



FIVEJAYS DOG TRAINING CLUB NOTICE OF MEETING OF THE CLUB COMMITTEE

TO: All Officers and Committee Members of FiveJays Dog Training Club

DATE OF ISSUE: 26th July 2026

Notice is hereby given that an Ordinary Meeting of the Club Committee of FiveJays Dog Training Club will be held as follows:

Date: Tuesday, 4th August 2026

Time: 18:00 GMT

Venue: The Falcon Public House, Whittlesey

SUBMISSION OF ADDITIONAL AGENDA ITEMS:

Any committee member wishing to submit additional items for inclusion on the agenda should forward these in writing to the Executive Secretary no later than **17:00 on Tuesday, 28th July 2026**.

By order of the Committee,

Gary Gregory

Secretary

Attached:

- *Draft minutes of the Inaugural Meeting Of The FiveJays Dog Training Club held on 7th July 2026.*
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AGENDA

1. WELCOME, APOLOGIES, AND QUORUM

1.1 To receive and record apologies for absence.

1.2 To confirm that the meeting is quorate and appoint Chair in accordance with the committee rules.

2. MINUTES OF THE PREVIOUS MEETING

2.1 To review, approve, and sign the minutes of the Inaugural Committee Meeting held on 7th July 2026 as a true and accurate record.

2.2 To review the Summary of Action Points from the Inaugural Meeting.

3. ROYAL KENNEL CLUB REGISTRATION PROGRESS

3.1 To receive a progress report from the Executive Secretary regarding the Application for Registration of Title submitted to The Royal Kennel Club and other administrative arrangements.

4. FINANCIAL MATTERS & BANKING ARRANGEMENTS

4.1 To receive a report from the Executive Treasurer, Mr Robert Hilton, regarding options and progress on setting up operational banking facilities.

4.2 To review and agree accounting principles for financial reporting, training night fee collection, and cash remittance procedures to the CIO Board.

5. MEMBERSHIP ENROLMENT

5.1 To review the implementation of the general membership scheme (£25.00 per annum) and administrative setup for processing member applications.

6. OPERATIONS, TRAINING ACTIVITIES, AND APPOINTMENTS

6.1 To receive updates on ongoing training disciplines and events (Obedience, Flyball, Ringcraft, Scent, and events).

6.2 To formally confirm operational management oversight for the clubhouse and paddock and review the Capital works list and opportunities for external venue use/hire.

7. GOVERNANCE REPORT TO PARENT CHARITY

7.1 To confirm formal notification to the FiveJays Dog Club CIO Board of Trustees regarding the appointment of Gary Gregory and Robert Hilton as Nominated Charity Trustees under Clause 13(3) of the CIO Constitution.

8. ADDITIONAL NOTIFIED BUSINESS

9.1 To consider any additional business items submitted by trustees in writing by Tuesday, 28th July 2026.

10. ANY OTHER BUSINESS

10.1 To consider any other urgent business notified to the Chair prior to the commencement of the meeting.

11. DATE AND VENUE OF NEXT MEETING

11.1 To confirm the date, time, and venue for the next ordinary meeting of the club committee.



MINUTES OF THE INAUGURAL MEETING OF THE FIVEJAYS DOG TRAINING CLUB

(A Delegated Sub-Committee of FiveJays Dog Club CIO)

Date: Tuesday, 7th July 2026

Time: 19:30 BST

Location: The Falcon Public House, Whittlesey

CONFIRMATION OF NOTICE

It was formally recorded at the commencement of the meeting that public notice of this inaugural meeting had been duly published in the *Our Dogs* national newspaper on 26th June 2026, as well as online on the publication's website and social media channels, and across the club's own website and social media platforms.

PRESENT

Jane Banks, Jill Cooper, Mark Cooper, Karen Green, Keith Green, Richard Hounsell, Josephine Smith (plus guest), Brian Thompson.

Charity Trustees Present:

- **Marion House** (President)
- **Fiona Durrant** (Vice-President)
- **Robert Hilton** (Charity Trustee)
- **Gary Gregory** (Charity Trustee)

In accordance with Clause 18 of the CIO Constitution, it was formally recorded that **Gary Gregory, Robert Hilton, Marion House, and Fiona Durrant** were in attendance as the designated Charity Trustee representatives.

APOLOGIES

John Durrant

Pauline Thrupp

Beric Thrupp

IN ATTENDANCE

No other parties were in attendance.

1. FORMAL RECEIPT OF TERMS OF REFERENCE

Proposed: That the meeting formally receive and acknowledge the terms of reference and delegation of authority granted by the CIO Board of Trustees at their meeting on 11th June 2026, pursuant to Clause 18 (Delegation) and Clause 13(3) (Nominated Trustees) of the CIO Constitution.

