

THE WELSH PONY AND COB SOCIETY
CYMDEITHAS Y MERLOD A'R COBIAU CYMREIG

Minutes of the Council meeting held at 9.00 on the 30th July 2018
at Bronaeron, Felinfach, Lampeter, SA48 8AG

Welcome: The Chair welcomed all to the meeting.

Chairman then informed the meeting that matters have arisen over the International Welsh Show Australia, the Young People's statue, complaints regarding an entry at the Royal Welsh Show and an incident in the WPCS Pavilion on 26th August 2018. He requested that Standing Orders be suspended to discuss them.

Standing orders suspended. All in favour.

20th International Welsh Show Australia.

Following the International Meeting held in the International pavilion on Sunday 22nd July 2018, Company Secretary sent an email to the WPCS AU Secretary advising them that no judges are to be invited to the 20th Welsh International Show Australia 2019 until Council has considered the matter at the next Council meeting on 30th July 2018. The WPCS AU Committee sent a letter on 24th July 2014 that said that their committee had not been informed of the requirement to have nominated judges approved prior to invitations and had already invited the judges, and the selected judges have been selected.

On 12th October 2015 they requested guidance "regarding procedures for judges, such as procedures for judge's nomination / selection and any other criteria there is, and any rules and regulations relevant to the event."

Letter from Caterer.

Chair read out the letter from the caterer regarding an incident that took place at the end of the day in the WPCS Pavilion on 26th July 2018.

Chair said that it is a person well known to the Society for causing difficulties.

A trustee said that she is de facto a member of WPCS staff. He asked if she will be making a formal complaint. The trustee advised that this is now a confidential matter and should be removed from normal minutes.

A trustee asked if a list of events that involve this person were being kept. Company secretary confirmed that there is a timeline. A trustee pointed out that an old file relating to this person had been removed from the office.

Company secretary is to send a letter to the caterer thanking them and their team for the professional manner in which they dealt with the matter.

Young People's Statue.

An invoice for £5000 from the Sculptor was sent by the young ambassador to the office on 13th July 2018, requesting that it be paid ASAP. Officers took advice from Broomfield Alexander

our auditors because if we accepted and paid the invoice, we would effectively be entering into a contract.

A trustee said that the Young People's Fund had £17,000 for them to spend as they wish. If the money raised specifically for the statue £5,000 isn't paid, then the money will have to be sent back to the contributors. He has anonymous sponsors willing to pay the shortfall. The Royal Welsh has accepted full responsibility and have planning permission from Powys County Council.

A trustee said that this was passed at the last meeting that the young ambassador attended. "A member of staff did not want him to join this meeting by 'phone today. It is not up to a member of staff to stop him joining the meeting."

Chair agreed that the £5,000 is the Young People's Fund money but entering into this contract could make the WPCS liable for the full £15,000 for the productions of the statue. Chair thought that the contract could go into the name of young ambassador.

A trustee said that several attempts had been made to arrange a meeting with a trustee and the young ambassador. Another trustee stated that many dates had been offered.

A trustee said that we have to follow the auditors advice, and that we would probably need a legal document from Geldard's to ensure compliance with Charity Commission and Companies House requirements. We must do this correctly and cannot be seen to be failing in our duties. It was originally supposed to be a horse's head and that a full statue has increased the complexity of the issue.

A trustee said that we must follow the financial procedures. We want to do this correctly for the sake of WPCS and the young ambassador, hence the need to take the time and care and follow professional advice with all formal and informal agreements. Every trustee is under obligation to ensure that correct process is followed. The funds are a restricted fund within WPCS bank accounts and therefore subject to our Financial Procedures and in compliance with the Charity Commission and Companies House law, for the WPCS and for the young ambassador.

A trustee at last meeting that the young ambassador would get a letter from RWAS that they would take full responsibility for the statue. The rest of the Young People's fund is not in question.

A trustee said that all the fundraising that the young ambassador has done has been clearly identified for the statue. We must support the Young People. The Society has never been asked to get into a contract.

Chair said that he admired and recognised all the work that the young ambassador has done, but we cannot go ahead without following financial procedures.

A trustee said that the invoice for £5000 (to be paid immediately) and that he put a stop on the payment and would have led us into further liabilities, which is why we went for professional advice. We want to be able to do this but cannot break with the rules nor go against professional advice.

