



## Meeting 2024A of the BHPA Executive Council

These minutes are not for circulation outside the Board Members and attendees until approved.

Meeting held on Saturday 24<sup>th</sup> February 2024 at Holywell Park Conference Centre, Loughborough, commencing at the conclusion of the AGM.

### Present

Marc Asquith  
Martin Baxter  
Bill Bell  
Stuart Blackburn  
Jenny Buck  
Ed Cunliffe  
Paul Dancey  
Martin Heywood  
Brett Janaway  
Angus Langford  
Angus Pinkerton  
Steve Young

### In attendance:

Ian Curren  
Michelle Lanman  
Joe Schofield  
Mark Shaw

### Apologies:

### ITEM 1: APOLOGIES FOR ABSENCE

All Exec members were present at the meeting.

### ITEM 2: POST AGM

Jenny Buck welcomed Stuart Blackburn to Exec.

### ITEM 3: ITEMS ARISING FROM AGM

3.1 Jenny asked if anyone wished to change responsibilities. Everyone was happy to continue in their roles.

3.2 Jenny asked if anyone wished to take on the role of Chair. There were no volunteers and Jenny was elected for another year.

3.3 It was agreed that we should move away from Facebook streaming the AGM live and move instead to a more formal meeting link. The link will be published on the voting papers, the website and in Skywings well in advance of the meeting.

### ITEM 4: AGM 2025

The BGA had advised that it is unlikely they will hold a conference in 2026, and so would be unable to host our

next AGM. Brexit has made it difficult for them to attract overseas traders making the conference financially unviable.

It was agreed, because of the low attendance by members, that it would be possible for us to hold the meeting at the offices in Leicester. This would also generate cost savings.

### ITEM 5: MINUTES OF PREVIOUS MEETING

The minutes from the meeting held on Wednesday 11<sup>th</sup> October 2023 were approved without amendment.

### ITEM 6: MATTERS ARISING

2018 – B1	Continuing
2020 – A11	Continuing
2021 – B7i	Closed
2021 – B7ii	Continuing
2023 – A1	Closed
2023 – A4	Closed
2023 – A6	Closed. Two documents have been produced (a policy and a code of conduct) and have been circulated for approval. It was agreed that the policy should be formally adopted.

**FOR ACTION: (2024 – A1) Paul Dancey to add the Child Protection Policy and Code of Conduct to the website.**

**FOR ACTION: (2024 – A2) Steve Young to write an article about our Child Protection Policy for Skywings.**

**FOR ACTION: (2024 – A3) Technical Team to include details about our Child Protection Policy in the Instructors Newsletter.**

**FOR ACTION: (2024 – A4) Michelle Lanman to include details about the Child Protection Policy in the Club Bulletin.**

2023 – B2	Closed
2023 – B11	Closed
2023 – B16	Continuing
2023 – B17	Closed
2023 – B18	Closed
2023 – C1	Closed. Member A agreed to abide by BHPA rules.
2023 – C2	Closed
2023 – C3	Continuing
2023 – C4	Closed
2023 – C5	Closed
2023 – C6	Closed
2023 – C7	Continuing
2023 – C8	Continuing
2023 – C9	Continuing
2023 – C10	Closed

**FOR ACTION: (2024 – A5) Michelle Lanman to forward F&GP terms of reference to Stuart Blackburn.**

**FOR ACTION: (2024 – A6) Michelle Lanman to arrange for F&GP terms of reference be placed on the website.**

## **ITEM 7: PROPOSAL TO GRANT HONORARY MEMBERSHIP TO DAVE THOMPSON**

In recognition of Dave Thompson's long and diligent service, it was agreed that he should be granted Honorary Membership of the BHPA. It was, however, noted that Honorary Members cannot hold Licences and so if Dave wishes to continue to keep his Licences he will have to join as a Full Member in the usual way. In that case the invitation to accept Honorary Membership would stand should he wish to relinquish his Licences at a later date.

