

# NATIONAL COUNCIL FOR METAL DETECTING

## Minutes of the NCMD Annual General Meeting

Sunday 27 June 2021 virtual meeting via Zoom

### Present

Wendy Howard	Acting Chair	Anglian Region
Alastair Hackett	President	Scottish Region
Hilary Fagen	Assistant General Secretary	North-West Region
Kevin Gorman	General Secretary	North-West Region
Siobhan Liehne	Treasurer	Scottish Region
Catherine Lange	Communications Officer	
William Hargreaves		North-West Region
David Millington		North-West Region

*The interests of individuals and clubs on the Central Register were represented by Chair / General Secretary / Assistant General Secretary*

### Apologies for absence

Tommy Allinson	North-East Region
Lesley Sleith	Scottish Region

### 1 OPENING OF MEETING & APOLOGIES FOR ABSENCE

The Acting Chair Wendy Howard opened the meeting and gave apologies for absence (as indicated above).

### 2 INTRODUCTIONS OF DELEGATES

All attendees introduced themselves to the meeting.

### 3 APPROVAL OF MINUTES OF THE JUNE 2019 AGM AND MATTERS ARISING

It had not been possible for the June 2020 AGM to go ahead due to Covid 19 restrictions in place at the time. The minutes of the AGM held in June 2019 were approved as an accurate record.

**Proposed by Catherine Lange - Communications Officer**

**Seconded by William Hargreaves - North-West region**

**Vote: Unanimous all-in favour**

### 4 ELECTION OF OFFICERS FOR ENSUING YEAR INCLUDING OFFICERS STANDING DOWN, VACANT POSITIONS AND RATIFICATIONS

**NOTE:** Kevin Gorman noted that all proxy votes had been received from the North-East region. A new item - General Secretary ratification - was to be added to Item 4. This addition was voted unanimously as acceptable by all the attending regions.

**NOTE:** There were no representatives from Midland region, Southern region, Yorkshire region and Western region in attendance so no votes (or proxy votes) were cast from those regions.

The following positions were discussed and voted on:

### **Communications Officer**

The vote for ratification of a previous vote for **Catherine Lange** to be elected as Communications Officer took place. All voted in favour.

### **General Secretary**

The vote for ratification of a previous vote for **Kevin Gorman** to be elected as General Secretary took place. All voted in favour.

### **Chair**

Wendy Howard had been nominated for the position of Chair by Richard Macintosh of the Anglian Region. The vote for **Wendy Howard** to be elected as Chair was as follows:

**Proposed by Kevin Gorman - North-West region**

**Seconded by Alastair Hackett - Scottish region**

**Vote - Unanimous all-in favour** - votes from North-West region, Central Register, Scottish region, Anglian region and (by proxy) North-East region.

### **Vice Chair**

The only nomination received for the position of Vice Chair was for Hilary Fagen. The vote for **Hilary Fagen** to be elected as Vice Chair was as follows:

**Proposed by Kevin Gorman - North-West region**

**Seconded by Siobhan Liehne - Scottish region**

**Vote: Unanimous all-in favour** - votes from North-West region, Central Register, Scottish region, Anglian region and (by proxy) North-East region.

### **Membership Secretary**

Following John Rigby's recent retirement from the post of Membership Secretary, Kevin Gorman had nominated David Millington for the position of Membership Secretary and Kevin gave brief details of David's background. The vote for **David Millington** to be elected as Membership Secretary was as follows:

**Proposed by Siobhan Liehne - Scottish region**

**Seconded by William Hargreaves - North-West region**

**Vote: Unanimous all-in favour** - votes from North-West region, Central Register, Scottish region, Anglian region and (by proxy) North-East region.

The proposed salary for this post was discussed and all voted in favour of the agreed reduced salary, due to the reduced workload.

### **Assistant General Secretary**

A nomination had been received for William Hargreaves for the position of Assistant General Secretary. The vote for **William Hargreaves** to be elected as Assistant General Secretary was as follows:

**Proposed by Hilary Fagen - North-West region**

**Seconded by Siobhan Liehne - Scottish region**

**Vote: Unanimous all-in favour** - votes from North-West region, Central Register, Scottish region, Anglian region and (by proxy) North-East region.

