

# EXMOOR PONY SOCIETY

## **Minutes of the Committee Meeting held on Monday, 3<sup>rd</sup> June at the RBST Offices, Stoneleigh**

Present:

Mr T Hickman, Mr N Hill, Dr S Baker, Mr G Bryant, Mrs F Dickson, Mrs V Lamb, Mrs G Langdon, Miss J McLaren, Mrs C Phillips, Mr R Taylor and Mr D Wallace.

Mrs A Nicholls (President), Mrs S Mansell (Treasurer) and Mrs S McGeever (Secretary) were also in attendance.

Mr Mark Lewis from the Society's solicitors (Lodders) was also in attendance to carry out the certification of documentation for the bank accounts and PayPal. Mr Lewis spent one hour running through the changes to Charity Commission documentation and the new Declaration of Loyalty. He undertook to send all new documentation to the Secretary who would then pass it on to the Trustees. It was noted that the last official training had taken place in June 2012 and only four of those present at this meeting had attended that training session.

In the absence of Mr D Brewer, Mr N Hill took the Chair and welcomed the new committee members who had been elected to act as Trustees for the Society. Mr Hill also welcomed the Society's new President, Mrs Ann Nicholls.

### **1. Apologies for Absence**

Apologies for absence had been received from Mr D Brewer and Mrs V Lamb.

### **2. Declaration of Interest/Declaration of Loyalty/Confirmation of Confidentiality**

Mr Hill advised that he was aware of comments made to the general public by Trustees and reminded Trustees that the contents of the meeting was to be kept within the committee room save for the published minutes.

Mr Mark Lewis advised that it was extremely important to maintain confidentiality. Individuals were being discussed that were both present and not present in the room and if confidentiality was not maintained it would cause problems for the Society.

Miss Jen McLaren advised that she had voiced concerns to elected Trustees in confidence and those concerns had been discussed at the AGM by non-Trustees.

The protocol for meetings had been circulated to all Trustees as had details of the current procedures of operation recorded at the Committee Meeting on 4<sup>th</sup> May 2016.

It was noted that should anyone feel that they should declare an interest or make a declaration of loyalty regarding any topic being discussed they would do so either at the start of the meeting or when the topic came up on the agenda.

Trustees were reminded that the business carried out during the meeting would remain confidential unless otherwise decided upon during the meeting.

The Chairman advised that it was again of the utmost importance that all members of the committee respected the confidentiality of the meeting and that included all documentation pertaining to the meeting.

### **3. Any Other Business**

Mrs McGeever, Secretary, advised that there were two pieces of correspondence received subsequent to the publication of the agenda.

### **4. Approval of the Minutes of the Meetings of 25<sup>th</sup> February 2019 and 1<sup>st</sup> May 2019**

Dr Sue Baker requested changes to Item 11 of the minutes of 25/2/19 whilst Mrs Dickson asked for a change to the wording under the Breed Show.

The paragraphs would read as follows:

## 11. EPS Centenary Events

The ideas ~~provided~~ received by Doctor Sue Baker were discussed and ~~will be~~ need to be taken forward by a number of volunteers.

Breed Show Secretary/Show – last sentence of first paragraph

There are to be additional Supreme In hand Medal Rosettes – Gold, ~~Silver and Bronze.~~

Dr Sue Baker proposed and Mr Rob Taylor seconded the motion that the minutes of the meeting of 25/2/19 were a true record of events, there were 8 votes for and two abstentions from the Trustees who had not been present at the meeting. Mr Hill duly signed the minutes.

Mrs C Phillips had requested a change to paragraph 4 of the minutes of the 1<sup>st</sup> May 2019 meeting and this had been circulated to Trustees.

## 4. Any Other Business

Mrs Phillips had received a request that a rider be allowed to compete when the judge had been involved with the pony and it was confirmed that a rider could not compete under a judge in such circumstances.

With regard to the May meeting, Mrs Dickson asked how a competitor would know if there was a probationer in the ring.

Mrs McGeever advised that the minutes of the May meeting had been corrected and that the question referred to the judge and not the probationer.