**FOR ACTION: (2024 – A7) Jenny Buck and Michelle Lanman to write to Dave Thompson regarding honorary membership.**

## **ITEM 8: PROTOCOL FOR UNUSUAL PAYMENTS**

Concern over our procedures for unusual payments had been raised due to the steady increase in fraud. Angus Langford had circulated documentation on authorisation limits and a payment security policy, prior to the meeting, for approval. It was agreed that the authorisation limits document should be amended to include the Admin Director. Both should then be adopted.

## **ITEM: 9: TANDEM FLYING UNDER SOLO WING**

Consideration of a request from member DH to allow lightweight pilots and passengers to fly on solo PG wings rather than specific tandem equipment was considered. This item had been referred to Exec. by FSC. Exec. considered a briefing note prepared by Angus Pinkerton together with the papers submitted to FSC by DH. After lengthy debate Exec. rejected the proposed change to current policy in respect of tandem PG and found no grounds to make a special exception for DH. It was agreed that DH had made a good case, but Exec. considered that there were weighty issues of risk and insurance applicable to this scenario which could not be surmounted. Martin Heywood was also satisfied that there were no Equality Act implications relating to this decision.

**FOR ACTION: (2024 – A8) Jenny Buck and Martin Heywood to respond to DH's request to fly tandem on a solo wing.**

## **ITEM: 10: TRAUMA COUNSELLING FOR MEMBERS**

An enquiry had been received asking what measures, if any, we had in place regarding trauma counselling for members post incidents. Jenny Buck suggested that the first point of call should always be the members primary care provider (GP), who would be able to access formal mental health treatment. It was agreed that this advice should be included in the training given as part of the Coaching and Instructor courses we run.

**FOR ACTION: (2024 – A9) Technical Team to update the Coaching Manual to include words on psychological trauma, its effects, and possible actions to address it. To be approved by FSC.**

**FOR ACTION: (2024 – A10) Technical Team to include a section about psychological trauma and mental health on the Senior Instructor Course. To be approved by FSC.**

**FOR ACTION: (2024 – A11) Technical Team to include the updated advice about psychological trauma and mental health in the Technical Manual.**

**FOR ACTION: (2024 – A12) Jenny Buck to update the 'Dealing with Accidents' guidance available on the website.**

Stuart Blackburn commented that the military use TRiM (Trauma Risk Management), a method he had employed with his club after a fatality. Jenny suggested that Stuart write an article for Skywings including his experience.

**FOR ACTION: (2024 – A13) Stuart Blackburn to write an article for Skywings as a platform to inform the membership of how we cover trauma counselling, with an example of how this works in reality.**

It was agreed that staff should attend appropriate training courses.

**FOR ACTION: (2024 – A14) Technical Team / Michelle**

**Lanman to attend the appropriate mental health course.**

**FOR ACTION: (2024 – A15) Jenny Buck to respond to the enquiry about trauma counselling summarising our actions and scope.**

## **ITEM: 11: CONCESSIONARY RATE FOR DISABLED MEMBERS**

Flyability had approached Marc Asquith requesting a concessionary membership rate be considered for disabled members. This was agreed and the fees set at the same rate as members under 21 and those over 67. Members requesting this membership category will have to provide a copy of their annual letter from the DWP (Department of Work and Pensions) showing their eligibility for Personal Independence Allowance upon application and renewal.

**FOR ACTION: (2024 – A16) Michelle Lanman to set up a concessionary membership code for disabled members.**

## **ITEM 12: REPORTS**

### **12.1 Finance**

12.1.1 Angus Langford anticipates the Association will make a £60K loss this year but will return to a surplus next year.

12.1.2 F&GP have agreed on a 3% increase in subs for 2024/25.

12.1.3 F&GP will set staff salary increases before the next Exec meeting.

### **12.2 FSC**

Nothing to report.

