BMAA COUNCIL MEETING MINUTES
Zoom, 12 May 2025, starting at 09:30

Attendance
Attendance

Tim Burrow (TB)	Chairman
Cath Spence (CS)	Vice-Chair
Simon Heyes (SH)	Treasurer
Rob Grimwood (RG)	
John Waite (JW)	
Giles Fowler (GF)	
Brendan Digney (BD)	
(CEO post gapped)	

1. Welcome

a) Roll call, apologies, conflicts of interest, confidentiality
No apologies, no change to previous conflicts of interest declarations.

2. Agenda approval, additional items

No additional items.

3. Approval of previous minutes

i) BMAA Council Meeting 24 Mar 2025
Approval proposed by RG and seconded by CS. Approved.

ii) BMAA AGM 3 May 2025
No comments by members of Council. These minutes need to be approved by the membership at the AGM 2026 (May 2026).

iii) BMAA Council Meeting post-AGM 3 May 2025
Approval proposed by TB and seconded by JW. Approved.

a) Matters Arising
None.

4. Action List

As per the action list for meeting 12 May 2025. Additional detail for certain actions below:

- 598 – New Horizons project.

  SH had visited Rigby to see G-WEPW. Howard Jones of 29F (Rugby) Sqn ATC is the lead for the project and was present at the meeting. Although BMAA had been promised in Feb 2024 project completion by summer 2024, this had not happened, and little progress since then was apparent. Howard acknowledged that they needed specialist skills support to compete. The ATC Sqn is only able to work on the aircraft for about one hour each week, and only in the summer period. This should be a consideration for BMAA when next schemes are allocated.

It was agreed to commission an inspector to assess the quality of work completed to date and the scope of work still to be competed, then decide where the aircraft should be taken for completion (SH).

Flylight had indicated that lead time for new kits is currently 5 months. It was agreed to order 1 x new aircraft for the next New Horizons project (SH).

The most suitable organisations for next project(s) were discussed. It was agreed that BMAA should consider applications (new CEO) from:

- 1 x university (Hertfordshire and Brunel are preferred) and
- 1 x school

Applicants will be invited to prepare a presentation on capability and planned resourcing to a BMAA panel.

Also requested that a summary of previous schemes be prepared, to identify contributory factors in successful projects.

- 603 – Review of Articles of Association.

  The proposed changes to the Objects in the Articles of Association had been approved by membership at the 2025 AGM. Also noted that a previous change to AOA from 2022 AGM (increasing the minimum number of directors, making the CEO and *ex officio* board member, removing the cap on terms that an existing Council member can stand for) had not been reflected in the current AOA or filed at Companies House. All these changes should be made and a 2025 version of AOA placed on BMAA website for members and filed with Companies House.

- 607 – Terms of Reference for Staff & Remuneration Committee

  Agreed to suspend Staff & Remuneration Committee and majority of other committees, as these maters now dealt with at full board. Action closed.

- 611 - how to better spread the BMAA message to lightweight flyers

  Intention is to put ideas across without upsetting paramotor community, explaining the cost benefit NPPL v paramotor. Messaging through wider social media outlets.

- 619 - Advertise for Grants & Fundraising volunteer

  Awaiting Owain to start in post.

- 620 - Replacement Safety Officer

  Recruitment of new Safety Officer will sit with Owain. Intention is to split out the Flight Training Liaison role, and Rob G will discuss this with Fiona. Rob G shared the TORs for the panel from when it was formed. This was a CAA TORs, and didn't address the relationship between the panel and the BMAA. Fiona considers that the panel is supported by the CAA, and that the relationship with BMAA needs to be strengthened. To this end, it was proposed that a BMAA / Panel relationship agreement be created and to make the Panel more visible on the BMAA website.

- 621 – Airspace volunteers.

  Awaiting Owain to start in post.

- 622 – review of BMAA insurances.

  SH to ensure that professional indemnity insurance cover is added for Geoff Weighell (as a contractor) in his Accountable Manager appointment.

