



Warminster Saddle Club, Oxendene, Warminster, Wiltshire, BA12 0DZ
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Date issued: 29 March 2024

Record of Decisions of the Warminster Saddle Club Committee Meeting, 26 Apr 24

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

Item	Minutes	Action
1. Yard Manager Interview	<p>a. The interview panel's composition had been agreed in committee. It had been carefully composed to ensure an appropriate spread of interests: Chair, Vice Chair, Treasurer, Chief Instructor and CO WarGar (independent member). It was acknowledged this was an unusually large interview panel, but the intent was to balance competing interests, not to intimidate the candidate. DW had specifically briefed the panel prior to the meeting that the interview was to be exactly that, and not an interrogation. TW said the interview had been probably the most benign interview he had been involved in.</p> <p>b. DW said that he genuinely believed all of the interview panellists had been as objective as possible. The panel had spent over an hour deliberating on the outcome of the interview, including trying to find mitigations for their concerns.</p> <p>c. The original direction was that the position would only become available when the Club could afford it, and recruitment would need to follow the appropriate process. Advice had been sought from the Club's HR advisers, and this advice had been followed. Under extreme pressure from</p>	

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	<p>a number of committee members, DW had selected the first possible opportunity for the interview, subject to the panellists' availability. It was remarkably unfortunate that this opportunity coincided with the final day of CM's jury duty and the fact she had experienced an emotionally draining day in court. If we had not taken the opportunity on 25 Apr 24 then we would have had to wait until 7 May 24 due to PC's unavailability due to a holiday she had booked.</p> <p>d. KR asked what would happen next. DW said the intent was to broaden the scope of the job specification, re-write the job advertisement and then start the process of advertising the job as soon as possible. Afternote: The job advertisement and job specification have been redrafted and the Office Manager has been directed to advertise the role by lunchtime on 29 Apr 24.</p> <p>e. SW said CM would naturally be looking for a new job and she would need a reference for the work she had done for the Club. DW said he completely agreed and would do so whenever CM asked for one.</p> <p>f. As awkward as the situation is, given CW is a livery and PC is a committee member, DW said CW would be very welcome to continue instructing at the Club and he hoped she would remain a livery.</p> <p>g. DW also said that CM was welcome to reapply for the role, although he acknowledged how odd that might be.</p>	DW
2. Date of Next Meeting	TBC. Afternote: 25 May 24 might be a good date; we could have a short meeting prior to the quiz.	DW & SW