### **12.3 Insurance**

12.3.1 Martin had nothing further to add to his report which had been circulated as part of the AGM pack.

12.3.2 In 2021 the CAA's two-seater Microlight definition altered with the MTWA increasing from 450kg to 600kg. Marc Asquith confirmed that our insurers have amended our policy to take account of this and consequently have included the required war & terrorism cover.

12.3.3 A member has requested that AVN95 (Civil Use of MOD Airfields Endorsement) be included in our insurance policy. This, however, is copyrighted to AVN1 policies and as we do not use this type of policy, we are unable to add the clause. We do cover flying on military land in the extensions to our policy.

12.3.4 Marc Asquith gave a brief over-view of potential claims.

12.3.5 Angus Pinkerton raised concerns that we do not currently investigate power incidents. Powered paraglider and hang glider pilots can use the existing system but we do not have any facility for microlight pilots to report incidents. As all members are obliged to tell us of an incident it was agreed that this needed reviewing.

**FOR ACTION: (2024 – A17) Marc Asquith and Angus Pinkerton to review how microlight pilots can advise of accidents.**

### **12.4 Sites**

Martin Baxter had been liaising with Tom Hardie (GAA Program Manager) about his concerns around drones. Tom wanted to use map fragments showing our flying sites so that drone operators could avoid them, however, this is category G airspace so there could be other aircraft flying. We have the information that Tom could use as advice to other aviators, but it would need some work to pull together in a suitable format for Tom to put on his website.

**FOR ACTION: (2024 – A18) Mark Shaw and Martin Baxter to collate the advice for Tom Hardie on class G airspace.**

### **12.5 Skywings**

Nothing to report.

### **12.6 Website**

12.6.1 Paul Dancey asked for approval to transfer the website to an alternate server which would increase security. This was approved.

**FOR ACTION: (2024 – A19) Paul Dancey to move the website to another server.**

12.6.2 Paul asked for approval to instigate quarterly internal port scans required for us to keep our PCI compliance. This was approved.

**FOR ACTION: (2024 – A20) Michelle Lanman to arrange quarterly internal port scans.**

### **12.7 Competitions**

12.7.1 Brett Janaway reported that CIVL were considering introducing a Sports Class using EN C wings to be used in CAT 1 events (Worlds / Europeans). This could potentially mean inexperienced pilots flying unsuitable wings. It was agreed that Brett would vote against this happening until the matter had been looked at further.

12.7.1 Bill Bell advised that a financial proposal had been circulated, and approved, for this year's competition funding.

### **12.8 External representation**

Bids for anyone wishing to host the next CIVL plenary are to be submitted by December 2024.

## 12.9 Paramotor Liaison

Ed Cunliffe was pleased to report that Parafest will go ahead this year and we will be attending.

## 12.10 Admin

Nothing to report.

## ITEM 13: ANY OTHER BUSINESS

13.1 Stuart Blackburn asked whether he was able to shut down the use of Telegram at his club where it related to non-club sites. He was advised that clubs have the autonomy to decide their own rules.

13.2 Stuart Blackburn raised his club's concerns over coaching new club pilot members who have not completed

top landings. Angus Pinkerton stressed that club pilots will always have areas they have not covered in their training. They are encouraged to join a club before completing their club pilot rating. However, clubs are free to decide what criteria they put in place for their sites. Coaches are only asked to coach skills which they are happy to coach.

13.3 Martin Baxter asked if FSC minutes were circulated to Exec members. Angus Pinkerton explained that they were although there had only been one meeting in 2023.

13.4 Bill Bell requested that some thought be given to succession planning for key roles. Jenny suggested that Terms of Reference be forwarded for everyone to complete.

***FOR ACTION: (2024 – A21) Jenny Buck and Michelle Lanman to circulate Terms of Reference for completion.***

Jenny Buck closed the meeting at 4.25pm.

