



Warminster Saddle Club, Oxendene, Warminster, Wiltshire, BA12 0DZ
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Date issued: 04 March 2024

Record of Decisions of the Warminster Saddle Club Committee Meeting, 27 Feb 24

Present	Name	Position	Remarks
	Duncan Wilson (DW) Tom Wythe (TW) Joanne Loftus MBE (JL) Paula Coward (PC) Kevin Kiff (KK) Kacey Reynolds (KR)	Chair Vice Chair Treasurer Chief Instructor Livery Member Entertainments Member	Chair
Apologies	Jon Pennacchini (JP) Chloe Miles (CM) Jamie Halford-MacLeod (JHM)	Stables Officer Yard Manager Grants Member	
In attendance	Lizzie Purser (LP) Dave Hills (DH) Alisha Helmn (AH) Louise Clark (LC) Jenny Brunning (JB)	Office Manager Maintenance Operative Groom Groom Potential Riding School Member	
Secretary	Sophie Wythe (SW)	Secretary	

Item	Minutes	Action
1. Committee Members' Reports	<p>a. Treasurer:</p> <p>(1) Yard Manager:</p> <ul style="list-style-type: none"> JL explained that a part time Yard Manager would be financially feasible, but not full time at present state of funds. KK pressed that the current staff apportionment is wrongly prioritised. JL said it was likely the Club could afford to pay for a Yard Manager for 3 days a week. Plus Saturday lessons with an instructor costs we could do 3½ days. JL said she would have another look at the figures and then confirm the Club's financial position. DW to advertise / interview with a 3/6 month probation period with a view to open up to full time hours depending on the finances of the club. Afternote: The 	DW

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	<p>recruitment process has been confirmed by Peninsula, with an explanatory e-mail having been sent out by DW.</p> <p>(2) Accountants. TW proposed the Committee voted on the proposal: Goodings was voted in unanimously.</p> <p>b. Yard Manager. DW covered CM's points in her absence:</p> <p>(1) A few people questioned why they had to sign when paying. A way round this would be to have portable card machine (for example sum up) which we could use in both the office and at events. There is no subscription or set up fee and they take 1.75% per transaction. DW said that the control measure of signing for entries needed to remain in place and would become more important when the Club became a charity as it would enable us to qualify for Gift Aid. We will need to look at the process to ensure we can do this as smoothly as possible.</p> <p>(2) The BHS has informed us our approved centre inspection is due. All the paperwork is up to date and ready to send over in time for the 1 Apr 24 deadline. CM will be in touch with the BHS to arrange the date of the inspection. DW noted the Club would need to try and remove all of the barbed wire from the Club's fencing.</p> <p>c. Livery Member:</p> <p>(1) Penalties of 10% for late payment has upset some liveries. JL said it was a standard practice and there should be no issues if everyone paid on time; there are a number of habitual late payers. KK asked for clearer communication of this, which JL agreed to do.</p> <p>(2) Comms have improved. Liveries would like notice on which clinics are running when. LP announced the Arena bookings will shortly be moving to an online app. DW said Sophie Dickinson had asked to start earlier on a Wednesday which was denied as it meant there would not be a school available for the liveries. This decision has cost the club £200/month but it does mean there is a school guaranteed available to liveries. PC suggested we might be able to use the paddock next to the outdoor school in the summer as an additional school. DW said it would be considered.</p> <p>d. Entertainments Member:</p> <p>(1) Summer Show - CM and LP to be consulted. Around August, but deconflicted where possible with other events,</p>	<p>DW & CM</p> <p>JL</p> <p>LP</p> <p>KR</p>

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	<p>such as Mendip/West Wilts or similar. DW said this event will need a sub-committee to plan and deliver it.</p> <p>(2) KR to put together for a forecast of events.</p>	KR
5. Forecast of Events	SW to produce a forecast of events in conjunction with CM, PC and KR.	SW, CM, PC & KR
6. AOB	<p>There were various items of AOB which occurred throughout the meeting. I have collated them here so as not to divert from the structure of the formal committee agenda items.</p> <p>a. AM requested an extra staff member to be on duty in the mornings.</p> <p>b. DH queried who was responsible for repairing liveries internal fencing. DW confirmed that if it was an internal fence, it should be down to the livery replace but external is the saddle clubs responsibility. DH also confirmed slotting in as best he can to help where is needed most, he suggested we have a look at the staff rota to ensure the right persons were on duty when they were required the most. Process and new changes would make the club as efficient as possible.</p> <p>c. Work party clauses would need to go into all new liveries' contracts as several are not "on board" with the club's help ethos. Work parties are already included in the Parsonage Farm livery agreements: if they don't do them they can have their agreement cancelled.</p> <p>d. KK: Parking - be mindful around the front of the stable yard and there should be no parking around the taps. This is to go into newsletter for clients to kindly be aware of.</p> <p>e. JL to have a meeting with Dentons about internet domain and e-mail addresses: DW needs to follow up.</p> <p>f. As discussed earlier in the Treasurer's report, it was asked if Saturday lessons were now feasible. DW directed we should start Saturday lessons if we have sufficient horses and ponies to enable this and can match riders to horses.</p> <p>g. DW closed the meeting, thanking everyone for their time as volunteers. He acknowledged the issues are not always straightforward and welcomed challenge, but observed that committee membership should be fun.</p>	<p>CM</p> <p>DW</p> <p>LP</p> <p>DW</p> <p>CM</p>
7. Date of Next Meeting	TBC – likely to be in late Mar 24.	DW & SW