

# EXMOOR PONY SOCIETY

## Minutes of the Trustees Meeting on Tuesday, 8<sup>th</sup> September at The Moorland Hall, Wheddon Cross

Present in the room:

Nigel Hill (NH) Chairman  
Geoff Bryant (GB) Vice-Chairman/Acting Treasurer  
David Wallace (DW) Vice-Chairman/ECHO  
Sue Burger (SB)/Articles and liaison with PR Company  
Jenna Payne (JP)/Social Media  
Gill Langdon (GL)/Friends and Exmoor Pony Festival  
Claire Phillips (CP)/Breed Show  
Rob Taylor (RT)/DNA and Moorland Communications

Present via TEAMS:

Toby Hickman (TH) Vice-Chairman  
Dr Sue Baker (DSBA)/Scientific Officer  
Vicky Lamb (VL)/Area Rep Liaison Officer  
Stephanie Poulter (SP)/Conservation Grazing Officer

Susan McGeever (SECRETARY) was also in attendance at the meeting.

Nigel Hill (Chairman) welcomed everyone and opened the meeting at 10am.

He asked that social distancing be maintained and that meeting protocol was observed. Questions should be directed through the chair in order to ensure that those attending the meeting virtually would be able to fully participate.

It was noted that due to Covid-19 and the subsequent delay in holding the Annual General Meeting that this was the first full meeting of the Trustees since February 2020 and there was a great deal of work to be done.

He wished to take this opportunity to recognize the contribution of the outgoing Chairman, Mr David Brewer to the Society.

### **Item 1 – Apologies**

Apologies had been received from Sandra Mansell (Treasurer) and David Mansell (President).

### **Item 2 – Declaration of Interest/Confirmation of Confidentiality**

No declarations of interest were made in relation to the business set out in the agenda and Secretary's report.

**Decision:** GB proposed and SB/TH seconded the proposal that all Trustees maintain confidentiality in accordance with the instructions of the Chairman and this was unanimously agreed.

### **Item 3 - Notification of Any Other Business on the agenda**

Given the very full agenda, there were no notifications of any other business following confirmation from the Secretary that the Performance Awards were on the agenda.

### **Item 4 – Approval of the Minutes**

**Decision:** GB proposed and JP seconded the proposal that the minutes of the Trustees meeting held on 1<sup>st</sup> February 2020 be approved as a true record of the proceedings and this was agreed with two abstentions from those that were not present.

**Decision:** RT proposed and JP seconded the proposal that the minutes of the Trustees meeting held on 10<sup>th</sup> August 2020 to appoint the new Chairman be approved as a true record of the proceedings and this was unanimously agreed.

The minutes would be duly signed by the Chairman.

### **Minutes**

It has been proposed that the future minutes be a synopsis of the discussion, the result and the actions to be taken with respect to any given topic with any detailed discussion pertaining to a particular decision being provided as an aide memoir for Trustees separately.

The minutes would be read in conjunction with the report prepared by the Secretary and circulated prior to the meeting.

**Decision:** JP proposed and SB seconded the proposal that the new style of minutes be approved and this was unanimously agreed. This decision would be reviewed at the next meeting following receipt of the minutes.

### **Item 5 - Notification of matters pertaining to:**

#### **Health & Safety**

The SECRETARY advised that there had been no reported H&S matters since the last meeting.

#### **GDPR**

The SECRETARY advised that there had been no reported breaches of data since the last meeting.

The ICO registration was due on 3/10/2020 and would be renewed by Direct Debit.

The new Trustees and the PR company, Sole Trader, had signed the EPS GDPR agreement.

#### **Safeguarding (Claire Phillips)**

CP advised that there had been no reported safeguarding issues since the last meeting.

#### **Welfare**

The SECRETARY advised that there had been no reported welfare cases to the Society although she was aware that a number of ponies had required re-homing.

### **Item 6 – Action Log/Matters Arising**

The SECRETARY advised that the Action Log number and any matters arising have been allocated to an agenda item.