## Central Register Delegate

Catherine Lange had been proposed for the role of Central Register delegate. The vote for **Catherine Lange** to be elected as the Central Register Delegate was as follows:

**Proposed by Kevin Gorman - North-West region**

**Seconded by Siobhan Liehne - Scottish region**

**Vote: Unanimous all-in favour** - votes from North-West region, Central Register, Scottish region, Anglian region and (by proxy) North-East region.

## SARA Representative

Brian Pollard had previously carried out the role of SARA representative. Brian had recently stood down from the role. Delegates all agreed this was sad to hear as Brian's wisdom and years of experience would be missed. The president Alastair Hacket has contacted Brian on behalf of the NCMD to pass on the Officers warmest best wishes, befitting the high regard in which Brian is held.

It had been proposed that Catherine Lange should take on the role of SARA Representative. The vote for **Catherine Lange** to be elected as SARA Representative was as follows:

**Proposed by Alastair Hacket - Scottish region**

**Seconded by Kevin Gorman - North-West region**

**Vote: Unanimous all-in favour** - votes from North-West region, Central Register, Scottish region, Anglian region and (by proxy) North-East region.

*NOTE: David Millington joined the meeting in his new role as Membership Secretary. Delegates introduced themselves and David introduced himself and explained briefly what he hoped to achieve in his new role.*

## 5 FINANCIAL REPORT AND ADOPTION OF 2020/2021 FINANCIAL ACCOUNTS

Siobhan Liehne (Treasurer) read out her financial report in detail. The report is included with these minutes.

Key points included:

- the implementation of a new payment and membership card system – using Stripe instead of Paypal. The new membership card system was being trialled in the Scottish and Anglian regions and should be rolled out in April 2022 to all regions.
- The proposed new expenses policy
- encouraging online banking

There were some questions from delegates which were discussed.

It was agreed that all regions need to be present to discuss the new payment and membership systems and it was agreed that a separate meeting was required to discuss this.

A discussion on sharing the financial report followed. Historically it has just been sent to the Executive Committee. It was agreed that the profit and loss account would be published on the NCMD website.

The Chair thanked Siobhan for her detailed report.

The vote to accept and adopt the accounts for 2020/21 was as follows:

**Proposed by Catherine Lange - Central Register**

**Seconded by William Hargreaves - Assistant General Secretary**

**Vote: Unanimous all-in favour** - votes from North-West region, Central Register, Scottish region, Anglian region and (by proxy)North-East region.

## 6 CAPITAL EXPENDITURE 2021/22

### Website Replacement

Catherine Lange gave an update. The current NCMD website is approximately 8 years old and uses old technology, which makes it more difficult to update. There are a lot of details missing from the current website which are needed to be added as a priority.

It had been agreed that the regions should have their own section on the NCMD website and that there should be a members only area to provide an improved way of communicating with members.

Catherine Lange proposed that someone should take on the role of overseeing the proposals for the website in the form of a paid Communications Officer. The executive committee would be involved in preparing the brief and then it would go out to tender. It was confirmed that NCMD were not currently looking for someone to build the website but looking to appoint someone initially to oversee the proposals and prepare the specific requirements for tender invites.

This was discussed in detail.

Catherine confirmed that she expected the costs for the new website project to be between £15 and £25k. Catherine asked for £25k to be put aside for the new website with the final expenditure to be dependent upon the brief agreed and the approval of the contractors.

The vote in principle for £25k to be put aside for the new website proposals was as follows:

**Proposed by Siobhan Lihne - Scottish region**

**Seconded by Kevin Gorman - North-West region**

**Vote: Unanimous all-in favour** (votes from North-West region, Central Register, Scottish region, Anglian region)

**NOTE:** There were no representatives from Midland region, Southern region, Yorkshire region and Western region in attendance so no votes were cast from these regions and there was no proxy vote.

### Payment of Contractors / Selected Officers

#### **Communications contractor**

Catherine put forward a proposal for a person to be appointed as a paid contractor on a 1-year contract to initially put together a brief for the new website and subsequently work with a web design company to develop the website to launch. The contract would also cover communications with members, monthly newsletters to clubs, newsletter every couple of months to all members, updates to the website, surveys and other duties.

The proposed salary would be £35k pro rata and it was proposed that the 1-year contracted part time (3 days per week) position be advertised as soon as possible to members but also through SARA and general employment websites.

