

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

**Summary Minutes of the Council meeting held at 9:00am on Monday  
13<sup>th</sup> January 2020 at Bronaeron, Felinfach, Lampeter, SA48 8AG**

- Present:** Colin Thomas (Chair), Wyn Jones (Vice Chair), Daniel Morgan, Gwyn Jones, Dilwyn Roberts, Barry Hall, Sharon Charlton, Elgan Evans, Daydre Chambers, Roger Davies and Elizabeth Hampson
- Apologies:** Brian Foster (President), C R Davies (President-Elect), Deborah Jones, Geraint Davies and John Welsh
- In Attendance:** Gemma Bassett-Burr (Office Manager) Meirion Davies (Company Secretary)
- Minute Taker:** Gemma Bassett-Burr (Office Manager)

### **Welcome and Apologies**

The Trustee responsible for H&S gave an update following an inspection of the building. The Gents toilets, Boiler room, leaves outside the reception area need to be attended to. He is to oversee completion of this work. Some of the pavement slabs along the back of the building are cracked and need replacing. Old wheelie bins in car park area need to be removed by LAS.

The Royal Welsh meeting minutes were shared with the room. Everyone was satisfied with their content. The importance that the Chair of Judging and Showing be part of the Royal Welsh Meeting Committee was also discussed.

**Proposed and Seconded. All in favour.**

### **Declarations and Items for any Other Business**

- A Member
- Judging & showing Handbook
- Area Association minutes

Royal Cheshire show - young handlers to 18 years including open classes. This was discussed and it was concluded that if the show is affiliating to the WPCS, they must follow the Society rules of 14yrs. Letter to be sent to the show to confirm this.

**Proposed and Seconded. All in favour.**

### **Minutes of the Council meeting held on Monday 2<sup>nd</sup> December 2019**

#### **Corrections**

Page 2 – AGM to GM, 'Trustee left the room' to be removed not correct.

## **Matters Arising**

Minute 2459 to be transferred to confidential minutes.

Hill Pony DNA there has been no progress to date, meeting due to take place with the University to clarify which records or data they hold.

**Proposed and Seconded that the minutes be accepted as a true record of the meeting. All in favour**

*Confidential Minute*

## **Minutes of the Council meeting held on Monday 16th December 2019**

### **Corrections**

Page 1 2019 to 2020

Page 3 minute 2487 after confidential minute Company secretary returned to the room.

Page 4 minute 2489 to include the date 18<sup>th</sup> December

## **Matters Arising**

Minutes were not received within 7 days of the meeting. Chair acknowledges this but said that the office is tremendously busy at present.

Company secretary is currently in the process of setting up a minute taking workshop for staff that are required to take minutes.

The issuing of DNA stickers to go in to the passports is to be held back until March 2020. A post to go onto the website to confirm the process for sending into the office and the events where people will be able to take their passports to be updated.

Microchip updates and how we will deal with the volume to be discussed and added to the next Members Services meeting agenda.

Voluntary Help – anyone visiting the office to help is to be asked to sign a confidentiality agreement to cover both themselves and the Society.

Sponsorship idea – the Company secretary is in contact with the owner of a venue, to discuss the possibility of sponsorship.

A Trustee has spoken to a show about a driving display and is awaiting a response after their next committee meeting.

A form to become a Judge of a Driving panel is to be completed and put in front of committee for approval A judge must be a member of the WPCS. One particular individual is to be contacted and invited to apply for membership and the Driving panel.

Each member of Council to receive a full list of New members requesting membership at the start of any Council meeting and this to be collected in at the end of the day, once approved.

**Proposed and Seconded that the minutes be accepted as a true record of the meeting. All in favour**

Correspondence from a member was received. This should be with the office 14 days prior to a Council meeting. A response is to be sent to the member detailing the work being done and also noting the Council have all received her letters and the process of things coming through the office rather than to individual trustees. Also to be reminded that member should not be receiving letters regarding Council business.

It needs to be clarified that we cannot go back on historical disciplinary cases and a statement is to be placed on the Society website to confirm this. These were not agenda items at the General meeting but for consideration to go back to council, to seek further advice from our solicitors.

Any trustee who wishes to read a file within the office must be in the company of the Company Secretary or Office manager and must leave their phones outside the room.

Written procedures are to be looked at and updated and while doing so consideration given to the consequences of the process for both the Society and the membership.

Articles of association are un wielding and need simplifying, these were last reviewed by solicitors in 2017. Some aspects conflict with the current Disciplinary policies.

*Confidential Minute*

**Company Secretary/ Office Manager Update**

Company secretary gave an update on the office and how projects are progressing.