- 623 – removing RH from any BMAA sponsored appointments at RAeC.

  Action completed.

- 624 - social media piece to advertise availability of flexwing instructor bursaries

  GF will make a video on behalf of BMAA and use BMAA logo. BMAA will own the competed video. Purpose 1 minute in length, to be adaptable to different social media platforms.

- 625 – add Brendan to Council group email address

  Completed

- 626 – register Brendan as a BMAA director with Companies House

  Completed.

5. Reports

a) Chief Executive Officer (SH in lieu of CEO)

- HSBC – KT now restored as Primary User and has £30k daily approval limit. SH (as Treasurer) is a Secondary User and now has £10k daily approval limit. SH and KT now have access to telephone banking. It is proposed that when Owain in in post, he is added to telephone banking, he becomes Primary User (and KT reverts to a secondary user with £10k daily approval limit). Owain can be added to the mandate before is official start date.

- Companies House – proposed that Owain will be registered as a BMAA director and as the Company Secretary once in post.

  KM Accountants have offered to file the FY24 Financial Accounts with Companies House, and this has been agreed.

- Terms have been agreed with 2 x contractors to support the Tech Office with Major Mods. Both are now also added to the BMAA Exposition.

- Events Organiser. Amanda Lord will take on the role as a contractor. She has visited the BMAA office to discuss the main requirements and to discuss with KT the demarcation for their responsibilities. She will work 2 x days each week (Th and Fr) from beginning July 2025.

  Ther was a short discussion about the proposed Youth Week. Aim is to keep simple for this first year. Considerations are:

  1) Likely cost to any school participating
  2) Syllabus – do they devise or does BMAA propose?
  3) Safeguarding – how is this addressed (and not differences in devolved regions)

- Aero 2025 Friedrichshafen - Rob Mott visited and had several useful conversations with manufacturers, CAA and European sister organisations.
- Annual Financial Audit - KM Accountants have now signed the full and filleted accounts.
- County Shows - 4 x shows confirmed and schools committed.
- New Horizons (Build a Plane) - SH to visit Rugby on 7 May to meet with Flt Lt Howard Jones RAFAC (OC 29F (Rugby) Sqn), view the aircraft, assess the amount of work still required and understand their plans for completion. SH to review what agreements (if any) BMAA has with the project team and what rights BMAA has to recover the kit, if this becomes necessary.
- TB explained that new CEO name announcement will be made to membership in June MF magazine. SH will inform staff this week.

b) Treasurer (SH)

- Flagstone (investment platform) statement for period 1 Jan 2025 – 31 Mar 2025 shows £527,653.56 invested, with an additional £924.28 in the holding account and £2,922.59 of interest earned but not yet added. Total of these amounts is £531,500.43
- Corporation tax liability for FY24 is £5,503 and is due no later than 1 October 2025.
- Profit and Loss - Budget Variances (at end Mar 2025) - overall net profit for the three month period is 2.53% ahead of budget The variance is £1.5k (-£58.0k actual v -£59.5k budget).

  (**post meeting note** – correction on elements stated in report, which should read:

  > “Trading income for three months to date is 3.39% greater that budget. The variance is £5.5k.
  >
  > Cost of sales for same period is 13.8% less than budget. The variance is -£9.1k.
  >
  > Operating expenses for the same three-month period are 8.44% greater than budget. The variance is £13.1k”).

- At end of March 25. BMAA has Fixed Assets of £260.3k, Current Assets of £717.9k and Total Creditors (falling due within one year) of £283.6k, giving Net Assets of £698.6k.

c) Chief Technical Officer (RP)

- The report was reviewed and accepted.

d) Chief Inspector (RM)

- The report was reviewed and accepted.

e) Safety Officer

- Post is currently gapped. Agreed to issue an advertisement for this part-time role. CS will contact a known individual who is believed to be suitable. Instructors are also potentially suitably qualified.

f) Administration and Business Manager

- Membership numbers noted to be 3,620.

