

## Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting – Virtual platform via TEAMS	
<b>10 May 2023</b>	<u>Attendees:</u> Martin Kitchener (MK), Simon Webb (SW), Amy Jenner (AJ), James Leavesley (JL), Luke Organ (LO), Jeffrey Nsofor (JN), Parul Patel (PP), Simon Maguire (SM), Greg Garner (GG) Kirsty Edwards (KE)  Amy Jenner (AJ) and Sarah Lloyd-Williams (SL-W) not present for Finance discussion
<b>Chair</b>	MK
<b>Minute taker</b>	SL-W
Chair's Opening	
Apologies received from Elaine Francis (EF)  Change to Agenda running order explained, Finance is last item, WT staff to step out.	
Conflict of interest / Risk Register	
<b>Conflicts of interests:</b> None	
Approval of minutes	
March minutes not circulated.  <b>ACTION:</b> send draft March minutes to Chair	
Board Reports	
<b><u>Safeguarding /Equality and Risk:</u></b>  No new issues. Panel date is 23 May 2023 and the Safeguarding Director will review with the WT Safeguarding lead prior to submission. Board approved this process and offered help with the work required for submission.  <b>ACTION:</b> Safeguarding Director and WT lead to liaise on report prior to Panel date.	

**Actions from last meeting: not discussed.**

(March minutes not circulated prior to Board)

**Board Reports: None distributed.**

Chair requested a meeting with SMT to go through Board Report format.

**ACTION:** SMT to meet with Chair

**Success**

**Budget/ Finance Report:** Discussed by Board as last Agenda item.

The Board discussed the Performance Programme funding. Information was presented on behalf of the SMT and the reduction in operating budget highlighted and the risks to the programme if funding is not increased moving forward.

**BTF Heads of Agreement:**

Chair confirmed all present are aware of this issue and that WT are required to reply to BTF. WT have suggestions to modifications and inclusions.

Concerns raised about lack of clarity of the financial implications and it was suggested that a diligence perspective clause is required for WT to reserve right to change position. Discussions with Ben Cummings reported via email yesterday. Issues were raised around the financial ceiling with a suggestion to lowering it. Explanation given as to how the Agreement will work with Home Nations.

The right of veto on decision making was raised regarding expenses; the approval is up to 100k. It was proposed to remove the agreement to expenditure as WT have not seen enough evidence to pre-approve any amount of money.

Report given from TS Board shared with Board. The post code issue was raised and budget costs queried on work stream hours incurred. Cost models have not been quantified by BTF.

Concerns about signing up to 2024 were raised and the assumption queried of selling under the new framework. From what date is membership being sold under the BT badge?

It was asked if any member surveys have been undertaken to gauge membership feelings on this subject. The Mustard Report undertook a survey, there is also a panel survey, and the WT membership showed most members feel Welsh. These insights have been fed back.

Two areas to address: the questions WT need answering and the issues around process. WT Board want to echo TS position on the post code position.

**ACTION:** put together a document on the Post code issue and process.

The Board was asked if there is agreement to manage the exposure through the veto. No agreement due to pre-approved expenditure up to 100k. It was suggested clause 3.8 comes out altogether until WT has decided how expenditure is managed.

**Board approved removal of clause 3.8 suggestion**

**ACTION:** AJ to send Chair draft document outlining WT concerns.  
Response to BTF to confirm subject has been discussed and WT will respond.

**International Sports Village (ISV)**

The ISV plans were talked through; ISV are keen for WT to be there. There is a commercial consideration involved in the decision process; ISV rental fees versus Sport Wales charges. The anticipated timeline is to move WT office to the ISV for June/ July 2024, (building work starts July 23 for velodrome).

**ACTION:** share plans of ISV with Board.

The WT team is to be consulted on a potential office move; the Chair would like to know the WT team views on the potential change.

**ACTION:** SMT to speak to WT staff about potential move of premises.

**Inclusion**

**ED&I update.** Not covered

**AOB**

Guidance on the WT HR process for Maternity leave was requested.

**ACTION:** Governance Director and SMT to meet and then link in with the WT HR consultant.

Chair congratulated member of WT staff on the happy news.

Action Items	Responsibility	Deadline
SL-W to send MK draft March Board Minutes	SL-W	ASAP
AJ to liaise with EF on Safeguarding Report prior to panel submission	AJ	ASAP
AJ to meet with MK to discuss Board Report Format	AJ	Mid-June
AJ to compile document for MK on WT concerns to BTF Heads of Agreement	AJ	11 May 2023
AJ to confirm to BTF WT have discussed Heads of Agreement	AJ	ASAP
AJ to share ISV plans with Board	AJ	End of May
AJ to consult WT team on potential office move.	AJ	End of May
SM to liaise with AJ on HR process re maternity leave	SM	End of May

#### Date of Next Meeting

**14 July, Swansea:**

**Venue: Bistropierre, 3 Oyster Wharf, Mumbles, Swansea SA3 4DN**

**Time: Meet for 2pm, Board Meeting starts 2.30pm  
Joint WT Team/Board dinner at 6.30pm (same venue)**

**Chair close and thank you**