The SECRETARY advised that the production of the Action Log was additional work when ‘action required’ was shown within the meeting report.

JP felt that if both the minutes and the report carried the action points then the action log could be superfluous.

DW advised that it was the ambition of the management committee and all Trustees to clear the historic work and also felt the action log would be superfluous.

**Decision:** JP proposed and RT seconded the proposal that production of the action log cease and this was unanimously agreed.

### **Item 7 - Responsibilities of Trustees/Management Committee**

The Management Committee consisted of NH/GB (Acting Treasurer - TBC)/TH/DW and SECRETARY.

NH confirmed to the Trustees that the role of the Management Committee was to ensure the smooth running of the Society on a day to day basis and that they would meet on a bi-monthly basis between Trustee meetings. Notes from the meetings would be circulated to all Trustees.

NH re-iterated that the Management Committee was there to carry out the background work to ensure that the Trustees has all the information they required to make the decisions regarding all financial and policy decisions relating to the charitable aims of the Society, its' Articles of Association and Rules.

At the request of CP, consideration was given to appointing a lady to the position of Vice-Chair. It was noted that the current Chair and Vice-Chairs had been voted into position by the Trustees. All ladies present were asked if they wished to put themselves forward and following discussion, it was agreed that any changes to the Management Committee would take place in eight months' time following the next Trustee election. It was noted that both JP and SP would like to be considered for such a position in 2021.

The Trustees gave their support to the Management Committee and thanked them for their work to date. NH reminded all Trustees that there would be times when individuals would disagree with decisions taken but as Trustees they must abide with and support the view of the majority. The Management Committee was available at any time to hear people's concerns.

NH asked that all Trustees respond to emails from the SECRETARY by the date given and ensure that documentation they wished discussed at meetings was provided in advance of the meeting.

#### **Trustees Code of Conduct**

The Trustees reviewed, approved and agreed to abide by the 'Trustees Code of Conduct' .

**Decision:** Proposed by SB, seconded by GB/RT and agreed with one against.

#### **Social Media Policy**

The Trustees reviewed, approved and agreed to abide by the revised 'Social Media Policy' .

**Decision:** Proposed by RT, seconded by GB and agreed unanimously.

In this regard, NH asked all Trustees to remember that anything they posted on social media could be construed or misconstrued to be EPS policy.

#### **Trustee Training**

The Trustees who undertook the Trustee Training had been asked to review the documentation they received in June 2019.

Trustees (SB/SP) who had not been in position in 2019 confirmed that they had received and read the documentation provided by the SECRETARY. JP advised that having joined the Trustees after June, she had not been present to undertake the Trustee Training in 2019.

#### **Roles and Responsibilities**

NH advised that he had spoken to all Trustees and roles and responsibilities had been assigned and accepted and would be approved by the Trustees during the course of the meeting.

For ease of reference those appointments are shown on the attendees list at the start of the minutes.

#### **Website**

It was agreed Trustees photographs should appear on the website.

### **Review of Articles of Association**

The management committee recommended to the Trustees that the Articles be amended to permit virtual General Meetings, permit online as well as postal voting, generally update provisions to reflect electronic communications and electronic payment methods, and any other amendments to avoid a repetition of the difficulties we experienced under the pandemic lockdown. Amendments would go through the EPS solicitor before a final draft was submitted to the Trustees for sign off before going to the 2021 AGM for approval from the membership.

**Decision:** JP proposed and SB seconded the proposal that the Articles of Association be brought up to date and this was agreed unanimously.

### **Review of sub-committees**

The Trustees agreed the make-up of the following sub-committees:

**Breed Show Committee:** Claire Phillips, Gill Langdon, Lisa Clarke, Sarah Taylor, Emma Wallace  
Set up to review schedule and information put forward by Susannah Muir and Emma Wallace. The committee has not met since the February meeting but should remain in place to review requirements relating to Covid-19 should it be necessary.  
The BSPS guidelines have been circulated to all Trustees and Area Reps.

