

---

## Council

### Minutes

**Tuesday 15 September 2020 at 18:00**

By Microsoft Teams

<b>Present on Teams:</b>	Craig Poxon	-	Chair
	Natasha Higman	-	Treasurer
	Adrian Bond	-	Vice Chair
	Mark Bayada	-	MDC Chair
	Sam Lee	-	EPC Chair to item 119/20
	Jack Davies		
	Kate Lindsley		
	Simon Soper		
	Mary-Lou Barratt		
<b>In attendance on Teams:</b>	Liz Ashley	-	Editor, Skydive the Mag
	Tony Butler	-	Chief Operating Officer
	Lise Moore	-	Finance Manager
	Martin Soulsby	-	Vice President (from 118/20)
	Jeff Montgomery	-	Safety & Technical Officer & STC Chair
	Angel Fernandez	-	Communications Manager
	James Potts	-	Compliance Officer
<b>Apologies for absence:</b>	Martin Shuttleworth	-	Secretary General
	Paul Applegate		
<b>Observers:</b>	Alex Busby-Hicks	-	Skydive Tilstock
	Bryn Chaffe	-	Sky High (Peterlee)
	Grant Richards	-	UK Parachuting (Sibson Skydivers)
	Ben Wood	-	Cornish Parachute Club
	Dave Wood	-	Cornish Parachute Club

---

The Chair welcomed everyone to the virtual meeting. He said the meeting would be recorded to assist with preparation of the minutes after which the recording would be deleted.

### Item Minute

#### 114/20 Declarations of interest

The Chair said these could be made now or at the appropriate item.

**115/20 Minutes of Meeting held 16 June**

Taken as read and approved

**116/20 Matters Arising**

Item 102.4 to be discussed during Finance section

**117/20 Finance**

**117.1 Draft Audited accounts**

These had been circulated with the agenda.

The Finance Manager stated that the annual audit had gone well, and there were no unexpected issues which had arisen. A paragraph regarding Covid-19 had been added to the notes to the accounts from the Auditors under accounting policies. The wording in the draft accounts had been copied from the previous year and had incorrect information on the Directors. The Auditors had been notified and this would be corrected before the final accounts were published.

The year-end showed a substantial loss as expected due to the Covid-19 lockdown for the last four months of the financial year but there was adequate cash available due to historical good financial planning despite revaluation of investments.

Debtors had been reduced over the year and had been split between the amounts expected to be received during 2020 -2021 and later years.

**Council Approved** the draft audited accounts, proposed by Natasha Higman, seconded by Adrian Bond, and carried unanimously.

**117.2 Management accounts to August 2020**

These had been circulated with the agenda.

Due to Covid-19, membership income is down 46% year on year as is other income largely because causes are currently suspended. Funding from the Government for furloughed workers under the Covid Job Retention Scheme is being shown under Misc. Income and not as a reduction in Staff costs.

Savings were being made as all meetings have been held virtually and we have reduced the amount of postage being sent out from the office. The biggest impact on the two months management accounts has been the loans made to support the PTOs -circa £93k.

The Finance Manager reported that the Membership statistics ran from April – March rather than July to June as per the account. The membership statistics showed the impact that Covid-19 had had on the organisation which has resulted in a loss of income. Jumping for most of the PTOs had resumed in early July but there was a substantial reduction in student membership which probably would not be recovered.

**117.3 Update on Grants and Loans**

The Treasurer updated Council on the cumulative spend on grants and Loans, paper circulated with the agenda.

£60k had been awarded in grants from the Drop Zone Defence Fund, which left £10k of the £70k allocated remaining. Of the £300,000 that had been set aside for loans to support PTOs, a total of £241,349 had been awarded to a total of five different PTOs. As jumping recommenced in England in July 2020, three of these PTOs had started to pay them back according to the specific terms in their loan agreements.

The Chair stated the Treasurer had received a letter of thanks to the finance committee for approving the grants and loans as well as verbal thanks.

#### **117.4 Forecast for the financial year July 2020 to June 2021**

The Treasurer spoke to her paper on the 2020 – 2021 budget update circulated with the agenda.

The original budget figures had reflected the worst possible outcome in that there would be no income for the year due to Covid-19. The forecast at quarter 1 showed a better than budget situation with an overall improvement in the final loss for the year from £703k to a loss of £525k. She stated that she intended to update this forecast at every meeting.

#### **117.5 Business and Financial Risk Register**

The Treasurer spoke to the Business and Financial risk register circulated with the agenda.

The main strategic risk was the loss of operational capability, but on the whole staff are able to work from home. The loss of the headquarters building remains an ongoing risk to the organisation.

The Chair spoke on the risk of a significant cyber-attack against British Skydiving. During the past week, penetration testing had taken place by Cyberis. Although their final report had not been received, the preliminary findings were that there were no significant issues found.

#### **117.6 Other financial matters**

The Treasurer said that the Finance Committee had not yet been established due to the extra work created by the on-going COVID-19 situation, but that it would in due course.

The Chair updated observers of the 'in camera' session

The report from the compliance officer stated that he had received a Subject Access Request which was ongoing.

PTOA. In response to a paper received from the PTOA, council had agreed to form a subgroup of council members and an external subject matter expert to consider the ongoing relationship between British Skydiving and the PTOA.

