month plus VAT.
2. So, to prepare this years whole accounts will be a maximum of £2160.
3. A&BC Ltd to produce our end of year accounts for submission to companies house etc, is a standard maximum basic charge of £1200.
4. So, to bring our accounts to where they should be for the current year would be a total of £3360.
5. How does this compare,
 - a. We have not paid out any treasurer costs since the end September 2023 meaning that from October we have saved 6 months' Treasurer salary = £2500. We will also have to pay Clive Sawyer to produce our end of year accounts which at last year's accounts cost £1180.
 - b. Therefore, full years Treasurer costs and Accountants cost would have been = £6180
 - c. Going forward with A&BC Ltd total annual costs will be £3360. NB potential top save a little by having combined bookkeeping and accounts, this is worst case scenario.
 - d. Given that we would have paid Jackie for 0.5 of a year, Oct 2023 to end of March 2024, paying A&BC Ltd to produce a final set of accounts AND produce end of year accounts is still less than we paid for 2022 2023-year end, and going forward will represent a saving to the association.

- i. i.e. we would have paid total of £6180
 - ii. We will under this proposal for 2023 to 2024 pay £5860
 - iii. To remind you going forward annual costs to Association will be £3360 at current prices.
6. Secretaries' duties to include the production of invoices to shooting grounds for levies. Nic has for last couple of years been doing all shooter clothing invoices and has agreed to take this duty on.
7. Chairman to carry on, in interim only, paying all invoices and scheduling wages and other payments etc, as he has been since Jackie left.

Treasurer post – we would still as our articles state require a Treasurer. By choosing the options above and working with A&BC Ltd, the Treasurer post would be advertised as a supervisory/advisory one, rather than the day to day bookkeeping, which hopefully would be more attractive to a member of the association, and, the financial leeway means that we could pay an honorarium to the Treasurer and we would still not have increased the cost over and above what we have been paying in previous years.

I commend this proposal to the Board for discussion and potential adoption at the Board meeting on 7th March 2024

Rob Harrison
WCTSA Chairman.