



Warminster Saddle Club, Oxendene, Warminster, Wiltshire, BA12 0DZ  
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 🌐 [www.warminstersaddleclub.co.uk](http://www.warminstersaddleclub.co.uk)

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### Record of Decisions of the Warminster Saddle Club Committee Meeting, 17 Jan 24

Present	Name	Position	Remarks
	Duncan Wilson (DW)	Chair	Chair
	Joanne Loftus MBE (JL)	Treasurer	
	Jon Pennacchini (JP)	Stables Officer	
	Chloe Miles (CM)	Yard Manager	
	Paula Coward (PC)	Chief Instructor	
	Jamie Halford-Macleod (JHM)	Grants Member	
	Kevin Kiff (KK)	Livery Member	
	Kacey Reynolds (KR)	Entertainments Member	
<b>Apologies</b>	Tom Wythe (TW)	Vice Chair	
<b>Secretary</b>	Sophie Wythe (SW)	Secretary	

Item	Minutes	Action
<b>2. Charitable application process</b>	<p>a. <b>JL</b> had looked into the Charity Commission's policies and how best to run the Club. <b>JL</b> explained there was a free trustees' course from the Chartered Accountants of England and Wales:  <a href="https://learningshop.icaew.com/product?catalog=Trustee_Training_Modules_Member">https://learningshop.icaew.com/product?catalog=Trustee_Training_Modules_Member</a>            The course would provide legal training. It was decided the Trustees would complete the course (anticipated duration 2 – 5 hrs) as soon as they were able, as it would provide many with helpful information/education.</p> <p>b. <b>DW</b> noted he would send out The Good Trustee info to above mentioned trustees.</p>	<p>DW, JL, JP TW &amp; SW</p> <p>DW</p>
<b>3. Infrastructure / Maintenance</b>	<p>a. It was acknowledged that the Mancombe range boundary fence needed rebuilding.</p> <p>b. <b>Dave</b> will be tasked to commence works at Parsonage and spruce it up eg concrete work.</p>	<p>DW</p> <p>JP</p>
<b>4. Committee Members' Reports</b>	<p>a. <b>Entertainments:</b></p> <p>(1) A forecast of events is required to enable event planning. <b>DW</b> said event planning would not</p>	

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	<p>be the sole responsibility of <b>KR</b>, but may require specific sub-committees to be created to plan and deliver the activities</p> <p>b. <b>Yard Manager:</b></p> <p>(1) <b>CM</b> discussed staffing, some days of the week were short. An apprentice would be good for the charitable application too. <b>CM</b> to send <b>JL</b> information.</p> <p>c. <b>Stables Officer:</b></p> <p>(1) <b>JP</b> had painted the barn on the stable yard, looking smart - cost £39. The Club required Creosote for fence spraying and the two pony boxes by the Portacabin also required attention. <b>Afternote:</b> This activity could be done as a work party, rather than being left to <b>JP</b> or <b>Dave</b>.</p> <p>(2) <b>DW</b> wished the tree planting directed by DIO to happen soon, although acknowledged we are still waiting for direction from DIO as to the specific tree species to be planted. <b>Mr Sullivan-Tailyour</b> (son of late Robert &amp; proprietor of The Bell Pub, Warminster High St) to be invited to plant the tree to continue the S-T family connection with WSC.</p> <p>d. <b>Livery Member. KK</b> reported the Livery track to the paddocks needed urgent attention and the '4 Block' wooden stables needed some form of flood protection - sandbags may be required. <b>DW</b> to enquire about defence stores.</p> <p>e. <b>Treasurer:</b></p> <p>(1) <b>JL</b> to consolidate spreadsheets. Needed to ascertain which accountancy software we were moving forward with. Accounts needed to be immaculately presented ahead of Charity Commission Application: a reserved and non-reserved fund, and a contingency fund are required (based upon 6 months of trading). <b>JL</b> to produce a business plan and financial forecast for rest of the financial year.</p> <p>(2) <b>JL</b> looking at contracts and HR issues. Some staff don't have contracts. Peninsula should supply return to work, sickness forms etc.</p>	<p>KR</p> <p>CM</p> <p>JP &amp; Dave</p> <p>CM &amp; JP</p> <p>DW</p> <p>JL</p> <p>JL</p>

Item	Minutes	Action
	(3) Internal controls on spending are urgently required (eg a stop to the Club providing brews for staff). <b>DW</b> to approve large purchases over a certain value TBC.	JL  DW & JL
<b>5. Forecast of Events</b>	<b>SW</b> to produce a forecast of events in conjunction with CM, PC and KR.	SW, CM, PC & KR
<b>6. Yard Manager Employment Options<sup>1</sup></b>	<p>a. A number of options were discussed with the pros and cons of each being debated by those present. The need for a Yard Manager was not disputed, but the committee were clear that the Club could not afford the cost now. Further work was required to determine how we may be able to enable the Club to employ a Yard Manager.</p> <p>b. Work also needs to be conducted to confirm the Club is approaching the selection, appointment and remuneration package for the Yard Manager is compliant with current best practice and employment law. <b>DW</b> to get advice from Peninsula.</p>	JL & DW          DW
<b>7. AOB</b>	<p>a. <b>SW</b> and <b>TW</b> depart Warminster in Jun/Jul 24. <b>Laura Ross</b> is a potential replacement Secretary. <b>Humphrey Bucknall</b> may be a suitable replacement Vice Chair, but may also be posted soon. <b>DW</b> rather unhelpfully suggested that the best successors are the ones the incumbent identifies themselves.</p> <p>b. <b>JP</b>: the Warminster Garrison WOs' and Sgts' Mess is looking to offer some financial support. <b>JP</b> to engage with the mess to see what might be on offer and for what purpose. <b>DW</b> to do the same for the Officers' Mess.</p>	SW & TW          JP & DW
<b>8. Date of Next Meeting</b>	TBC – likely to be in late Feb 24.	DW & SW

Signed by the Chairman:

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Duncan Wilson

Signed by the Secretary:

<sup>1</sup> CM was asked to leave the meeting while this item was discussed as it related directly to her potential future employment.

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Sophie Wythe