The Employment committee confirmed that the position of Competitions and Events Co-ordinator had been made redundant and staff had gone through the correct process for the redundancy. Salaries had been reviewed and a number of recommendations had been made to recognise the hard work that staff had made in these difficult times.

### **120/20 Reports from Committee of Council**

In the most recent minutes, there was a proposal for students to jump at Cornish Parachute Club, which although agreed by STC, had raised some concerns by the safety staff, particularly should an incident occur. The COO stated that he believed the DZ was not suitable for student jumping at this time and should be reassessed. The directors are ultimately responsible for the decisions made by committees and Council believed that the counter proposal to have the drop zone assessed for suitability for student skydiving by independent advisors would have been more prudent.

**Council agreed** with the proposal made by Mark Bayada, seconded by Mary-Lou Barratt to discuss with the PTO how they can do AFF safely and any reassessment

of the DZ be done by persons other than those who have done it previously . None against with one abstention Jack Davies.

**Council further agreed** that a review of the technical committees which had been purposely omitted until a later date from the recent restructuring, should now proceed given the concerns from around both tables regarding this matter

Chair of STC notified Council that there are some items that do need voting on.

**Council agreed** that members need more time to read the minutes of the STC meeting from 10.09.2020 and hold an e-vote at a later time.

### **120.1 Safety & Training Committee**

**Council agreed** the STC minutes from 02.07.2020

#### **120.1.2 Amendments to the Operations manual**

There are a number of amendments to the Operations manual which have been implemented at once. They are on the website and can be downloaded immediately.

**Council agreed** to accept the proposal by Mark Bayada and seconded by Jack Davies to approve the amendments to the operations manual.

### **120.2 Elite Performance Committee**

Minutes from the meeting held in August were circulated with the agenda. The working party to discuss the objectives of future sponsorship arrangements by EPC had not yet been formed due to Covid-19 related workload. Mark Bayada asked if there were any volunteers to Chair the working party who were not on the EPC committee to let Sam Lee know.

### **120.3 Member Development Committee**

Minutes from the meeting held in August were circulated with the agenda. Nothing further to report.

## **121/20 Skydive the Expo 2021**

An oral update was given by Adrian Bond on the planning that has been undertaken for the 2021 EXPO and AGM. His main concern is to protect the organisation contractually and financially should the Expo not take place due to Covid-19 restrictions. He is expecting to have a meeting at the beginning of October with EMCC to discuss how the event can be held and will update Council on 6<sup>th</sup> October. Until such time, it is 50/50 as to whether the event takes place or not.

There are several potential solutions available should we need to hold the AGM virtually which he would explore further.

## **122/20 Royal Aero Club**

The Chair invited questions from Council on the Royal Aero Club report circulated with the agenda. Applications are now open for bursaries from Royal Aeroclub trust and they are being advertised by e-newsletter, social media channels and in the magazine.

## **123/20 British Skydiving 60<sup>th</sup> Anniversary**

The Chair stated that next year is the 60<sup>th</sup> anniversary of the informal formation of British Skydiving and there is only one more meeting before our Anniversary year. Council needs to think how this will be marked, although Covid-19 will be a big factor in this. Chair is open to suggestions and ideas and invited comments from Council.

## **124/20 Council 2021**

There are three elected seats up for nomination and 1 independent seat following the resignation of Nick at the end of last year, in addition to Sue Stanhopes position as an independent director is up for re-election.

Site for applications goes live on 1<sup>st</sup> October to the membership.

Advertisements have gone out to some free sites to advertise for Independent non-executive Directors, but the right candidates have not come forward from this.

**Council agreed** to the proposal by Natasha Higman and seconded by Adrian Bond to set aside £1k (inc VAT) to spend on advertising for Independent Non-Executive Directors as the nominations committee sees fit to get more suitable nominations, possibly from underrepresented minorities.

## **125/20 A.O.B.**

### **125.1 Request made for Council members to return their related party forms**

### **125.2 Return to skydiving meeting**

The Return to Skydiving Working Group was reconvened on the 14<sup>th</sup> of September to consider the new “rule of 6” legislation and how that applies to Skydiving and drop zones. Suggestions were made to apply to the Department of Culture, Media and Sport (and further Public Health England) so Skydiving can go on the list of approved sports, however it was considered that this may be problematic, and it was best left as is.

It was agreed that procedures would be reviewed and updated with regards to the new legislation. New guidelines would replace ‘should’ with ‘must’ or ‘strongly recommended’ as far as hygiene matters were concerned. We will also encourage drop zones to liaise with their local Environmental Health Officer.

### **125.3 PTO and PIMS**

One PTO is having difficulty uploading their student forms to the online portal. The PTO in question has agreed to settle the balance of outstanding credits, but that there is some concern that the PTO is operating outside of the affiliation agreement. There is a problem with PIMS, and this is on-going and yet to be fully resolved.

The problem is that by not having adequate credits available, the students and the PTO may not be covered by insurance should an accident occur.

## **126/20 Date of next meeting**

Next Meeting 24<sup>th</sup> November at 18.00 by Microsoft Teams

The meeting closed at 21.35 (3 hrs, 35 mins)