Mrs Langdon proposed and Mr Hickman seconded that the minutes of the meeting of 1/5/19 were a true record of events, there were 8 votes for and two abstentions from the Trustees who had not been present at the meeting. Mr Hill duly signed the minutes.

Mr Bryant raised two questions from previous minutes.

Firstly, last September the Trustees had made a decision that this meeting would start at 10.30 and had decided on self-training. Mrs McGeever noted the change to the start time and would instigate it for future June meetings.

Secondly, there had been a decision to change Associate Member to Supporter and Mrs McGeever advised that the wording relating to an Associate Member was included in the Articles of Association and any change to that wording would require a change to the Articles and, therefore, the Trustees had agreed not to make the change. There had, however, been discussion on whether there should be a 'Supporter' option for people who did not want to be members of the Society but did want to support the Society's work. This could form part of the discussion under the agenda item covering the future of the EPS.

Miss McLaren advised that this was the reason she had asked for an action log to be created so that decisions became traceable and Trustees could be more pro-active.

Mrs McGeever advised that an updated action log would be produced for the next meeting – there was always a balance to ensure that the day to day running of the Society and its role as PIO were maintained alongside the Trustee meetings given the hours available each week.

It was agreed that there would be a new item under 'Matters Arising' that reviewed the action log.

Miss McLaren asked if the minutes should be recorded and a Dictaphone used. Mr Hill felt that the minutes did not need to be verbatim and when that was necessary a Dictaphone could be hired. Miss McLaren felt that this would allow the Secretary to check back on what was said. Mr Hill felt that this was a question for the secretary and Mr Hickman felt that it would be an added complication. Mr Hill felt that when the Trustees went through the minutes following the meeting, they were able to raise questions and queries and he felt that very few were raised and were generally of a minor nature.

Mrs McGeever advised that without proper equipment and Trustees abiding to the rule to only speak one at a time and give their name each time it was difficult and time-consuming to use a Dictaphone. Background noise often made it difficult to pick up the main speaker. She endeavoured to put together the draft minutes quickly after the meeting and if she had any queries about the meaning of what an individual had said she went directly to them to ensure their view was correctly recorded.

## 5. Matters Arising

Mr Hill handed the floor to Mrs McGeever.

### From the May Meeting

Mrs McGeever advised that the first item related to the May meeting and was the Election of Chair and Vice-Chair(s) given that the current Chairman and Vice-Chairman had agreed to remain in place to this meeting.

Mr Hill advised that Mr Brewer had indicated to him that he would be prepared to stand for chair again. Mrs Langdon proposed and Mr Taylor seconded Mr Brewer.

Mrs McGeever asked if there were any other nominations and given that no further nominations were put forward, the nomination of Mr Brewer by Mrs Langdon and Mr Taylor was put to the vote with the result of 7 for, 1 against and 2 abstentions. Mr Brewer was duly elected Chairman.

Mr Hickman and Mr Hill both advised that they would be happy to continue in the role of Vice-Chair and Mrs McGeever advised that the Trustees were open to take further nominations for the role. Mr Bryant was also proposed as a Vice-Chair.

Mrs Langdon proposed and Mrs Dickson seconded the motion that Mr Hickman, Mr Hill and Mr Bryant all be elected to the post of Vice-Chair and this was agreed with 7 votes for and 3 abstentions.

### Sweet Itch Project

Mr Dewhurst's precis of the papers so far had been forwarded to Mrs Ruth Thomas who had been overseeing the project with a view to asking Sweden to carry out further work.

Mr Bryant undertook to contact both Mr Dewhurst and Mrs Thomas to move the project forward.

### Reginald Le Bas Measuring Stick

Dr Baker advised that the presentation had not yet taken place. However, the cabinet was in place and the estimated cost of mounting the wall cabinet was £20-30. It was proposed to mount the measuring stick in place and take a pictorial record when possible.

### Centenary Stud Book

Mr Bryant had raised the matter at the AGM and there had been a degree of interest in producing a centenary edition of the studbook to cover the period from 2001 to 2021 – there being a good number of copies of the studbook up to 2000 available.

