

Meeting Minutes
Cleveland Bay Horse Society
Council Meeting
Friday 24th October 2025
1900 BST

Present: Matthew Stonehouse (MS), Catherine Lea (CL), Claire O'Connell (CO), Maggie Brown (MB), Daniel Cracknell (DC), Elaine Keith (EK), Tierney Hill (TH), Jess Odgers (JO), Muick Wood (W), and Beverley Heffernan (BH).

Absent: N/A

Apologies: N/A

General Business:

MS opened the meeting, confirmed that the meeting was quorate, and advised that the meeting was being recorded. No conflicts of interest were declared.

Election and Confirmation of Council Roles

The Council proceeded to confirm officer and committee roles for the forthcoming period.

- **Chair:** Matthew Stonehouse – proposed by CL and seconded by MB; approved unanimously.
- **Vice Chair:** Catherine Lea – proposed by BH and seconded by EK; approved unanimously.
- **Breed Committee Chair:** Daniel Cracknell – proposed by MS and seconded by CL; approved unanimously.
- **Publicity & Promotions (P&P):** Claire O'Connell – proposed by EK and seconded by CL; approved unanimously.
- **Shows Committee:** Maggie Brown to chair, with support from Elaine Keith and additional volunteers, proposed by CL and seconded by DC; approved unanimously.
- **Membership Secretary:** Jess Odgers & Tierney Hill – proposed by CL and seconded by BH; approved unanimously.
- **Treasurer:** Catherine Lea – proposed by MS and seconded by DC; approved unanimously.
- **Chief Officer:** Elaine Keith – volunteered, proposed by DC and seconded by BH; approved unanimously.

- **Studbook Editor:** Muick Wood – volunteered; proposed by MB and seconded by CO approved unanimously
- **Overseas Liaison:** Beverley Heffernan - volunteered; approved unanimously

Breed Committee:

DC confirmed his willingness to continue as Breed Committee Chair and outlined the need for broader committee support to manage workload. Council agreed that a larger, discussion-based committee would provide balance and resilience.

The following members were noted as joining or supporting the Breed Committee:

- Muick Wood
- Beverley Heffernan
- Elaine Keith
- Jess Odgers
- Catherine Lea (subject to availability)

Council agreed that forms and stallion-related documentation should be reviewed with a view to improving clarity and efficiency.

Publicity & Promotions (P&P):

CO reported that increased communication with members remains a priority. The Council discussed improving regular email communication to members, and updating outdated content on the CBHS website. It was highlighted that providing clearer pathways for committees to submit content for publication, would benefit the perception of the Society.

The following members were confirmed as supporting P&P activity:

- Matthew Stonehouse
- Beverly Heffernan
- Tierney Hill
- Jess Odgers

Council agreed that improved communication would naturally support membership engagement and magazine content.

Show Committee:

MB confirmed her role in chairing the Shows Committee. Council noted strong interest from members willing to assist, including potential co-optees with experience in showing and judging.

It was agreed that final composition of the Shows Committee would be confirmed following co-option decisions.

Any Other Business:

Co-option to Council

Council reviewed a list of co-option applicants to support Council and committee work, including:

- Tracy Williams
- Sarah Kirk
- Michelle Snooks
- Coleen Benfold
- Reece Wolfenden
- Sarah Ramsden
- Muick Woods

Council confirmed that co-option is permissible for society members of good standing, and which meet the minimum membership criteria. Proposers and seconders were recorded in the applications, and Council agreed unanimously to proceed with co-options, subject to paperwork completion.

Membership:

Council discussed ongoing challenges with membership administration, including:

- Inconsistent payment dates and eligibility rules.
- The need for clearer membership guidance on the website.
- The introduction of more structured reminder systems.

Council agreed that membership processes would be reviewed jointly by the Membership Secretary and Treasurer, with proposals to be brought to a future meeting.

Memberships for Approval:

Rachel Horner – proposed by MS, seconded by CL, and unanimously approved.

Office, IT & Communications:

CL advised that the current office computer is outdated and unable to support required DEFRA-approved Grassroots updates, and a replacement computer is required. The society phone contract and PO Box arrangements also need reviewing to ensure reliability and value for money.

MS confirmed he would forward a shortlist of suitable computer options to CL.

Governance & Rules:

CO noted that the society's rules on the website require updating to align with approved Articles and forthcoming grading changes. Council agreed this work should be progressed and brought back for formal approval.

Meeting Adjourned: 21:18 PM

Next Meeting Scheduled: 10/11/2025