Catherine made it clear that she does not want to be paid for the work in her role as Communications Officer and would not wish to apply for this contractor role.

This was discussed in detail. Points both in favour and against the proposal were discussed.

The vote to agree in principle a 1-year contract with a salary of £35k pro rata to be advertised was as follows:

**Proposed by Siobhan Lihne - Scottish region**

**Seconded by William Hargreaves - North-West region**

**Vote: 4 regions in favour - North-West, Central Register, Scottish region North-East region (by proxy) / 1 against - Anglian region.**

**NOTE:** There were no representatives from Midland region, Southern region, Yorkshire region and Western region in attendance so no votes were cast from these regions and there was no proxy vote.

### **General Secretary**

Kevin Gorman had proposed that the person in the General Secretary position in the future should receive a salary. Kevin made it clear that he does not want to be paid to do the job but proposes that future General Secretaries should receive a salary in order to attract younger applicants who can move the NCMD forward.

It was proposed that the role of General Secretary should be advertised with a salary of £16k per year.

The vote to agree the proposal that with immediate effect the role of General Secretary should be advertised with a £16k salary was as follows:

**Proposed by Hilary Fagen - North-West region**

**Seconded by Siobhan Lihne - Scottish region**

**Vote: 4 regions in favour - North-West, Central Register, Scottish region and (by proxy) North-East region / 1 against - Anglian region**

**NOTE:** There were no representatives from Midland region, Southern region, Yorkshire region and Western region in attendance so no votes were cast from these regions and there was no proxy vote.

### **£5k Journalist fund**

Catherine also proposed that £5k should be put aside in case the NCMD should need to employ an experienced journalist to respond to articles in the press. It was agreed it was difficult to attract volunteers with specialist skills including journalists. This was agreed in principle, but it was agreed that officers would need to discuss any such expenditure before going ahead.

The vote for the proposal for £5k to be put aside to pay for an experienced journalist to prepare responses to articles and other press items as and when required was as follows:

**Proposed by Wendy Howard - Anglian region**

**Seconded by Alastair Hackett - Scottish region**

**Vote: Unanimous all-in favour** - votes from North-West region, Central Register, Scottish region, Anglian region.

**NOTE:** There were no representatives from Midland region, Southern region, Yorkshire region and Western region in attendance so no votes were cast from these regions and there was no proxy vote from the North East on this proposal .

### **Digging Deep**

Kevin Gorman confirmed that an edition of Digging Deep was currently being printed. There would be approximately 18,000 copies at a cost of £14k. Kevin proposed that another £10k Christmas giveaway should be included in the December issue of Digging Deep.

This was discussed in detail.

The vote to agree to spending £10k on the Christmas Digging Deep giveaway was as follows:

**Proposed by Siobhan Lihne - Scottish region**

**Seconded by Wendy Howard - Anglian region**

**Vote: Unanimous all-in favour** - votes from North-West region, Central Register, Scottish region, Anglian region (by proxy) North-East region by proxy.

**NOTE:** There were no representatives from Midland region, Southern region, Yorkshire region and Western region in attendance so no votes were cast from these regions and there was no proxy vote.

## 7 PROPOSED CHANGES TO THE CONSTITUTION

Kevin Gorman outlined the proposed changes to the Constitution. The supporting documents had been circulated with the agenda, but they are also attached to these minutes.

The following proposed amendments to the Constitution were discussed and voted upon.

### **Voting Procedures**

Voting at all meetings shall be by a show of hands by one principal Delegate from each region, including the Central Register clubs and Individual members, unless more than 50% of voting Delegates present, request a secret ballot.

In the event that more than one nomination is received for filling an Officer post up for re-election or a vacant post, a resume of applicants' knowledge and experience will be circulated to the Executive Committee at least 10 days prior to the AGM, so as to determine the most suitable applicant for a given post. The recommended candidate shall then be announced to the full committee at the AGM.

All proxy votes must be in the possession of the General Secretary prior to the commencement of the meeting.

The Officers of the National Council shall not be entitled to vote excepting: -

i) The Chair may use a casting vote in the case of an equality of votes.

ii) As a substitute member of the Executive Committee.

Affiliated members, honorary members, invited members, co-opted members and members of subcommittees will not have voting powers.