A trustee clarified what the auditor said at the meeting.

President-elect asked if the Young People could be liable to cover the remainder.

A trustee said that the young ambassador would continue to raise for the rest of the money and that he would continue to support the Young People.

Chair said that were all just trying to do our job properly and we will get it all tied up legally.

Company secretary to send the email from the auditors to the trustee concerned

Confidential matter

A trustee ended the telephone call.

ITEM 3 - Minutes of the Council meeting held on 4th June 2018 and Matters Arising

David Roberts joined the meeting by telephone. John Kirk updated David Roberts regarding the mare at the RWS.

ITEM 4 – Chair and Vice Chair report.

Chair reminded trustees regarding confidentiality.

The atmosphere at shows is declining. We need to have a long hard look at the Rule Book as it is not working.

A trustee said that it is confusing having code of conduct and J&S rules in same book. The numbering is confusing and not the same as the website. The trustee suggested that all judges get to review the J&S book.

A trustee said that the book needs to be reformed, it should not be up to the judges to review, and further commented that the Code of conduct should be taken out of the J&S handbook.

A trustee said that costs incurred, travel etc. is impacting on the shows. The trustee felt that the Rule Book cannot be held responsible for the decline of shows.

A trustee said that online entries and the number of producers is having an impact. We need clarity on the rules.

The Company secretary suggested that the 6th August could be used for a review of the J&S Rule book.

A trustee to send suggestions to all before the end of the week

Reports from standing Committees

A) Finance & HR

Chair of finance delivered the Finance & HR report. May and June were very bad months. May we lost £29,000, in June £9000. We are up by £44,000 on the year, compared to £49,000 last year. We are looking to make savings including looking at grants.

We need new windows, the covered walkway will go into next year's budget. It is possible that there could be grants to cover these costs. Company secretary has arranged for someone to come to the next F&HR meeting to discuss grants.

Chair of finance met with the auditor last week and they are concerned about the Investec portfolio, that it may not be delivering the best for the Society. We have been with them for a long time and they may be complacent. We have been with them for 22 years. We have been advised to speak to other potential providers and she was concerned that Investec were not able to give us projections for the next few years. The RIO was very poor for the first 3 months of this year. We will be having a presentation from another investment company at the next F&HR meeting and will then go to look at making sure that we have the best options for the future.

We are looking at other options to make savings and grants. A new finance system is being developed and this should help on efficiency in the office.

Even though the figures are down the finance is up as we are charging more per unit. This trend is natural within the equine sector.

On staff matters, the Chair is responsible for the Company secretary and the Company secretary is responsible for the staff. Any requests to staff must go through the Company secretary.

Two members of staff have left. An office manager has been taken on as a replacement. We will be interviewing this week for a part-time receptionist and a passport officer. Staffing costs are less this year, reduced from £96,000 to £80,000 for the period to June last year.

The office is not collapsing. Please put right anyone that spreads these rumours. We need to get behind the staff. No staff should take any nasty calls. If it happens then we must defend them from any attacks. Both members of staff have left of their own free will. Important that we all stick together.

A trustee said we were looking into not sending Journals to members who have passed away. Has this been actioned?

The Company secretary explained that the new database has been eliminating duplicate records and will be able to poll life members to see if they still exist.

President–Elect asked if the Society asks judges if they want to stay on the register. There is a box on the form for them to tick.

B) Judging & Showing. The minutes were not available.

C) Education & Welfare

Confidential

A member's trust fund has been dealt with.

Mynydd Ddu – A trustee gave report about Black Mountains to a member of staff 6 weeks ago.

Wobblers. Honorary Vet has been looking into this. It is very rare and often difficult to diagnose. He will report back at the next E&W meeting.

A person needed help with rehoming horses. She was advised to take the stallion out and has been referred to other welfare organisations.

A trustee stressed that the people involved in these cases must not be named.

Welfare co-ordinator has been looking into the issue of a “photoshopped” horse.

An article in Llanelli Online regarding 28 ponies is being looked into by the RSPCA.

Welfare co-ordinator wrote an article on conformation and dental issues for Horse and Hound.