**Centenary:** Sue Baker, Jenna Payne, SECRETARY  
A report has been provided for this meeting

**DNA:** Nigel Hill, Rob Taylor, SECRETARY  
To be reviewed in six months - sub-committee to travel to Weatherbys in Ireland (DNA laboratory) to establish relationship due to the demise of AHT. Samples have been sent and results received by the SECRETARY.

**Inspection:** Sue Burger, Gill Langdon, Stephanie Poulter, Rob Taylor

**Policy Documentation:** Geoff Bryant, Sue Burger, Nigel Hill, SECRETARY

**Website:** Geoff Bryant, Jenna Payne, SECRETARY

**Working Procedures:** Geoff Bryant, Sue Burger, David Wallace, SECRETARY

**Rules:** currently not in operation and to be re-viewed as and when rule changes are proposed.

**Showing:** currently not in operation

**Decision:** It was proposed by JP and seconded by SB and unanimously agreed that the Management Committee to review recommendations from HOYS in relation to the Showing and Competition Guidelines.

### **Letters from the Chairman**

**Decision:** It was proposed by TH, seconded by GB and unanimously agreed that the Chairman write a letter of introduction to the Chair of Exford Show, Exmoor Society, ENPA, local politicians.

It was also hoped to set up meeting Covid-19 permitting.

### **Presentations to outgoing officials**

A number of suggestions have been made regarding presentations to outgoing officers and it was agreed that a call for contributions from the membership would be circulated in the Autumn newsletter with presentations made at the 2021 AGM.

It would not be possible to keep the fund-raising from those officials but the resultant gifts could be.

## **Item 8 - Matters arising from the AGM**

### **Accept the Minutes of the meeting**

**Decision:** It was proposed by GB, seconded by RT and unanimously agreed that the AGM minutes go forward to the 2021 AGM.

### **Trustee Ballot**

**Decision:** It was proposed by SB, seconded by JP/TH and unanimously agreed that the result of the Trustee's Ballot should be announced under the appropriate item at the AGM.

### **Presentation of Cups and Awards**

It was agreed that the recipients of the cups from the 2019 Breed Show and the Helen Dashwood trophy would be presented at the 2021 AGM.

### **2021 AGM**

Andy Dell (SPARKS) and Debbie Davy were aware the AGM had been postponed and it was agreed that DD would be asked to make a presentation at the 2021 AGM.

The Secretary had written to Adam Henson to see if he were able to attend a centenary event, if that was the AGM then Andy Dell would be asked to speak at the 2022 AGM.

If necessary, such presentations could be virtual.

## **Item 9 - Secretary's Report**

The Trustees read and accepted the SECRETARY's report with regard to:

Companies House/Charity Commission (updated to reflect changes in Trustees, submission of accounts and annual reports).

Standard Operating Procedures and negotiation of procurement contracts (such contracts subject to be approval of the Trustees)

IT Back-ups and disaster recovery

DEFRA:

- Minimum Operating Procedures
- Legislation and regulations
- 3<sup>rd</sup> Country Listing
- Semi Feral Equine Forum/RCVS review)
- Agricultural Bill/ELMS payments
- CED (Central Equine Database)

826ESA Committee: (The SECRETARY holds the position of Treasurer)

RBST: (Follow up to meeting attended by NH/RT/GB and Secretary)

DNA:

RBST had advised that SNPs could assist in parentage testing.

Scanning:

Data Scan in South Molton were open for business.

**Decision:** It was proposed by JP, seconded by RT and unanimously agreed that any DNA certificates held by the Treasurer would be amalgamated the each individual pony's record before the records were sent to Data Scan so that all information was held in one pdf file.

Insurance:

GL reported that Friends held stock of approximately £20,000.

The main stock held with Carole Bigge, Gill Langdon and Karen Ricketts.

### **Promotion/PR/Sole Trader**

The Trustees read and accepted the Secretary's report on PR.

Advertising:

It was agreed that an advertising budget would be discussed at the November meeting following review of the accounts and a proposal for advertising for both the Society in general and the Centenary campaign.