## ACTIONS – OPENED, CONTINUING

WHO	NUMBER	WHAT	STATUS
Marc Asquith / Angus Pinkerton / Michelle Lanman	2018 – B1	Marc Asquith, Angus Pinkerton, and Michelle Lanman to review the GDPR policy document.	Continuing
Marc Asquith / Michelle Lanman	2020 – A11	Marc Asquith and Michelle Lanman to set up a working group to look at closer working relations between the BHPA and the BGA.	Continuing
Paul Dancey / Michelle Lanman	2021 – B7ii	Paul Dancey and Michelle Lanman to work on integrating the online application forms to the database.	Continuing
Jenny Buck	2023 – B16	Jenny Buck to liaise with the SEW D&I rep (Kate Bresner) to discuss ways of taking this initiative forward.	Continuing
Steve Young	2023 – C3	Steve Young to continue promoting the revival of hang gliding.	Continuing
Angus Langford	2023 – C7	Angus Langford to investigate the potential of using Flagstone Investment Management to maximise interest rates.	Continuing
F&GP	2023 – C8	F&GP to set 2024 membership fees and agree on salary increases.	Continuing
Mark Shaw	2023 – C9	Mark Shaw to speak to the EHPU about the possibility of a generic receipt email being sent once an incident report had been submitted.	Continuing
Paul Dancey	2024 – A1	Paul Dancey to add the Child Protection Policy and Code of Conduct to the website.	Open
Steve Young	2024 – A2	Steve Young to write an article about our Child Protection Policy for Skywings.	Open
Technical Team	2024 – A3	Technical Team to include details about our Child Protection Policy in the Instructors Newsletter.	Open
Michelle Lanman	2024 – A4	Michelle Lanman to include details about the Child Protection Policy in the Club Bulletin.	Open
Michelle Lanman	2024 – A5	Michelle Lanman to forward F&GP terms of reference to Stuart Blackburn.	Open
Michelle Lanman	2024 – A6	Michelle Lanman to arrange for F&GP terms of reference be placed on the website.	Open
Jenny Buck / Michelle Lanman	2024 – A7	Jenny Buck and Michelle Lanman to write to Dave Thompson regarding honorary membership.	Open
Jenny Buck / Martin Heywood	2024 – A8	Jenny Buck and Martin Heywood to respond to DH's request to fly tandem on a solo wing.	Open
Technical Team	2024 – A9	Technical Team to update the Coaching Manual to include words on psychological trauma, its effects, and possible actions to address it. To be approved by FSC.	Open
Technical Team	2024 – A10	Technical Team to include a section about psychological trauma and mental health on the Senior Instructor Course. To be approved by FSC.	Open

Technical Team	2024 – A11	Technical Team to include the updated advice about psychological trauma and mental health in the Technical Manual.	Open
Jenny Buck	2024 – A12	Jenny Buck to update the 'Dealing with Accidents' guidance available on the website.	Open
Sturt Blackburn	2024 – A13	Stuart Blackburn to write an article for Skywings as a platform to inform the membership of how we cover trauma counselling, with an example of how this works in reality.	Open
Technical Team / Michelle Lanman	2024 – A14	Technical Team and Michelle Lanman to attend the appropriate mental health course.	Open
Jenny Buck	2024 – A15	Jenny Buck to respond to the enquiry about trauma counselling summarising our actions and scope.	Open
Michelle Lanman	2024 – A16	Michelle Lanman to set up a concessionary membership code for disabled members.	Open
Marc Asquith / Angus Pinkerton	2024 – A17	Marc Asquith and Angus Pinkerton to review how microlight pilots can advise of accidents.	Open
Mark Shaw / Martin Baxter	2024 – A18	Mark Shaw and Martin Baxter to collate the advice for Tom Hardie on class G airspace.	Open
Paul Dancey	2024 – A19	Paul Dancey to move the website to another securer server.	Open
Michelle Lanman	2024 – A20	Michelle Lanman to arrange quarterly internal port scans.	Open
Jenny Buck / Michelle Lanman	2024 – A21	Jenny Buck and Michelle Lanman to circulate Terms of Reference for completion.	Open