The quote received from Redpin was for £3834 for 250 copies with 480 black and white pages and a colour cover. The page count was based on the current studbook and registrations since 2000.

Dr Baker advised that she had received varying quotes for up to 50 copies on a print and demand basis ranging from £5 to £20 a copy but had not idea of the quality and had requested samples and had based the number of pages on 150 foals being born per year.

Mrs McGeever advised that the Grassroots programme had the facility to produce the information required for a studbook and she would look to ascertain the number of foals bred and the numbers of breeders from 2000 onwards. It should be noted that almost half the current population had been born since 2000.

Mrs McGeever also asked if it would be appropriate to include a listing of the ponies that had won the major trophies at the breed show thus providing a history of the breed.

Dr Baker felt it should also give a photographic history of 100 years of Exmoor ponies whilst Miss McLaren felt that the ponies who had won at HOYS etc should also be listed whilst Mrs Langdon felt the emphasis should be on the breed show.

Mrs McGeever advised that publishing the Centenary Studbook would also meet a DEFRA requirement of the studbook being in the public domain. The current studbook was lodged at the British Library.

It was agreed that Mrs McGeever, Mr Bryant and Dr Baker would work on the project and also bring in the help of Mrs Wooderson.

### Moorland Inspections

Mr Taylor and Mrs Langdon advised that there had to be a change in the branding methodology so that the symbol and number in herd related to the registration number of the pony. This was already the case in a number of herds but other herds had adopted an ad hoc system of branding only those ponies that were remaining on the moor with numbers from 0-99 which bore no relation to the registration number.

Mrs Dickson felt the brand should follow the registration number and Miss McLaren asked if all moorland ponies were branded and microchipped. Mrs McGeever advised that all foals since 2009 had been microchipped but there were older ponies on the moor that had not been microchipped.

In conclusion, it was agreed that in accordance with DEFRA procedures no more than 4 digits should be branded and this should be a symbol and the pony's number in herd so that it corresponded to the registration number in the studbook.

### Meeting Dates

Dates were decided at the June meeting bearing in mind the need for the Friends AGM to be held at a Trustees meeting and that it would have to be on a Saturday (Scottish Show – 8<sup>th</sup> September and Midland Show – 14<sup>th</sup> September).

Mrs McGeever advised that the inspector's meeting had originally been booked for 15<sup>th</sup> September but the change of date of the Midland Show now meant that could be difficult for both inspectors and Trustees.

After a good deal of discussion it was agreed that the Trustees meeting would take place on Saturday, 7<sup>th</sup> September on Exmoor and the Inspector's Meeting on Sunday, 8<sup>th</sup> September. Miss McLaren gave her apologies for the meeting on 7<sup>th</sup> September and Mrs Dickson advised that she would at the Scottish Show on the 8<sup>th</sup>.

It had been agreed that inspector's had to attend one meeting in three and this first three year period would be Exmoor, Midlands/North and Exmoor moving onto Midlands/North, Exmoor and Midlands/North in the following three years. Once all inspectors had attended a meeting then there could be a three year gap.

It was agreed that the December meeting would take place on Monday, 2<sup>nd</sup> December at the RBST offices.

Given the timetable for the Yearbook, it was agreed that the February meeting should be brought forward and it would take place on Saturday, 1<sup>st</sup> February on Exmoor.

It was customary to also set the date of the June meeting and it was agreed that this would be Monday, 1<sup>st</sup> June 2020.

### First Cross Register

Mrs McGeever raised the matter of the First Cross Register paperwork which had been updated as agreed at the last meeting. In the past where a breed did not have a requirement to licence stallions (for example Shetlands) then the rules of that Society prevailed and a first cross passport was issued.

Mrs McGeever requested clarification that the Trustees were happy for a First Cross passport to be issued where the stallion was unknown and if this was the case as she had been advised then further amendments to the paperwork had to take place. The paperwork referred to sufficient proof which appeared to be in contradiction to the sire being unknown.