PR/Sole Trader:

GB/SECRETARY are the current contacts with Sole Trader. It was agreed that SB (who currently writes articles for Native Pony etc) would become an additional contact as she would be able to feed articles in to Sole Trader and she would look to build a team of writers. The SECRETARY suggested that a call go out for a Young Reporter.

It was proposed by JP, seconded by RT and unanimously agreed that this course of action be initiated and the call for a Young Reporter entered in the Autumn newsletter.

It was noted the new website would include an archive of Press Releases.

### **Conservation Grazing Officer**

It was proposed by NH, seconded by TH and agreed with four abstentions (JP/GL/SP/RT) that SP become the conservation grazing offer and GL and RT work with her to promote the Exmoor pony as a conservation grazing pony. With the rise of re-wilding projects, it was important that the Society looked to increase sales between breeders and organisations and individuals undertaking such projects and became more proactive in this field.

### **Image Library (DSBA)**

DSBA/SECRETARY

### **Measuring Stick (DSBA)**

DSBA to monitor situation.

### **Calvert Trust**

NH/SECRETARY

### **Grassroots**

In readiness for getting the new 'Grassroots Online' operational, they are going to need to close the existing 'Grassroots Pedeweb' down for a day whilst they move everything across to a new server.

## **Item 10 -Treasurer's Report/Finance/Project Officer**

### **Treasurer's Role**

Sandra Mansell had advised in the summer of 2019 that she wished to step down from the combined role of Treasurer/Project Officer in May 2021.

The Society had an obligation to allow her to exit her position smoothly and with the minimum disruption to the Society. A number of meetings and telephone conversations had taken place in the past year. At the February meeting, the Treasurer had indicated that she wished to make the accounts up to June 2020 and then hand over this particular aspect of her role whilst continuing with others such as the DNA.

Following Sandra Mansell's being unable to attend the September meeting, NH/DW has subsequently been advised that a letter of resignation would be provided to be read out at the September meeting.

DSBA said she had talked to Sandra and, contrary to the report that it was her wish to retire at the September 2020 meeting, Sandra was actually very upset. Sandra felt that she had been given no option but to hand her Treasurer's role over now, despite having expressed her wish to retire in May 2021. DSBA said that when managing change, it should not be at the cost of leaving a dedicated officer feeling as if her 28 years dedicated service had counted for nothing. Was this the sort of Society we wanted to be? The acid test with any Committee decisions was whether we could all comfortably justify actions to the membership.

All present recognised that the Society had a duty of care to tread carefully and reward loyal service. It was difficult when an individual had been in post for a significant amount of time and in addition to being a member was a personal friend of many of the Trustees. The desire had been for a smooth handover over a period of time rather than the Society having to pick up all roles in May 2021.

**Decision:** Following a frank expression of views, it was proposed by TH, seconded by RT and agreed with four abstentions that the Treasurer's resignation be accepted.

**Decision:** It was proposed by JP, seconded by RT and unanimously agreed that the Society had an obligation to honour Sandra Mansell's honorarium up to 1<sup>st</sup> May 2021.

Given that no-one had stepped forward to take on the Treasurer's role, it was felt necessary to implement some new policies to allow for the smooth running of the Society and take the Society from manual book-keeping to a computer based accountancy programme.

The Management Committee had put forward the following proposals:

GB be appointed to the role of Acting Treasurer with no remuneration – the Articles of Association say that the Treasurer must be a Trustee or member of the EPS.

**Decision:** GB's appointment as Acting Treasurer for an initial period of up to 12 months was proposed by SB, seconded by JP and agreed with 5 abstentions.

And then

a) the Trustees approve the purchase of Xero on a monthly subscription of £21.60 per month and

b) a Reporting Accountant be appointed to assist with the initial set up of the computerized book-keeping system and provide the traditional role of Treasurer i.e. providing a financial oversight and reporting to the Trustees. There had been a number of occasions when accountancy advice had been needed – Gift Aid, use of funds etc – and the Society had no-one to call upon.

They would be providing a similar service to the EPS solicitor. The Reporting Accountant would also take on the role of 'independent examiner'.