6. Reports

1) Wings (CS)

- Numbers slowly increasing. 2 x new courses being prepared: EC and Controlled Airspace . Latter can be done with a mentor (not needing an instructor).
- There is potential for a discounted rate with Wilco radio training.

2) Publications (GF)

- GF attended MF meeting at Popham.
- There was discussion about publication rights and whether BMAA should be paying expenses for an article which can be sold to others by author.

3) Competitions / Open Series (TB)

- First round of Open was cancelled – now rescheduled.
- The French host airfield was visited and impressions were very positive.
- Noted that Owain will compete.

4) Airspace (currently vacant)

- No update.

5) New Horizons (SH)

- (See above)

6) New Horizons - Current status of G-WEPW and new applicants for scheme (SH)

- (See above)

7) Flexwing Instructor Bursary website and information revision (GF)

- (See above)

7. BMAA National Youth Week initiative

- (See above)

8. AGM after-action review

- No specific actions followed.
- [redacted]

9. Review of BMAA Risk Register

- It had been noted in the recent audit that this had not been reviewed since 2018. This item was deferred to next Council meeting.

10. Adoption of BMAA "Matters Reserved for Board" document

- It had been agreed at the March 2025 Council meeting to adopt such a document. A draft proposal had been submitted, and some additions were agreed. It was agreed to approve the revised document and to observe the requirements from now. Final form of document is attached at the end of these minutes. It was agreed that it should be reviewed in 12 months' time.

11. [redacted]

12. Audit FY24 Report to Management and Letter of Representation

- The report to management by KM Chartered Accountants was shared – no issues were raised. BMAA Council members need to agree to the Letter of Representation which is submitted to KM Chartered Accountants. BD absented himself from the discussion (because he has only just joined the board). All other directors agreed to the letter. TB will sign and submit on behalf of BMAA.

13. Any other business

- Roles and Responsibilities (reviewed each year on first Council meeting following AGM). The previous year's document was revised to reflect agreed roles and incumbents for 2025/26.
- Council Airwaves rota agreed as:
  - Jul 25 Brendan (Youth Week focus)
  - Aug 25 Rob G
  - Sep 25 Tim
  - Oct 25 Cath
  - Nov 25 Tim
  - Dec 25 Simon
  - Jan 26 Tim
  - Feb 26 John
  - Mar 26 Tim
  - Apr 26 Giles

14. Date & time of next meetings

21 Jul 2025	in-person (Adderbury)	
15 Sep 2025	in-person (Adderbury)	Board pack
17 Nov 2025	in-person (Adderbury)	Board pack. Budget FY26
19 Jan 2026	Zoom	
16 Mar 2026	in-person (Adderbury)	Board pack

On 12th May 2025 the BMAA Council adopted the following list of matters which must be agreed by the board before being implemented.

1) Any changes to this schedule of matters reserved for BMAA Council
2) Setting of Strategy for the Association
3) Governance matters (including TORs for Committees)
4) Budget Approval (noting that annual accounts are to be approved by the membership at the AGM)
5) Risk Management and Risk Controls
6) Approval of Annual Audit Report
7) Staff Annual Pay Adjustments and other remuneration matters for all paid staff
8) Staff pension adjustments for any BMAA staff who are eligible
9) Approval of any increases to Association headcount of paid staff (but not required to replace leavers with “like for like”)
10) Oversight of Health and Safety matters pertaining to the operations of the Association (not flying safety)
11) Appointment of BMAA Council Chair, Vice-Chair, Treasurer and any other such Council appointments
12) Changes to Association staff structure
13) Changes to BMAA Articles of Association (noting that membership will need to approve)
14) Approval of insurances renewals relating to Directors’ Indemnity
15) Approval to changes of Council Meeting schedules
16) Any proposals for or agreement to either consider or agree to mergers and acquisitions of any kind

Next review date May 2026.