Carneddau Ponies. A request from the farmer for a meeting with Welfare co-ordinator. They would like him to attend a meeting with their committee. Honorary vet didn't want to attend as many of the ponies are not Welsh. A trustee said that in 2006 Council didn't get involved. There was a CCW management grant at that time. They told the trustee that the animals didn't need to be wormed. The matter has been referred to World Horse Welfare. A trustee said that there is a lot of inbreeding there.

Racing on the highway. Welfare co-ordinator has had no contact. It is a police matter not a welfare matter.

Broke for lunch

D) Judging & Showing

Chair updated the meeting.

A Judge wanted to be an assessor and will be added to the book in 2019. Many people want to be assessors. This can be addressed when we review the Handbook.

Need to review the Ridden and in-hand classes for medal shows at the handbook review meeting. And probation procedures.

Young Judges Assessments – 17th September 2018, Harptbury College. A trustee and his wife is attending. Nobody had heard anything from the ladies running the Assessments. Staff to send them an email asking for confirmation of costs, arrangements and expenses. We still need to get confirmation from some of the judges. A letter will be sent that gives them 7 days to respond.

ITEM 5 – Overseas Probation Judges. A trustee advised that we have had communication with Cothi Bridge. A trustee raised a concern that the £150 complaint fee can be bypassed by bringing the complaint to Trustees. A trustee advised that everything should come through the Company Secretary. Chair said that there had been a series of complaints regarding Cothi Bridge. A trustee said that they had made complaints about our staff. A full investigation was carried out and the staff had been found to behaving in an exemplary manner.

A trustee wanted to see the correspondence with Cothi Bridge. This is to be provided after lunch. A trustee said that the Trustees are entitled to see all correspondence.

Chair said that this was not a personal slight to any individuals, but that it is necessary to make sure that the Silver medal would not be devalued, hence no probationary judges in Silver Medal shows.

A trustee asked what the procedure is for raising complaints if seen by Council Members if

misbehaviour is seen at a show. It was as per the J&S handbook – send a complaint to the Company Secretary with £150 fee, marked Private & Confidential.

Page 8 – A trustee to assist Company Secretary to write to a Judge.

Page 8 – Royal Welsh meeting. Letters have been sent but we have not had a response. Now that the RWS is over, this needs to be rearranged.

Page 1 HOYS. A trustee was supposed to speak to a member from The East Midlands Association with regards to taking a horse. Company secretary to email the trustee regarding HOYS.

Page 4. Finance & HR. A trustee said that since being voted onto the Finance & HR committee a member of the Council had complained about him being co-opted onto the committee. A trustee is disgusted with the undemocratic behaviour of the member and wanted it minuted that this is why he did not attend the last meeting.

The trustee read out the terms of reference for voting and non-voting rights of each committee. Membership shall consist of 4 to 5 members. Quorum requires 3 members with voting rights.

A trustee stated that the procedure for the last 4 or 5 years has been that the Chairs from each Standing Committee go onto the Finance & HR Group.

A trustee proposed, another trustee seconded that the trustee remain on F&HR Committee. All in favour.

Page 6. Cothi Bridge. A trustee stated a conflict of interest and left the room.

A trustee proposed that the minutes be accepted as a true record of the meeting. Another trustee seconded. All in favour.

Chair/ Vice – Chair report

Chair stated that there are several highly confidential matters going on at the moment. Trustees will be informed as and when it is appropriate to do so.

Vice-Chair thanked the Company secretary for the post on WPCS website and face-book regarding abuse of social media.

Finance & HR Report.

Chair reported that financially, for the foreseeable future the Society is facing increasing costs and falling revenue. Registrations, transfers and memberships are declining. The income from membership has increased but this is due to the increase in prices.

The legal costs related to the GDPR work should cease soon but the work is still ongoing. Over the last three months there has been an unprecedented high number of internal and external disciplinarys, grievances, disputes and investigations, all requiring the assistance of various legal advisors and their associated costs.

The manager of the Investment portfolio has informed us that the returns for this year have

dropped by almost 30% compared to the same period last year, and the year before. The return last year made the difference between recording a profit instead of a loss.

Company Secretary is looking to reduce costs where possible, by reviewing the major suppliers. We all need to work together to make savings. Company secretary and Finance officer looking at contracts and procurement.

Company secretary was successfully interviewed for the position. Company Secretary needs assistance if she is going to be able to develop her ideas, and this help should come from the Deputy Company Secretary. Company secretary to contact Thomas Carroll regarding job description.