With regard to b), three quotes had now been received from Exmoor-based, independent accountants and it was GB's preference that the Trustees give the Management Committee permission to interview the two preferred candidates and make a decision. All costings were similar at around £1200 per year which was less than the Treasurer's current honorarium of £2000. Accountancy firms charged significantly more for their services.

**Decision:** The above two proposals a) and b) were proposed by GB, seconded by JP and unanimously agreed.

The SECRETARY would take over the day to day book-keeping using Xero which is going to be Grassroots accountancy package of choice and will allow complete integration and it was believed that no cost would be involved. It was noted that the hourly rate for input of current data onto Xero was quoted at £50 per hour by those applying for the role of Reporting Accountant. (Note: the SECRETARY already inputs much of the income)

### **DNA/Genome Project**

In her role as Project Officer, Sandra Mansell, had been in charge of the DNA and it had been agreed that this involvement would continue to the end of October to allow for outstanding matters to be brought up to date with Weatherbys given that AHT were no longer in existence.

The SECRETARY had worked with Weatherbys to ensure that all DNA samples held at AHT were transferred to Weatherbys and had established contact with them and sent through the first of the 2020 samples.

### **Performance Awards**

With regards to the accounts, SB questioned the sum under Performance Awards and the SECRETARY advised that the increased amount reflected payments for three years.

### **PayPal**

GB advised that PayPal had been set up with the email [paypal@exmoorponysociety.org.uk](mailto:paypal@exmoorponysociety.org.uk). Confirmation was awaited of the EPS's charitable status.

### **Gift Aid**

GB advised that confirmation of his paper on Gift Aid would be forthcoming once the new Accountant was in place.

It was noted that many charities have three statements:

Gift Aid applies to all membership and donation transactions

Gift Aid applies to this transaction only

Gift Aid does not apply to this transaction

### **Trustee Expenses**

GB to update once the new Accountant was in place.

### **Fundraising**

DW and the SECRETARY to prepare a report.

### **Use of funds**

GB to update once the new Accountant was in place.

### **Bank Accounts**

The Management Committee recommended that the outgoing Chairman (David Brewer) and the outgoing Treasurer (Sandra Mansell) be removed as signatories on the Natwest Accounts:

### **Exmoor Pony Society**

**Regd Charity No 1043036**

**Sort Code 60 14 30**

**Account No 95311777**

and



**Exmoor Pony Society**  
**Business Reserve Account**  
**Sort Code 60 14 30**  
**Account No 44304013**

And that NH, GB and DW be added as signatories (TH already being a signatory) and that the bank statements would be sent to the Secretary (Susan McGeever) at the Society's registered office – Woodmans, Brithem Bottom, Cullompton, Devon EX15 1NB.

JP proposed and SB seconded the proposal that the signatories be amended as detailed above and the bank statements sent to the registered office as recommended by the Management Committee be adopted by the Trustees/ Directors and this was unanimously agreed.

The Management Committee recommended that the outgoing Treasurer (Sandra Mansell) be removed as a signatory on the Yorkshire Bank Account:

**Exmoor Pony Society**  
**Club and Societies Current Account**  
**Sort Code 05 04 37**  
**Account number**  
**66178890**

And that NH, TH and DW be added as signatories (Geoff Bryant and the SECRETARY already being signatories). The bank statements were already sent to the SECRETARY (Susan McGeever) at the Society's registered office – Woodmans, Brithem Bottom, Cullompton, Devon EX15 1NB.

**Decision:** JP proposed and RT seconded the proposal that the signatories be amended as detailed above as recommended by the Management Committee be adopted by the Trustees/ Directors and this was agreed with one abstention.

The Management Committee advised that, in accordance with the Articles of Association, two signatories would be required on each payment and made the recommendation that, where possible, online payments or direct debits be set up for monthly/quarterly recurring payments.

**Decision:** JP proposed and RT seconded the proposal that the use of online payments and direct debits as recommended by the Management Committee be adopted by the Trustees/ Directors and this was unanimously agreed.

