



**Agenda for a meeting of
Council
on Tuesday 8 August 2017 at 18:00
at BPA HQ, 5 Wharf Way, Glen Parva
Leicester LE2 9TF**

- D - Decision** *Decision/approval required at meeting*
A - Advice *Issue needing discussion to advise/inform future direction/decision*
I - Information *Update - requires brief feedback only, no detailed discussion*
R - Ratification *Confirmation of decisions taken electronically between meetings, or by a Committee*

| Item nr | D/ A/I /R | Time | Business | Lead | Pre-read paper |
|---------|-----------------|-------|--|-------|----------------|
| 1 | I | 18:00 | Composition As previously advised to Council, on 13 June Kate Charters resigned her seat on Council and from her role as Judges' Co-ordinator for personal reasons. In accordance with established custom and practice, casual vacancies on Council are not filled, and the seat will be among those contested at the next election later in the year (as it would in any case have been as this is a one-year seat under the transitional arrangements to a 3-year tenure on Council). | Chair | - |
| 2 | I | 18:05 | Apologies for absence Craig Poxon | Chair | - |
| 3 | I | 18:06 | Declaration of any conflicts of interest | All | - |
| 4 | R | 18:08 | Minutes of the meeting held on Tuesday 13 June 2017, previously approved electronically and published on the BPA website bpa.org.uk/member/agendas-and-minutes/ | All | Minutes |
| 5 | I | 18:10 | Patronage His Royal Highness The Prince of Wales has kindly agreed to extend his Patronage of British Parachute Association for a further five year term from July 2017. | Chair | - |

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|---------|---------|-------|--|-----------------------------|---|
| 6 | I/D | 18:15 | <p>Matters arising from the minutes not covered elsewhere on the agenda</p> <p>6.1 Min 41.2 - Table showing delegated authority on financial matters - Finance Manager</p> <p>6.2 Min 41.3 - Safeguarding - Secretary</p> <p>6.3 Min 41.4 - Data protection audit - COO & Secretary</p> <p>6.4 Min 41.6 - Disciplinary Procedure update - updated procedure was uploaded to BPA website on Monday 3 July</p> <p>6.5 Min 41.8 - Code of conduct for volunteers - Yassi Molazadeh and Secretary</p> <p>6.6 Any other matters arising not listed above</p> | Chair | Minutes |
| 7 | I | 18:25 | <p>Finance</p> <p>7.1 Management accounts & membership statistics</p> <p>7.2 Company payment card request from staff</p> <p>7.3 Investment strategy paper. Simon Curley, Independent Financial Adviser, Chapman Associates Financial Planning LLP, will be in attendance for this item.</p> | Treasurer & Finance Manager | <p>6.1 - Management accounts & membership statistics</p> <p>6.2 - Company payment card request</p> <p>6.3 - Investment strategy paper</p> |
| 8 | D | 18:55 | Nominations Committee | Chair | Nominations Committee |
| 9 | D | 19:10 | <i>In camera</i> Commercial matter | Chair | Paper on the commercial matter |
| 10 | DI | 19:25 | <p>Royal Aero Club</p> <p>To receive an oral update from the Chair in his capacity as BPA Alternate Delegate to RAeC</p> | Chair | - |
| 11 | D | 19:35 | <p>Strategy</p> <p>To consider a paper from the Strategy Working Group</p> | Chair | Paper from the Strategy Working Group |

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| 12 | D | 19:50 | <p>Competitions Committee</p> <p>12.1 Composition Consequent on the resignation of Kate Charters (item 1), there are now two instead of the minimum three Council Members on the Competitions Committee (as required by the Committee's terms of reference)</p> <p>11.2 Eligibility for a BPA-issued sporting licence - case involving residency requirement for non-UK nationals</p> <p>11.3 Judges' laptops</p> | Comps Chair | <p>11.1 - Competitions Committee Terms of Reference</p> <p>11.2 - Eligibility for sporting licence case</p> <p>11.3 - Judges' laptops</p> |
| 13 | I/R | 20:10 | <p>Reports from Committees of Council</p> <p>13.1 To discuss and ratify the minutes (previously circulated) of the Communications, Development & Competitions Committee meetings held on Tuesday 13 June 2017</p> <p>13.2 To discuss and ratify the minutes (previously circulated) of the STC meeting held on Thursday 27 July 2017.</p> <p>13.3 To receive an oral report by the Committee Chairs on this afternoon's meetings of the (i) Communications, (ii) Development, and (iii) Competitions Committees.</p> | <p>Comms/ Dvt/ Comps Chairs</p> <p>STC Chair</p> <p>Comms/ Dvt/ Comps Chairs</p> | <p>12.1 - Comms/Dvt/Comps mins – June</p> <p>12.2 - STC minutes - July (to follow)</p> <p>-</p> |
| 14 | | 20:25 | <p>Any other business to be notified to the Secretary by no later than noon on Friday 4 August</p> | Chair | - |
| 15 | I | 20:30 | <p>Dates of next meetings Tuesdays at 18:00 at BPA HQ, Leicester: 3 October & 28 November</p> | - | - |