**Proposed by Alastair Hackett - Scottish region**

**Seconded by Catherine Lange - Central Register**

**Vote: Unanimous all-in favour** (votes from North-West region, Central Register, Scottish region, Anglian region and North-East region by proxy).

**NOTE:** There were no representatives from Midland region, Southern region, Yorkshire region and Western region in attendance so no votes were cast from these regions.

### **Officer Duties Descriptions**

**President** This officer is elected at an A.G.M. for a period of three years.  
The President will be a member of the Executive.  
Duties: The guardianship of the good name, and principles of the NCMD.  
Superintendent of the general policy, in an advisory capacity.  
Representing the NCMD at official or social functions, when requested.

**General Secretary** This officer is elected at an AGM for a period of three years

Duties: In accordance with the will and mandate of the Executive Committee this Officer conducts the administrative business of the National Council.

With full support of the Chair this Officer may require any Officer of the NCMD or any other NCMD mandated person to submit to the Executive Committee, details of any proposed verbal, written or physical action related to outside bodies prior to the undertaking of such, unless the Executive Committee has previously agreed otherwise.

This Officer is the principal liaison source to all other bodies outside the NCMD, other than the public media and is authorised to call upon any other Officer of the NCMD for aid or co-operation. The Assistant General Secretary and the Minuting Secretary are responsible to the General Secretary.

This Officer is responsible for all the administrative arrangements of Executive Committee meetings.

This Officer has, as a primary responsibility at the direction of the Chair, the task of ensuring the presentation to the Executive Committee of the order of business (agenda) for any Executive Committee meeting, the provision of any documents or papers relevant thereto, and the accurate recording and keeping of minutes for those meetings.

This Officer is responsible for the general upkeep of the Constitution and will prepare draft amendments as necessary for presentation to the Executive Committee for approval

This Officer is responsible for data protection and is the registered data controller (Appendix F)

This officer has the overall responsibility for the content, editing, printing and distribution of the NCMD magazine Digging Deep.

**Assistant General Secretary.** This Officer is elected at an A.G.M. for a term of three years.  
Duties: This Officer is mandated to assist the General Secretary in all duties, tasks, and other activities of the NCMD in such a manner, that they form and/or maintain a cohesive policy strategy.

This Officer has overall responsibility for all aspects of the NCMD annual finds competition(s)

**Communications Officer.** This officer is elected at an AGM for a period of three years.

Duties:

This officer will be responsible for the external communications strategy of the NCMD, and dealing with all media enquiries,

This officer will collaborate with other executive officers to communicate the activities of the NCMD to external individuals and organisations. The role will include the writing, editing and distribution of publications, press releases website content, and other marketing materials.

The Communications officer will lead the development and maintenance of the NCMD's social media strategy and will own the administrative responsibility for the NCMD website.

**Treasurer.** This Officer is elected at an AGM for a period of three years.

Duties: The Treasurer has charge of all moneys subscribed or disbursed and keeps the accounts of the NCMD.

This Officer will render annually to the NCMD a written statement of the accounts which has been examined by the persons appointed by the NCMD Executive Committee for that purpose.

The Annual Accounts will incorporate an analysis under the various heads of all moneys received and expended on behalf of the NCMD.

This Officer shall report on the NCMD current financial state at each Ordinary General meeting of the National Council.

**Proposed by William Hargreaves - North-West region**

**Seconded by Siobhan Lihne - Scottish region**

**Vote: Unanimous all-in favour** (votes from North-West region, Central Register, Scottish region, Anglian region and North-East region by proxy).

**NOTE:** There were no representatives from Midland region, Southern region, Yorkshire region and Western region in attendance so no votes were cast from these regions.

### **Finances**

The funds of the National Council shall be lodged with a recognised National bank or Building Society with Public Liability Company status.

The Treasurer and any signatories the Treasurer assigns will be permitted the facility of telephone and internet banking.

All cheques and other negotiable instruments shall be signed by any one of the approved signatories.

The Financial accounting Year of the National Council shall be from 1st April to the following 31st March.

The accounts will be drawn up by the Treasurer before being examined and signed off by the NCMD retained accountants(s) prior to presentation to executive officers.