### **Membership**

The information on membership provided by the SECRETARY was reviewed and it was noted that members were responding to the letter from the Chairman regarding outstanding dues.

With regard to membership rates, it was suggested that membership rates be amended as follows  
Family Membership £70 (plus children under 14) – 2 voting rights  
Single Membership £35 (plus children under 14) – 1 voting right  
with effect from 1<sup>st</sup> January 2021

This proposal will treat single families in the same way as two parent families and encourage young people to ride Exmoor ponies. Junior membership tended to be for 'riders' paid for by the owner of the pony they are showing.

**Decision:** Following discussion, it was proposed by SB and seconded by SP and unanimously agreed that the proposal be amended to read 'plus children under 18' and adopted.

SB suggested that the Trustees re-structure membership fees and no longer charge a joining fee, very few organisations now do this and most offer 12 months for the price of 9 months.

**Decision:** TH proposed and SP seconded the proposal that the joining fee no longer be applicable and this was unanimously agreed.

**Decision:** SB proposed that new members be offered 12 months for the price of 9 months when choosing to pay and renew by Direct Debit and this was seconded by JP and unanimously agreed.

At present, members paid by Standing Order or online payment and felt they should be encouraged to take up Direct Debit, this could be done by offering a reduced Direct Debit rate for the first year of £30.

**Decision:** GB proposed and RT seconded the proposal that members switching from Standing Order to Direct Debit for 2021 should be given a discount of £5 i.e. membership for £30 for the first year and this was unanimously agreed.

GB felt the membership category Associate should be changed to Supporter when the Articles of Association were re-written.

**Decision:** JP proposed and DW seconded the proposal to change Associate to Supporter and this was unanimously agreed.

The SECRETARY had put forward the proposal that virtual area meetings were set up with the support of Area Reps to allow members to express their views directly to Trustees.

**Decision:** GB proposed and RT seconded the proposal of virtual area meetings for members and this was unanimously agreed.

### **Telephone/Broadband**

It was noted that the Society does not have its own telephone/broadband line. BT currently has a Business rate of £29.95 per month which gives the phone line, unlimited calls and broadband.

The SECRETARY discussed the possibility of this deal (in the name of the Exmoor Pony Society) replacing the current personal line in her name. The current cost with BT Business is £29.95 compared with an average of £90 for the current phone only line.

It was agreed the SECRETARY should investigate further.

### **Cost of DNA**

The matter of the financial impact of DNA parentage testing of all foals had been raised versus income received. It was agreed that the appropriate figures would be presented to the Trustees for 2019 and 2020.

### **New Microchip Readers**

It was felt that the new microchip readers should be in place for the moorland inspections.

The Management Committee report on the various roles of the Treasurer/Project Officer was reviewed.

### **200 Club (Bring forward)**

SECRETARY to take over receipt of the forms and the cheques and Peter Gibson to organize the prize draws.

The possibility of changing the dates to run with the calendar year so payments can be made with subscriptions would be discussed at the next meeting.

#### **826ESA**

The SECRETARY will automatically attend meetings as part of the committee.

#### **Out of office hours phone numbers**

The answerphone message/website would be updated.

#### **ENPA (Bring forward)**

Trustees to approve NH and DW as Trustees responsible for ENPA relationship – RT and SECRETARY to continue in their roles regarding contact with Rangers etc regarding pony management, inspections, ENPA calendar etc

NH to write to Sarah Bryan and Robin Milton and seek a meeting with each.

#### **National Equine Forum (Bring forward)**

Trustees to discuss and appoint a new representative – it was felt the meeting would probably be virtual in 2021.

#### **Grassroots (Bring forward)**

If the package had been purchased by the EPS then the Trustees to discuss and decide on the location of the second Grassroots licence.

#### **RBST**

See SECRETARY'S report above.

#### **Native Ponies GB**

Sandra Mansell is Secretary for this group of native equine breeds and the SECRETARY attends the meetings as EPS representative.

#### **DEFRA**

See SECRETARY'S report above re semi-equine forum.