The Trustees felt that there had to be sufficient proof of the Exmoor side of the First Cross so there had to be proof that the mare was a registered Exmoor mare and where it was AN Other mare the sire had to be a licensed Exmoor stallion.

The paperwork would be amended to reflect this.

### Inspector Training

The Trustees agreed that the paperwork given under Attachment 2 of the Agenda reflected the Trustees intention and it was confirmed that the sentence *'There must be a minimum of three foals forward at each inspection.* could be deleted.

### Inspectors Audit/Scanning

Mrs McGeever advised that there were currently 32 files that contained inspections forms – 22 of which were post 2005.

The minutes of the February meeting gave the instruction to destroy all inspection forms with the exception of Section X ponies still alive. Mrs McGeever pointed out that in accordance with the Minimum Operating Procedures these files have to be kept which was why the recommendation to scan these documents had been put forward. All passport documentation for 2018 inspections was scanned.

The DEFRA rules reads

*17. PIO must keep records for at least 35 years or until at least 2 years from the date of death of the animal concerned, as required by the 2016 EU Regulation Article 38(2). Where exact copies or scans of paper records, including signatures, are held on electronic record in such a way that they can be easily retrieved and printed for enforcement authorities then there is no need to retain the paper record.*

Mrs McGeever advised that in many instances these forms were the only signed paperwork the Society had as to why a pony was registered and a passport issued. These records also included passport applications for First Cross/Part Bred and UR ponies entered on the database and issued with a passport.

Mrs McGeever also advised that she had held on to the Registration Certificates at the request of the Chairman and Treasurer who believe that when the database was originally set up the transfer information for some ponies was not included. And, in addition to the inspection form files, there are files containing inspection forms where the parentage is still pending. A complete list has been prepared.

Miss McLaren felt that the inspection forms should be scanned and Mr Hill concurred given that it was a legal requirement that such documentation was kept.

Mr Hill felt that the Secretary should make the decisions as to which documentation should be scanned because it was either a legal requirement to do so or that the information formed part of the history of the breed and was a point of reference.

Mr Hickman proposed and Mr Taylor seconded the proposal that the Secretary initiate the scanning of all relevant paperwork and this was unanimously agreed.

It was further agreed that the audit of the inspection forms would be carried out once the forms had been scanned and an electronic copy could be provided to the inspectors.

She confirmed that financial information was kept for seven years and subscription and correspondence information for three years.

Paperwork pertaining to committee meetings and AGMs was also kept as part of the history of the breed and a record of decisions made.

Mrs McGeever advised that she preparing a complete inventory of all the files held at the office and such inventory would be made available to Trustees once completed.

### Colt Inspections

Mrs Nicholls advised that she had used the new form at a recent free-living inspection form. It was very similar to the Connemara form and was much easier to work with than the old form. She did feel that there were a few tweaks to be made and felt the Trustees should take feedback from everyone who used the form over the coming year. At the end of the year, comments could be combined and incorporated into the form.

It was agreed that this course of action would be adopted.

### Geneped Analysis/Sparks

Mrs Mansell advised that the RBST would carry out the geneped analysis for the breed and there was no longer a requirement for the work to be carried out on the Secretary's computer.

Mrs Dickson expressed her concern that all the Society information was stored on a computer that the Society did not own and Mrs Mansell requested that that discussion be left for the next meeting. Mr Bryant felt it was logically that the information would be able to be taken off the computer and Mrs McGeever advised that the database was backed up both on Grassroots computer and a removable disc drive.

The Trustees confirmed that they were happy for Mrs Mansell and Mr Dewhurst to set the criteria for the geneped analysis and Mrs McGeever would then run off the appropriate information for the RBST.

### Society Literature

Mrs McGeever had spoken to Mrs Woodersen who had indicated that she would be willing to help with Society Literature.

Copies of the current and past literature were passed around the table.

Mrs McGeever undertook to work with Mrs Wooderson.

### Registrations

It was noted that the Trustees considered queries to registrations on a case by case basis.