Motion Passed Unanimously By Those Present.

2. ADOPTION OF ROYAL KENNEL CLUB RULES & APPLICATION FOR TITLE

Proposed: That the meeting formally adopt the rules and regulations based on The Royal Kennel Club Model Constitution, that the club committee be known as The FiveJays Dog Training Club, and that the committee submit a formal Application for Registration of Title to The Royal Kennel Club.

Motion Passed Unanimously By Those Present.

3. ELECTION OF OFFICERS AND TERMS OF OFFICE

Proposed: That the following officers be elected to the positions and terms specified below:

Marion House – President (elected for a term of five years)

Fiona Durrant – Vice-President (elected for a term of five years)

Gary Gregory – Executive Secretary (elected for a term of two years)

Robert Hilton – Executive Treasurer (elected for a term of two years)

Note: As Mr Gary Gregory and Mr Robert Hilton hold equivalent positions within the parent charity (FiveJays Dog Club CIO), their committee titles are

formally prefixed with "Executive" to denote dual authorisation to act, as per custom and practice.

Motion Passed Unanimously By Those Present.

4. APPOINTMENT OF NOMINATED CHARITY TRUSTEES

Proposed: That Gary Gregory and Robert Hilton be appointed as the Nominated Charity Trustees to represent the FiveJays Dog Training Club on the Board of Trustees of the main CIO, pursuant to Clause 13(3) of the CIO Constitution.

Motion Passed Unanimously By Those Present.

5. ELECTION OF CLUB COMMITTEE MEMBERS

Proposed: That the committee be comprised of the elected Officers named above, together with:

Keith Green (Show Manager)
Richard Hounsell (Chief Steward)

Furthermore, that:

Pauline Thrupp (Obedience Instructor)
and John Durrant (Estates Officer)
who were absent but gave advance notice and consent to stand, be elected to the committee.

All committee members shall retire at the next Annual General Meeting (AGM) but shall be eligible for re-election.

Motion Passed Unanimously By Those Present.

6. TRANSFER OF DAY-TO-DAY MANAGEMENT AND OPERATIONS

Proposed: That the club committee adopt and assume responsibility for the day-to-day management and operations of all Obedience, Flyball, Ringcraft, Scent, and event activities, as well as the ongoing operation of the clubhouse and paddock, with immediate effect.

Motion Passed Unanimously By Those Present.

7. MEMBERSHIP FEES

Proposed: That the club committee invite general members to join FiveJays Dog Training Club at an annual membership fee of £25.00 per year.

Motion Passed Unanimously By Those Present.

8. VESTING OF PROPERTY AND ASSETS

Proposed: That any existing property or assets associated with the training activities not designated or claimed otherwise be formally vested in the committee for operational use.

Motion Passed Unanimously By Those Present.

9. AUTHORISATION FOR ROYAL KENNEL CLUB REPRESENTATION

Proposed: That Mr Gary Gregory be fully authorised to make formal representations to The Royal Kennel Club and complete all documentation required to register the Application for Title.

Motion Passed Unanimously By Those Present.

10. BANKING AND FINANCIAL MATTERS

Proposed: That Mr Robert Hilton investigate suitable banking arrangements for the committee's operational funds and report back with recommendations at the next committee meeting.

Motion Passed Unanimously By Those Present.

Note: It was agreed that at the next meeting, the committee will formalise agreed accounting principles for financial reporting procedures and the remittance of funds to the main CIO Treasurer.

11. OPERATIONAL & TRAINING MATTERS

It was noted for the record that no immediate changes will be made to existing class schedules, fee structures, or training instructors for the adopted training activities at this time.

12. DATE AND VENUE OF NEXT COMMITTEE MEETING

The next ordinary meeting of the FiveJays Dog Training Club Committee will take place on: Tuesday, 4th August 2026 at 18:00 at The Falcon Public House, Whittlesey.

CLOSE OF MEETING

There being no further business, the meeting was declared closed at 21:00.

APPROVED AS A TRUE AND ACCURATE RECORD:

Gary Gregory (Executive Secretary)

Date: _____

SUMMARY OF ACTION POINTS

Item	Action Item	Delegated To	Target Date
1	Submit formal Application for Registration of Title to The Royal Kennel Club.	Gary Gregory	Immediate
2	Investigate operational banking arrangements and report back to the committee.	Robert Hilton	4th August 2026
3	Draft proposed accounting principles and financial remittance procedures for training night fees.	Robert Hilton / Gary Gregory	4th August 2026
4	Open	Committee	Immediate

Officers
membership
enrollment
process at the
agreed rate of
£25.00 per
annum.

5	Formalise notification to the main CIO Board regarding the appointment of Mr Gregory and Mr Hilton under Clause 13(3).	Gary Gregory	Next Trustee Meeting