Sandra Mansell has attended meetings with DEFRA with respect to branding regulations etc.

#### **Item 11 - Show Affiliation Secretary's Report (SECRETARY)**

All shows have been postponed to 2021 and in most instances the funds carried over.

#### **Breed commentary for centenary year**

It was agreed this required updating.

#### **Centenary Rosettes**

The Trustees felt that during the centenary year (2021) every entrant should receive a centenary rosette.

**Decision:** JP proposed and GL seconded the proposal to provide a centenary rosette to each pony entering the Breed Show and this was unanimously agreed.

**Decision:** JP proposed and GL seconded the proposal to provide a centenary rosette to each pony entering the Area Shows and this was unanimously agreed.

**Decision:** SB proposed and GL seconded the proposal to provide a centenary rosette to each pony entering a nominated area Affiliated Show and this was unanimously agreed.

### **EPS Medals**

All Area Reps have been contacted to either provide details of their own shows or nominate a show to act as the Area Show. They were all aware that CP was the person to contact for NPS affiliations and that FD was in charge of Gold, Silver and Bronze medals which would be sent out at the end of the year.

### **Pony of the Year**

Following discussion, it was felt that premiums should be offered to ponies entering POTY classes.

### **Affiliated Show Schedules**

The Secretary advised that show schedules offered EPS rosettes to 'a member or someone who becomes a member'.

### **Online entries using Grassroots**

SECRETARY and CP to set up the Breed Show in the first instance.

### **Item 12 - Breed Show Secretary's Report (CP)**

All Trustees were asked to send ideas for the centenary celebrations at the Breed Show to CP.

### **Appointment of Judges**

Breed Show appointments would be carried over to 2021.

Michael Dewhurst – in-hand

David Lee - geldings

Harriet Dean – ridden

Ann Nicholls – reserve

Pony of the Year appointments would be carried over to 2021.

Sue Burger

1<sup>st</sup> reserve Emma Wallace

2<sup>nd</sup> reserve Margaret Partridge-Keane

### **Cups and Trophies**

RT had suggested that all cups and trophies be catalogued and repaired as necessary.

**Decision:** SB proposed and GB seconded the proposal that GL, CP and RT be tasked with recalling all the cups and creating an inventory to include name of cup, photograph, valuation (where known), list of recipients and repairs necessary and this was unanimously agreed.

### **Judge Training**

It was noted those currently on the training scheme would not finish their training until the end of the 2021 season.

It was noted that there were four candidates for assessment and it had been proposed that Lauren Brill host an assessment day in Spring 2021.

**Decision:** JP proposed and SB seconded the proposal that the assessment take place in the Spring and this was unanimously agreed.

**Decision:** JP proposed and RT seconded the proposal that the rule that judge's had to be on the panel for three years prior to accepting a probationer should be rolled on given that no appointments were carried out in 2020 and this was agreed with one abstention.

### **13. Project Report (DSBA/SECRETARY)**

DSBA was appointed as the Trustee to oversee the PhD project and requests from university students are normally passed to DSBA, it therefore seemed appropriate that DSBA take on the role of Scientific Projects Officer.

**Decision:** JP proposed and RT seconded the proposal that DSBA take on this role and it was agreed with one abstention.

#### **PhD**

DSBA presented Debbie Davy's yearly report to the Trustees and this was accepted as written and a letter of thanks would be sent.

#### **Other Scientific Enquiries**

Lucy Allen: DSBA advised that the work was part of a study by Dr Wallner and she would be following up on the ongoing work.

Marianne Sodemann: Veterinary responses regarding the hardness of feet had been passed on to Marianne.

### **14. Area Report (VL/SECRETARY)**

NH advised that VL had agreed to take on the role of overseeing area representatives and her appointment was proposed by JP seconded by GB and agreed with one abstention.

#### **Performance and Area Awards**

Given the responses received to date from Area Reps, Jackie Wharton (Southern) and SB (Performance) it was proposed by SB and seconded by JP and unanimously agreed that all awards be rolled over to 2021.