A trustee said that the Staff Handbook should be reviewed by Thomas Carroll.

A trustee thanked a trustee for his electrical work at the WPCS Office.

A trustee proposed and another trustee seconded that the Company secretary be employed as the new permanent Company Secretary. All in favour.

Judging & Showing Committee Report

Chair - the last J&S meeting reviewed J&S Handbook Rules. Rule 8.6 Performance medals should now read "performance medals will be awarded on the day of competition upon receipt of owners WPCS membership card being produced in the ring." (Duplicate membership cards may be purchased from the WPCS office).

8.7 The rule now reads "In pure Welsh classes, medals will only be awarded to the champion or reserve champion."

We will ask RWAS to add a separate class for sections A, B and PB. The one gold medal will be for the overall winner of all sections of the Stud Book.

The review of the maximum age for application to join the Young Judge's panel will remain at 25.

Cardiganshire Show had asked WPCS what can be done to reduce the costs of running a show. There was a big increase in the price of medals last year and they were asking for a reduction. Council decided it would not be possible to reduce the costs just for one show. The options where they could move to a Bronze medal show, the cheaper option would be Bronze rosettes.

Carmarthenshire WPCA will be given a silver medal for their anniversary show in 2018.

Mileage between shows – the motion was carried that the mileage between shows be brought back to 40 miles, as the crow flies.

All changes to go onto the website now, warning them about changes to rules coming in the new J&S Handbook.

A trustee proposed the minutes as a true record. Another trustee seconded. All in favour.

Education & Welfare Committee

Corrections

Proposed by a trustee and seconded by another trustee
Roland Michell not Rowland Mitchell
PONT means **Pori, Natur a Threftadaeth**

Company secretary to contact a trustee to draft a letter from WPCS, final draft to be endorsed by the trustee. We will not provide confidential paperwork to the trustee because of GDPR.

Education Days – last year there was insufficient staff and no volunteers to assist in arranging the events. Staff member to arrange education days and ensure that there are sufficient presentation packs to go in the Unit.

There is a greater need to involve members and trustees at taking the Unit to shows. Only trustees go to official events. A trustee thanked another trustee for undertaking to drive the unit to Shropshire.

A trustee's publicity letter which had been sent to all show secretaries asking for contribution to date no response has been received.

President-Elect asked that we check into our Intellectual Property status

President said that the Area Associations are the grass roots of the WPCS. Reaching out to the Area Associations and the overseas associations is a good potential market.

Scottish & Southern Society may be closing due to lack of support. In some cases there are too many associations (including breakaway associations), in other places too few.

A trustee suggested that we have an official list of Area Associations, and a blanket constitution for them all, objections were received because some Associations had charity status and were governed by their own Constitution – the trustee withdrew the suggestion.

Chair sympathised with the President with regards to an old established association that is now closing its doors. We should review each request from new Area Associations on their own merits. It was decided to leave them alone if they are working happily by themselves.

A trustee proposed the minutes as a true record. A trustee seconded. All in favour.

Members Services

A trustee updated the Board.

Young Ambassador statue. The Young Ambassador was unable to attend today due to illness. The statue seems to have changed from being a horse's head on the end of the Pavilion to being a full size horse on the hill overlooking the RWAS showground.

A trustee said that cost could be £15,000. £5k has been raised but we need to know asap where the rest of the money is coming from. The young ambassador had proposed donating the statue as a gift from the Young People.

Chair said that we need to ascertain the ownership of the statue and thereby its liabilities including Health & Safety, maintenance.

A trustee proposed that we carry out a full technical, financial, H&S evaluation of the proposal. Another trustee seconded. All in favour.

A trustee advised that another trustee (the Young Ambassadors mentor) had asked that the meeting with the young ambassador be delayed until the next Council meeting on the 30th July 2018, when the trustee would be able to attend. Company secretary to invite the young ambassador to meeting at the end of the month to discuss the statue.

Clothing – A trustee said that if the ties were not up to specification, that they should have been sent back. They cost over £2000. Another trustee will forward the email regarding the tie order to the Company secretary. It was agreed because of the length of time and the fact that the ties were a bespoke item that a return would no longer be possible.

Chair doesn't know why there seemed to be loads of orders going in for clothes, when we only need to carry sufficient stock. The quality of the ties was not the quality of the sample that was sold to WPCS. We just need to get rid of them.

