



Warminster Saddle Club, Oxendene, Warminster, Wiltshire, BA12 0DZ
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Record of Decisions of the Warminster Saddle Club Committee Meeting, 23 Oct 23

Present	Name	Position	Remarks
	Tom Wythe (TW)	Chair	Chair
	Jerry Levine (JL)	Vice Chair	
	David Puckey (DP)	Stables Officer	
	Chloe Miles (CM)	Yard Manager	
	Paula Coward (PC)	Chief Instructor	
	Duncan Wilson (DW)		
Apologies	Shirley Moriarty (SM)	Treasurer	
Secretary	Lizzie Purser (LP)	Office Manager	

Item	Decision	Action
1. Charitable status	It was agreed we propose to members that we become a Charitable Incorporated Organisation. Not part of the Warminster Garrison's President of the Regimental Institute's charity, which is already overstretched.	DW
2. Changes to committee structure	<p>a. Rules. DW has revamped the Club's rules.</p> <p>b. Trustees. There will be five Trustees: Chair (must be serving military), Vice Chair, Treasurer, Secretary & Stables Officer. DW has outlined responsibilities for each Trustee, any proposed changes are to be sent to DW, as detailed below.</p> <p>c. Other members. Yard Manager, Chief Instructor, Grants Manager, Livery Representative, Riding School Representative, Events Representative (social, not competitions).</p> <p>d. Riding school members. More routine involvement to be encouraged from those in the riding school to work towards becoming one big club. Involvement can be with merchandising, assisting at events etc but also arranging</p>	

	<p>more social events such as quizzes, summer barbecue, yard tidying days, trips etc.</p> <p>e. Role descriptions. Individual committee members will have responsibility for specific policies. Role descriptions to be created for committee members.</p> <p>f. EGM. Once the role descriptions have been completed an EGM will be called to clarify all proposals – the shift to a charity, committee structure etc.</p> <p>g. Governing documents. DW has sent the revised constitution, rules and policies to all committee members.</p> <p>(1) Committee Members to read these documents and report back to DW by 3 Nov 23, with any suggested amendments or issues. The committee will then meet again between 6 – 12 Nov 23, prior to an EGM being held on 24 Nov 23.</p> <p>(2) Documents relating to committee to go on website – all policies etc.</p> <p>(3) Voting. Members propose themselves for positions within the committee. Other members vote for the candidate they wish to be elected.</p> <p>(4) LP/CM to advertise date for EGM – state more details to follow.</p> <p>(5) Membership. Change from 4 categories to 2: Change agreed. Cat 1 – military including serving, retired, posted to Warminster or posted elsewhere. Cat 2 – non-military. Reservists – treated as Military or Civilian? Agreed military. Prioritisation – a reminder that we must give priority to Cat 1 members for both livery & riding school activities.</p>	<p>All – by 3 Nov 23</p> <p>DW</p> <p>All – by 3 Nov 23</p> <p>CM</p> <p>LP & CM</p> <p>LP & CM</p>
<p>3. AOB</p>	<p>a. Military courses, we are hopefully about to secure some larger horses (in the form of working liveries), if this happens we will be closer to arranging dates.</p> <p>b. One-off private lessons – we want to make more private lesson slots available.</p> <p>c. Christmas Event – CM & LP are planning a festive version of the Open Day.</p> <p>d. Local schools - discuss WSC offering clubs. Offer of lessons can be directed to these children during school holidays.</p>	

	<p>e. Equine therapy – CM investigating. Potentially the BHS Changing Lives Through Horses scheme.</p> <p>f. RDA: LP to check current RDA contract, in particular when it expires. Price needs to be looked at before contract is reviewed. CM mentioned that it would be useful to regain use of the RDA room. Use for viewing during demonstrations and possibly for the use of our new Pony Parties etc.</p> <p>g. JL reminded CM the Employee Handbook needs an overhaul. CM will update in conjunction with DW.</p> <p>h. FreeAgent – it was agreed LP could proceed with creating a FreeAgent account.</p>	<p>LP JL</p> <p>CM & DW</p> <p>LP</p>
4. Date of next meeting	<p>a. Committee Meeting: 6 – 10 Nov 23 – TBC.</p> <p>b. EGM: 24 Nov 23.</p>	