

**Summary of the Non Confidential Minutes of the Council meeting  
held at 9.00 a.m. on Tuesday 26th February 2019  
at Bronaeron, Felinfach, Lampeter, SA48 8AG**

- Present:** Colin Thomas, Geraint Davies, Daniel Morgan, Gwyn Jones, Wyn Jones, Daydre Chambers, Roger Davies, Elgan Evans, Peter Morgan
- Apologies:** Elizabeth Russell (President)
- In Attendance:** Brian Foster (President-Elect)
- Minute Taker:** Rob Allen (Consultant Administrator)

Under Article 22 President-elect Brian Foster chaired the beginning of the meeting

The Chair asked the meeting to stand in silence for one minute for the passing of Emma Williams in a recent accident.

**Welcome and Apologies**

An apology was noted from Elizabeth Russell.

**Declarations**

No declarations

Gwyn Jones tabled a completed trustee nomination form for Dilwyn Roberts.

**It was proposed by Gwyn Jones, seconded by Roger Davies that Dilwyn Roberts of the Trofarth Stud was elected to be the tenth trustee from 2019 to 2021, all in favour, motion carried.**

Dilwyn Roberts was invited to enter the room and signed the confidentiality statement and declarations of interest documents. The Chair welcomed him to the Council and confirmed under Article 22 (1v) that the Council was now the minimum number of ten.

**Appointment of Chair**

Colin Thomas was proposed and seconded as Chair and the motion was carried. With the Vice Chair becoming the Chair there was a vote to appoint the Vice Chair.

Wyn Jones was proposed and seconded as Vice Chair and the motion was carried. Brian Foster stood down as Chair, Wyn took up his position as Vice Chair and Colin Thomas took over as Chair of the meeting.

It was confirmed that nine trustees, along with the President and President-elect met on Sunday 24<sup>th</sup> of February to discuss the way forward. Trustees updated Dilwyn Roberts on this meeting and brought discussed motions to the newly reconstituted Council.

It was proposed, seconded and carried that MHA Broomfield Alexander, the Society accountants, deliver a training day for trustees at the Society office.

It was proposed, seconded and carried that the Society contracts with a solicitor and security for the 2019 AGM if required.

### **The Statement on Behalf of the Welsh Pony and Cob Society**

A draft statement was tabled. Trustees worked through the statement discussing the content and the presentation. It was agreed that the statement be sent for legal review, be placed on the Society website and be mailed out to all members with the 2018 AGM minutes and the CV's of the those being automatically elected to trustee at the 2019 AGM.

A draft notice, for reception, to dissuade bullying and customer requests for disclosure of confidential information was tabled and discussed.

### **AGM Update**

The Consultant Administrator updated trustees on AGM progress and confirmed the costs to date for room hire, food and beverages and sound. Trustees requested that the hot buffet meals for the Friday and Saturday be changed to cold buffets: that the proposed post AGM teas and coffees are deleted; that the four employed staff have a Presidents dinner; and that the lower cost of the two sound quotes is accepted.

An issue relating to the HOYS winners was raised as the provided list does not match the XIS list. It was agreed that whatever HOYS provides should be used and the name in the catalogue should be used.

With reference to the transport of the cups and trophies to the AGM, the Consultant Administrator clarified that Zurich Insurance insure £28,119 at Bronaeron. They will not insure the stock en route but will do so at the Crowne Plaza so long as satisfied with the security provision. Couriers will provide a certain level of cover per weight, but this may not be the level required. Trustees suggested that the two cars driving to Glasgow could take the stock with them but with the appropriate insurance. It was indicated that Lampeter Show and RWAS keep their silver trophies and do not let them go. Not all the trophies have been returned nor the engraving begun. It was proposed, seconded and carried that either of the two cars transport the trophies with the appropriate insurance cover.

## **Financial Position**

The Chair of Finance and HR reiterated the Society legal position for the benefit of the new trustee. He has asked the accountant for every legal payment made by the Society since 2010 and concluded that less than 50% of the amount has been due to disputes between trustees. Also, that there is roughly a 50/50 split between dealing with complaints and with non-complaints. There was a temporary discrepancy in the figures, but this was due to the legal and professional fees being totalled together. There was an increase in expenditure due to GDPR implementation. In January 2018 the Society was invoiced by Geldards for 4K for work during 2017, however this was placed in the 2018 accounts. In response to concern raised that the Society seems to be going to solicitors for every complaint, the point was made that there have been no court cases as legal liability has been reduced by the Society accessing legal advice.

A query was made as to whether the Society was recording customer card payment details over the telephone. The Consultant Administrator clarified that in 2016 the Society invested in software that ensured that when the operator opened the payment screen the recording would stop. Trustees asked that this was confirmed as still taking place.

*Chris Hodgson, the Finance Officer, joined the meeting*

The Finance Officer gave an account of how the Society processes direct debits. It was confirmed that the Society is currently behind with setting up new direct debits partly due to the January audit and partly due to operator error. All direct debits to February will be collected early March. There will still be direct debits to process due to the recent mailing to non-2019 members. The letter will have overlapped with people paying their memberships which will result in queries. In addition, the Society sends out a direct debit form to every member, including those who are already set up, so creating confusion when these members reapply for a direct debit. The Finance Officer recommended that a cut off date is re-instated whereby customers have to apply by the end of September in order for direct debits to be set up by the end of the following January. It has been planned that Society customers will have the opportunity to set up their own direct debits on the website.