### Mr/Mrs Westcott

A letter was sent by the Secretary informing them of the Trustees decision regarding their membership and no response had been received.

There had, however, been a public response on the internet.

## 6. Annual General Meeting

a) Review of the Minutes and Open Forum and any action required.

Mrs McGeever advised that a copy of the minutes have been circulated to the Trustees.

b) Review of the AGM procedures and possible improvements

Mr Bryant had circulated a paper on AGM votes.

He advised that last year after the 2018 AGM he had sent some comments to the Chairman as he felt that the votes had taken a long time and it took time out of the meeting and some members had 'lost the will to live'. He noted that those comments had not percolated to the Trustees.

Two to three days before the 2019 AGM he had enquired about the process for counting the votes on the 4 rules change motions to Mrs McGeever who advised that the votes at an AGM would be by show of hands unless those present requested the votes to be poll (paper vote) but that past experience with rule change motions was that a poll was likely to be asked for. In the event of a poll, arrangements had been put in place for scrutineer(s) and count the postal votes.

After the AGM Mr Bryant had looked at the votin procedures whilst Mrs McGeever had contacted mi-voice to understand their procedures and charges and this information had been circulated to Trustees.

Mr Bryant's proposals were that

- a) The postal votes be counted at 10am prior to the stallion parade and
- b) That the count takes place outside the meeting room and Chair of the meeting conveys his/her proxy vote to the scrutineers prior to the count commencing. (At this AGM, the proxy votes would not have influenced the results of the vote.)
- c) That a desk is set up at 11.30 by the counting team who will issue voting papers, check eligibility to vote, allocate membership numbers and stamp voting forms as people arrive.

Mr Bryant proposed and Mrs Dickson seconded the motion that Mr Bryant's recommendations be adopted and the vote was unanimously in favour

Given this decision no discussion on mi-voice was required.

Mr Bryant then moved on to the tied election for Trustees which was the second subject on the tabled paper and he felt that given the concern expressed by some members that canvassing had taken place prior to the announcement of said tie that alternative procedures should be put in place.

Mrs McGeever confirmed that the ballot count for the election of Trustees took place a week before the AGM and in accordance with current procedures all candidates had been advised of their own result the day prior to the AGM. The giving of each individual candidates result was considered a courtesy by previous committees.

Those involved with the tie had only been told that there had been a tie and not the name of the other candidate. Only those involved with the running of the meeting and the counting of the vote were aware of the two candidates involved. All had been advised that the information was strictly confidential until the results of the ballot were announced under the appropriate agenda item.

Miss McLaren proposed and Mr Hickman seconded the motion that candidates should not be told the result of the ballot prior to the meeting and a statement to this effect included on the ballot form.

Mrs McGeever also advised that following the receipt of some ballot papers this year, a statement would be added to the ballot form that spoilt or defaced papers would not be counted.

Dr Baker felt it was important that new procedures should be in place for 2020 and this was agreed.

Further discussion took place and Dr Baker proposed that Mrs Payne be co-opted onto the committee to take up some suitable activity and Mrs Dickson suggested the Centenary celebrations.

Dr Baker proposed and Miss McLaren seconded the motion that Mrs Payne be co-opted as a Trustee until the next AGM when she would be free to stand again for committee. There were 8 votes for and 1 abstention.

Letters would be sent to those raising the matter with the Society.

Mr Bryant felt that Mrs Payne's appointment should be announced on the website and in the newsletter.

Mrs Phillips asked why the decision was taken not to have both candidates at the time and Mrs McGeever advised that the Articles of Association set out the procedures in the event of a tie.

#### Stallion parade entries

Mrs McGeever advised that it had always been the case that colts were presented for inspection at the Stallion Parade because they needed to have a licence by the age of 3 to be shown and thus they were presented as 2 year olds.

In addition a by-law was introduced that colts that had failed a colt inspection could not be shown in the forthcoming season. For this reason many breeders now wait until the Autumn or the following Spring before putting a colt forward.