A trustee proposed that no orders are allowed without the Company Secretary's authorisation.

Proposed by a trustee, seconded by Another trustee that the young ambassador be invited to the next Committee meeting on the 25th June 2018 as we cannot wait until the end of July. All carried.

Stud books – A trustee had a stock list and he will advise how many he will take to Spain. **Proposed by A trustee, seconded by another trustee that stud books 10 years or older, go on sale for £5 each and advertise on the website and facebook.**

A trustee proposed the minutes as a true record. Another trustee seconded. All in favour.

**Promotions
chair updated the meeting.**

Christmas cards and calendars. We advertised to members for images for the cards and calendars. A member of staff has been dealing with this and will have images ready for the next meeting.

Commemorative medals - A medal from September 1939 had been sent to us by someone who had found it in a charity shop. The quality of the medal is very superior to current medals. President-Elect said that they found the original die for the 1st WPCS medal, which were recast and sold for £50 each. A trustee will try to find out where the original die might be.

Boom Cymru were looking for contacts for potential families to make a television documentary. We have not heard back from Boom Cymru.

Stock – we are looking at items for sale on the exhibition unit.

Engagement letter from A trustee to Area Associations has gone out.

A member is the co-ordinator for news and promotions in her area with all her results going back to A trustee.

A trustee proposed the minutes as a true record. Chair seconded. All in favour.

Native Breeds Consultation

A trustee said that he and a member of staff has responded to the consultation. The other Native Breed Societies have not shown any interest in collaborating. He would like to invite AM to a meeting at Bronaeron.

A trustee proposed, another trustee seconded that the Vice chair invite AM to a meeting. All in favour.

RWAS Judges Selection letter.

Letter from RWAS outlined the need to ensure confidentiality and requesting the name of a WPCS correspondent.

Proposed by a trustee, seconded by another trustee that all related correspondence only goes to the Company Secretary and a member of staff. Carried by all.

Overseas Probationary Judges

A trustee had been approached after the Cothi Bridge Show about a lady from Denmark was doing probation in a Silver Show at Cothi Bridge. She then went onto the David Broome show. The Denmark Society was using WPCS forms but with Denmark printed on it. UK people are not allowed to carry out their probation in a silver show, so how is this allowed?

Proposed by a trustee, seconded by another trustee, carried by all.

Protocol for the President's AGM Dinner

A trustee presented a protocol that should be used for current and future Presidents to use for their President's Dinners.

Proposed by A trustee, seconded by another trustee. All in favour.

Telephone system upgrade.

The Company secretary had sought quotes for a new telephone system. BT refused to quote. Pinnacle and Boyns responded. Janet sanders recommended that the Boyns proposal for a 5 year telephone system be approved.

Proposed by A trustee, seconded by another trustee. Carried by all.

Correspondence

1. RWS meeting. Company Secretary to request a meeting date.
2. WPCS Belgium. Company secretary to ask DEFRA for guidance regarding their 80% criteria.
3. SEWPCA letter. Company secretary to inform them that this is for their show committee to deal with.
4. A WPCS member- Company secretary to write to her informing her that having been considered by Council twice and the advice from DEFRA that we are unable to assist in this matter.

AOB

Welfare Co-ordinator status. Company Secretary to inform a trustee that we would like him to continue as the National Welfare Co-ordinator.

Presidents Board. Company Secretary to find a sign writer to update the board.

Incentives for early registrations. Leave as it is.

Procedures and guidance for the Young Ambassador. There must be clear guidance on the duties and requirements of the Young Ambassador. The advert is to go onto the website inviting applications from potential Young Ambassadors. The post is to start on the 1st September. A trustee to review and draft guidance to be presented at the next committee meeting.

Proposed by A trustee, seconded by another trustee. Carried by all.

Chair to talk to a trustee regarding the meeting with the young ambassador at the end of June, and to invite him to attend.

Western Cape & Namibia Overseas Associations. President to take the WPCS promotional materials and DVD's.

Traffic. Company secretary to contact the neighbour to request that they cut their hedge. Company secretary to contact Highways to request safety measures, such as a mirror at the entrance to the site, double white lines and speed restrictions.

With no further business the Chair closed the meeting at 3.pm.

The next meeting will take place on 30th July 2018

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