*Chris Hodgson left the meeting*

## **Investment Provider**

The Chair of Finance and HR updated the trustees on the progress of testing the market for an investment portfolio manager. Following a discussion it was proposed, seconded and carried that the Society retains the current management company.

## **Implementation of Auditors Recommendations**

Agenda item for next meeting.

## Company Secretary Job Advertisement

Agenda item for next meeting

## Society Registrations

*Roland Michell, Honorary Vet and Welfare Officer, Hannah Wilson, Office Manager and other staff joined the meeting.* The Chair introduced and welcomed the attendees.

The Office Manager spoke on the issues arising from the Society DNA Policy and the Registrations Process, tabling the written policy, guidance and procedures. The issues are turning around passports in the regulatory environment, the affect of complying with the DNA process, the existing procedures not working and what the Society says to customers, both members and non-members, when asked for advice and guidance.

It was identified that the Welsh Government should be consulted on all the issues affecting the Society Passport Issuing Office status as the Society is endeavouring to rectify on behalf of the WG. The Society has to deal with EU regulations that will be in force for at least another year. In answer to a query the Office Manager confirmed that there are no further up and coming changes to the passports that she is aware of. It was confirmed that regulations state that advice and guidance should be included with all forms and the Society has historically not done so especially for people not going on line. There is now guidance available.

The Society has updated the process so that the VC2 form and the DNA sample both arrive at the Society office so the Society can log their arrival and can send the sample to Animal Health Trust recorded delivery. This ensures that when AHT say they have not received the sample the Society can evidence receipt and provide the number. There is a risk that AHT are using a different name to the Society, for example the name of the horse is spelt differently either by the vet or AHT. With the updated process the Society is able to check the name and match up the documents and the sample.

The Chair asked if there was anything the Honorary Vet would wish to contribute. Roland Michell responded by advising that the protocol should be the same for both stallion licensing and mares. There has been an issue with stallion licensing whereby an owner has asked for the stallion licensing form and has consulted with several vets until the owner finds a vet willing to pass an unfit stallion. What should happen is that the owner nominates the vet, the Society sends the form to the vet and both the DNA sample and the DNA typing form should be returned direct to the Society. The Honorary Vet wished to see that the vet is sent a written instruction by the Society to ensure that the vet does not leave the sample with the owner for posting on. The Chair commented that this has been discussed and approved by Council, but no action has taken place. A trustee confirmed that owners do name their vets on the forms. The Office Manager advised that the Society will revert to using the VC1 and will look at amalgamating the two forms.

The Honorary Vet commented on how the process for blood typing used to be to supply blood in tubes whereby owners could only tamper with the sample by breaking the tube. However, with a few hairs in a plastic bag, owners can easily change the hairs. The plastic bag must stay with the vet who then posts it to the Society.

As per DEFRA regulations for microchipping and marking, the vets being used should be MRCVS accredited however it was identified that overseas vets are not MRCVS accredited but do have their own accreditation. In the Netherlands people do not have to be vets to microchip their stock. It was proposed that the form is updated to "MRCVS or the European equivalent" so that overseas vets can print their qualifications and they can be verified. A trustee suggested that the MRCVS accreditation abroad issue should be referred to WG. There are over 100 vets from overseas being used. The Honorary Vet asked for "RCVS" to be removed from the vet stamp as there is no longer any such thing as RCVS. It should just be "vet stamp".

Another issue is that some UK based owners are getting DNA profiles from overseas the result being that the Society has great difficulty verifying the documents due to the difference in languages. The Honorary Vet advised that the Society should state that the DNA sample be from an approved centre of testing, the Society providing members with a list of approved DNA providers.

Confidential Minute Raised

### **Microchip Complaints**

It was confirmed that by 1<sup>st</sup> October 2020 all horses need to be micro-chipped. The current WPCS microchip was tabled. It was discussed that people have been complaining that the microchips are too thick. The Honorary Vet advised that the chips were standard issue and the objective had been to provide the vet with everything that was needed when the horse owners did not live near an equine specialist vet. The device must be thick enough to contain the microchip and to not break on the horse. The Honorary Vet requested that anyone complaining should be asked to write to him.

*Roland Michell, Hannah Wilson and office staff left the meeting.*

### **Correspondence**

Members Letter to be acknowledged and confirmed that it will be placed in front of a future Council

A letter from the International Show 2019, two letters were tabled for consideration by trustees. The Australian Show 2019 has written to the Society requesting funding for a stated number of rosettes and medals. The costs funded by the Society for the past three international shows were tabled. It was confirmed that a previous motion placed before the Council was passed agreeing that the Society will supply the rosettes. Trustees identified that Australia is requesting double the number of rosettes in comparison to previous shows and raised concerns as to the

cost to the Society. It was proposed, seconded and carried that the Society contribute £750. The Chair identified a need for the Society to have a policy that International Shows need to comply with in order to be funded by the Society.

An e-mail to the Society to be responded to by clarifying the judging and showing rules under which a medal has been withheld.

An e-mail to the Society to be responded to reminding the member of the judging and showing rule.

A member letter to be responded to by confirming the judging and showing rules. The members comments to be an agenda item for the Judging and Showing standing committee when reviewing the rules for 2020.

An e-mail from a show requesting a bronze medal was proposed, seconded and carried as the show is running classes in all four sections.

### **Any Other Business**

It was proposed and seconded that the Society donate items from stock to the Bucks County Show for its raffle motion carried.

The next Council meeting to take place on Monday 11<sup>th</sup> of March.