- New database training day is due to take place on the 13<sup>th</sup> January 2020.
- New Online pedigree service is currently being tested to go live. You can now click through the pedigree rather than searching again for each animal.
- IT providers have delivered the new server but have placed the database on the old server for the time being.
- Company secretary also informed trustees that if they wish to get through to the office outside of hours they call the office number and then dial Company secretary extension number to be put straight through.
- Call queue system was discussed that will be implemented by IT providers.
- A timeline of work was shared with the room detailing dates for the mail out, journal etc. for the coming months.

- Minute training was discussed, and it was decided that the individual providing the training would be asked to sign a confidentiality form if using Society minutes for the training.

**Proposed and Seconded. All in favour.**

The pedigree search was discussed in detail. It is now ready to go live and will include details of the breeders name, registration date, date of birth and if the animal is alive or not. You can also search back through the pedigree of an animal just by clicking through it. Progeny, and show records if they are in the database are also available to be viewed for each animal.

**Proposed and Seconded. All in favour.**

AGM details were shared with the room and the possibility of having round tables rather than theatre style allowing 350 to be seated. If further seating is required, this can be around the sides of the room. Trustees were also informed that the Finance Officer will be managing the AGM tickets.

The proposed information to go onto the back page of the journal & also in the Spring mail about registrations and how members can help the office was shared with the room. It was agreed that this would be used.

**Proposed and Seconded. All in favour.**

*Two trustees left the room*

Company secretary discussed his disappointment in the number of people who vote during the elections and made a suggestion on how we could make changes to the voting papers. Currently we ask for a short CV. He proposed that we move to a document including an image of the individual, along with four questions that are the same for each candidate to respond to. It was discussed that it was felt there was not enough time left for this year and that it is to be added to the next agenda for consideration in future elections.

A reminder was also given regarding the Performance awards and that those going need to arrive for 11:30am and that it is taking place on the 26<sup>th</sup> January 2020.

Australian Fires Disaster relief - the Office is still awaiting further details.

**Report from DNA Panel**

The DNA meeting is due to take place on the 24<sup>th</sup> January 2020 at 1:30pm it is hoped that everyone from Education and Welfare committee can attend. A second date has been scheduled in February.

**Educational seminar**

It is hoped that this will take place in February 2020 pending confirmation from the Aberystwyth University of room availability. A list of topics to be covered was shared with Council.

## **Journal Report**

The final journal meeting is to take place on the 17<sup>th</sup> January 2020 with the trustees and layout Designer Owain Hammond to finalise all content prior to printing.

### **Royal Welsh Meeting 6<sup>th</sup> January 2020**

This was a really positive meeting with all points listened to and considered. The minutes have also been circulated.

### **Review of Disciplinary Procedures**

2537

The current 'disciplinary procedure document as detailed in the J+S Handbook is with the Society solicitors. We are awaiting a response on amendments prior to printing the handbook.

### **Website**

The society website needs to be reviewed. A committee is to be set up to review this alongside the website provider who produced the website.

Veterinary page is also to be added and the Hon. Vet to work with the education and welfare committee to develop this page. To be added to the agenda for the next Education and Welfare committee meeting.

#### *Confidential Minute*

The Young Ambassador's hard work and efforts during her time as Young Ambassador were discussed. A card is to be sent to her to thank her for all her work and the money she has raised.

Young Ambassador for 2020-2021 to be announced on the website and social media. Young Ambassador-elect to be invited to attend the concert and the performance awards.

**Proposed and Seconded. All in favour.**

#### *Confidential Minute*

Company secretary to circulate a list of who has come off the judging panel and received pens. Council have requested that any future things like this should be brought to Council for approval to be proposed and seconded.

### **GM Minutes Final Draft**

A day for w/c 20<sup>th</sup> January has been set aside for Company secretary to go through the General meeting minutes. To add any corrections or missing parts.

#### *Confidential Minute*

### **Hall of Fame**

A discussion was had about making the corridor to the museum more appealing by creating a Hall of Fame with a new element added annually. Council to consider who or how you are considered to be added to the Hall of fame.

### **Long Service Members**

A report is to be produced from the new database to list members service length and consider the options of how to celebrate and recognise this. The cost of lapel badges is also to be sought.

*Confidential Minute*

### **Show Funding Application 2019**

To be added to the Finance meeting taking place in Cardiff.

*Confidential Minute*

### **AOB**

A County Show – a request has been put forward to be a bronze medal show. Following discussion, it was decided that medals were to be issued this year and when writing to confirm with the show to reiterate that all medal shows are being reviewed in Autumn 2020.

**Proposed and Seconded. All in favour.**

Chair to circulate the overview on the questions for the General Meeting to all trustees ahead of the next meeting. To then be approved at the next Council meeting.

**With no further business the Chair closed the meeting at 6:25pm.**

This report is prepared solely for the purpose of Council. It is private and confidential to members of Council. They must not be produced or disclosed to any other individual. The remarks made by any specific members of Council as reported in these Minutes are their personal views and not the views of the Society unless ratified by the Society.