#### **Area Rep Meeting**

It was agreed that a virtual meeting would be set up for Area Reps to discuss ideas and the centenary.

### **15. Inspections/Inspector's Meeting/DNA (RT/SECRETARY)**

#### **Inspections sub-committee**

Sue Burger, Gill Langdon, Stephanie Poulter and Rob Taylor were the sub-committee and would take on the task of setting up an inspector's meeting – in the first instance this would involve inspectors based on the moor.

#### **Guidelines for inspections taking place during Covid-19**

The guidelines for inspections to take place during Covid-19 had been circulated to Trustees and some colt inspections and foal inspections had taken place at the request of breeders/owners using the proposed paperwork.

JP felt that there were a few changes necessary and the SECRETARY undertook to review the paperwork.

#### **Rule 8 a) 3) ii)**

The SECRETARY had circulated a series of emails from Michael Dewhurst, Fiona Dickson and Jackie Wharton regarding providing a third option to breeders for the autumn of 2020 to add to inspections or deferring inspections until 2021 and this was between automatically registering all foals in Section 1 of the use of Rule 8 a) 3) ii) exceptional circumstances.

RT advised that moorland breeders wished to go ahead with inspections. They were not in a position to leave foals out on the moor and would need to gather and have foals microchipped in

order to allow them to leave the moor and, where requested, have those remaining on the moor branded.

Therefore, having inspections take place made sense particularly if local inspectors were used whilst GL felt that invoking the rule would put moorland herds at a disadvantage.

SB and JP felt that there should be an alternative particularly where inspectors would have to travel from out of area to attend inspections. Rule 8 a) 3) ii) provided that alternative.

The SECRETARY advised that in order for the rule to be used it would need to a decision taken by the Trustees and that the Society questionnaire referred to in the rule would need to be produced by the inspection sub-committee.

RT questioned the logic of a breeder being happy to have a foal micro-chipped, silhouetted, photographed and the Society questionnaire completed versus having two inspectors.

SB advised that Michael Dewhurst's proposal had been all foals automatically go into Section 1 but given foals had to be micro-chipped, it seemed logical to use Rule 8 a) 3) ii) believing that Covid-19 was an exceptional circumstance.

JP felt very strongly that breeders should be offered this option not just to protect the breeder but also to protect the Society.

GB advised that it was an ever changing situation and strong views were held by different Trustees. Decisions via email required a unanimous vote and given the strength of feeling around the table, it was a decision that had to be taken face to face and this meeting presented the first opportunity to do so. He felt that if Rule 8 a) 3) ii) were to be agreed by the Trustees then the committee should review the paperwork for each foal before registration being in Section 1 or Section X. He further felt that this should be a temporary measure applicable to 31<sup>st</sup> December 2020 and that foals should be inspected at a later stage as part of a trial to identify whether the procedures were robust.

Paperwork would need to be completed by an independent, equine vet with five years' experience.

**Decision:** It was proposed by JP and seconded by SB that Rule 8 a) 3) ii) be adopted as a third option for breeders during the autumn of 2020 and this was agreed with 9 for, 1 against and 1 abstention.

The inspections sub-committee were tasked with creating the Society questionnaire to be circulated to all Trustees for approval.

This would provide breeders with three options:

- 1) an inspection
- 2) deferring their inspection and having a Section X passport until such times as the foal was inspected and
- 3) submitting an application and paperwork for registration under Rule 8 a) 3) ii) for the period ending 31<sup>st</sup> December 2020.

Given the duration of the meeting, it was agreed that only one further item would be considered at this meeting before adjourning the meeting to a virtual meeting to be held on Tuesday, 29<sup>th</sup> September 2020 at 10am.

That matter concerned the Yearbook and a complaint from one member against another, given the sensitivity of the subject, the names are withheld.

Following discussion, the Trustees felt that an apology was due to the complainant and the Chairman, NH, undertook to write and meet with the individual concerned and report back to the Trustees at the next meeting.

NH thanked the Trustees for attending the meeting and their efforts in working through a significant agenda.