The Trustees gave the interpretation that a colt could compete in youngstock classes and this was confirmed by the most recent rule change and provided another reason why breeders are delaying putting colts forward to provide them with the maximum time to mature and be shown in the ring.

The Secretary commented that the Stallion Parade entry form had not been changed since prior to her appointment.

It was agreed that the wording on the entry form would be changed.

Stallions 4 years old and over that had been fully licensed.

1,2 and 3 years old that have not failed a colt inspection.

Colts could still be inspected on the day.

#### 7. Trustee Training

This item was covered under Mr Lewis's presentation at the start of the meeting.

## 8.. Charity Commission Policies

Mrs McGeever advised that the current policies have been circulated to all Trustees for review.

It was noted that the Vulnerable Beneficiaries policy should be updated and Mr Bryant would bring a re-write of this policy to the next meeting and a strategy would be devised for DBS checks.

Mr Bryant's amended Financial Policy was proposed for adoption by Mrs Dickson and this was seconded by Miss McLaren and unanimously agreed.

## 9.. GDPR

Mr Bryant felt the Trustees details should not be in the main body of the text on the website but appear as a pdf file. The rationale was that this would help prevent unwanted emails as individuals had to click on a button to access the details.

Mrs McGeever advised that the @ on the email address had been changed to (a) so that the email address had to be amended before an email could be sent.

If this was the case for Trustees then it should also be the case for Area Reps.

Miss McLaren's request to have an email address that was [trustees@exmoorponysociety.org.uk](mailto:trustees@exmoorponysociety.org.uk) and this request would form part of the discussion on IT strategy.

It was agreed that Trustee and Area Rep information would appear as a pdf.

It was agreed that all Trustees and outgoing Presidents should delete information when their tenure came to an end. It was noted that Mr Dewhurst had signed the GDPR Agreement as he continued to access Society data.

The Trustees noted the following notice that appeared on all Society forms and paperwork so that members and owners now that their details are recorded and available to the CED, DEFRA etc.

The Exmoor Pony Society is committed to protecting and respecting your privacy.

### PRIVACY POLICY

This policy sets out the basis on which any personal data we collect from you, or that you provide to us may be used. This data may include your name, address, email address and telephone number.

For all equine passport applications and transfers of ownership, your name and address together with the equine's details will be recorded on our database and supplied to the Central Equine Database as required under the legislation. These details may also be requested by DEFRA and equivalent organisations in Scotland and Wales as well as enforcement bodies such as Trading Standards, Food Standard Agency and the Police.

In addition to the above, data held on ponies registered in Section 1 and their breeder's name and address will be published in the Society's stud book print outs and on the online studbook where breeders/owners can also opt to have their details including telephone and email contacts.

The Exmoor Pony Society is committed to protecting and respecting your privacy.

## 10. EPS Future Strategy

Mr Bryant felt that his paper should form part of the discussion on the future strategy of the EPS but was not for this meeting. He felt that the Society faced a number of challenges in a constantly changing world. The challenge of encouraging the young, the object of safeguarding the breed for the future, adapting to a modern environment and stimulate debate.

The Trustees were the decision makers and the Secretary is the administration. The management committee is the Secretary's sounding board as are the Trustees who have knowledge. He felt there was a tendency to leave a lot of things to the Secretary. He also felt there should be an assistant Treasurer to support Mrs Mansell and an assistant show secretary.

Mr Bryant felt there should be more comprehensive information on membership and income and a financial report on a monthly basis so that Trustees knew if new members were being attracted and why existing members no longer subscribe.



Dr Baker felt these issues were not going to be solved at this meeting but it raised important questions about the future and the Trustees would have to grapple with these and a date should be fixed when these issues could be discussed outside of a given Trustee meeting as there was already so much on the agenda. A clear vision for the Society was required.

It was agreed that the next meeting would be on Friday, 28<sup>th</sup> June 2019 on Exmoor so that the agenda of this meeting could be concluded.

Mr Bryant also requested that Trustees send him their thoughts and if there was time some discussion could take place on future strategy.

Mr Hill closed the meeting at 4.45pm and thanked everyone for their efforts.