**Proposed by Siobhan Lihne - Scottish region**

**Seconded by William Hargreaves - North-West region**

**Vote: Unanimous all-in favour** (votes from North-West region, Central Register, Scottish region, Anglian region and North-East region by proxy).

**NOTE:** There were no representatives from Midland region, Southern region, Yorkshire region and Western region in attendance so no votes were cast from these regions.

### **Annual General Meeting**

Nominations for vacant offices shall be submitted in writing to the General Secretary at least 14 days prior to the meeting. Details of nominations will be circulated to the Executive Committee within 14 days of the AGM once they become known to the General Secretary.

**Proposed by Siobhan Lihne - Scottish region**

**Seconded by Hilary Fagen - North-West region**

**Vote: Unanimous all-in favour** (votes from North-West region, Central Register, Scottish region, Anglian region and North-East region by proxy).

**NOTE:** There were no representatives from Midland region, Southern region, Yorkshire region and Western region in attendance so no votes were cast from these regions.



## Membership

Membership of the National Council shall be open to all individuals conditional upon: freedom from conviction for any offence relating to metal detecting activities; involvement in any incidents which are deemed to have brought the hobby of metal detecting into disrepute; payment of all relevant subscriptions and levies and adherence to the current NCMD Code of Conduct (as at appendix 'A' of this constitution).

**Proposed by Siobhan Lihne - Scottish region**

**Seconded by Alastair Hacket - Scottish region**

**Vote: Unanimous all-in favour** (votes from North-West region, Central Register, Scottish region, Anglian region and North-East region by proxy).

**NOTE:** There were no representatives from Midland region, Southern region, Yorkshire region and Western region in attendance so no votes were cast from these regions.

## 8 REVIEW AND APPROVAL OF THE LIST OF AFFILIATED MEMBERS

The current list of affiliated members was as follows:

**Treasure Hunting (Greenlight Publishing)**

**Searcher**

**Minelab**

**XP**

The background to the list of affiliated members was discussed. Representatives from the affiliated members used to attend some NCMD meetings and became affiliated members due to them regularly promoting the NCMD. The reasons for and against retaining the list of affiliated members going forward were discussed in detail. It was agreed that the preference would be for NCMD to pay for advertisements in the magazines in future.

It was agreed that the list of affiliated members should be cancelled, and the list of members be removed from the NCMD website. It was also agreed there was no need to contact the affiliate members formally.

The vote to agree to cancel the affiliated member list, remove the affiliated list from the NCMD website and to pay for adverts in the hobby magazines going forward was as follows:

**Proposed by Alastair Hacket - Scottish region**

**Seconded by Hilary Fagen - North-West region**

**Vote: Unanimous all-in favour** (votes from North-West region, Central Register, Scottish region, Anglian region).

**NOTE:** There were no representatives from Midland region, Southern region, Yorkshire region and Western region in attendance so no votes were cast from these regions or any proxy votes.

## 9 MEMBERSHIP FEES / REGIONAL SUBSIDIES

This item refers to a request regarding membership fees and regional subsidies that had been discussed at the OGM in February 2020. The original proposal was that instead of the regions getting £2 from every £8 membership fee, this should be increased to £3 from every £8 membership. It had been voted to discuss this at the next AGM as there had not been sufficient opportunity to fully discuss the matter and there were differences in the various regions with regards to fees.

In the absence of several regional representatives, it was agreed a vote should be taken to propose to maintain the £2 levy and not to increase or decrease this amount. It was also pointed out that the costs to the regions will be reduced in 2022 when the new membership system will be in place across all regions.

The vote was as follows:

**Proposed by William Hargreaves - North-West region**

**Seconded by Hilary Fagen - North-West region**

**Vote: Unanimous all-in favour** (votes from North-West region, Central Register, Scottish region, Anglian region).

**NOTE:** There were no representatives from Midland region, Southern region, Yorkshire region and Western region in attendance so no votes were cast from these regions or any proxy votes.

## **10 ANY OTHER BUSINESS**

David Millington thanked delegates for voting him in to the role of Membership Secretary.

Hilary Fagen thanked Kevin Gorman for his assistance with the Junior Finds Competition.

## **11 DATE OF NEXT MEETING**

It was agreed the OGM with Hatt Competition will take place on Sunday 7 November 2021.

It was also proposed and agreed that an extra meeting may need to take place before November.