

## Minutes of CASC Forum held on 17 June 2015

### Attendees:

Richard Baldwin, Individual  
Stephan Curtis, DCMS  
Kirsty Goldie-Brammer, England Hockey  
Christopher Hicks, Golf England  
Pete Maguire, PwC  
Tom McNeil, Individual  
Alan Meegan, British Rowing  
Katy Perry, British Gymnastics  
Mandy Peters, Royal Yachting Association  
Alison Randle, British Gliding Association  
Brian Whaley, Sport England  
Anthony Bottone – Chair, HMRC  
Gary Byrne, HMRC  
Sarah Fitzgerald, HMRC  
David McDowell, HMRC  
Jeannine Vambe, HMRC

### 1 Introduction

Anthony Bottone welcomed Forum members to the meeting and gave Adrian Cooper's apologies.

### 2 Action log from previous meetings

The only remaining open action point was the issue of letters to all CASCs once the new regulations had come into force (see next item).

### 3 Status of stockpiled letters and HMRC letters to high risk clubs

It was reported that replies to stockpile letters issued in April were being received at a rate of 30 per week from multiple sports. HMRC was currently working through these and expected to be in a position to know the final response rate in due course.

HMRC confirmed that letters would be sent to high risks clubs only and not to all CASCs. These letters would total 3000 and were due to be issued on 18 June enabling them to reach clubs the following day/early the following week. Paper copies of the letter and accompanying self-assessment form were handed out to Forum members.

HMRC confirmed that it should be possible to issue the Forum with a list of clubs who would receive this letter, but would look into whether an electronic copy of the letter and self-assessment form could also be made available.

**AP** – HMRC to forward a list of high risk clubs to Forum members.

NGBs were asked to advise clubs to check their addresses on the GOV.uk site and let HMRC know of any that were incorrect.

#### **4 Grace period and deregistration**

HMRC confirmed that the grace period of 1 April 2016 would remain the deadline for clubs to determine whether they wished to retain CASC status. Those clubs who had made appropriate efforts to meet the deadline but were still late, would be considered and taken into account. However, clubs who made insufficient efforts to meet the deadline, or those who had never been compliant with the scheme, would face a deregistration charge.

A discussion followed on whether it was possible to predict how quickly clubs' responses would be received and HMRC would be able to provide an update on this at the next Forum.

NGBs were strongly advised to encourage their clubs to contact HMRC in good time to avoid charges. HMRC reported it was working on updated guidance explaining the new rules, de-registrations and the 12 months "period of grace".

#### **5 Emerging issues/feedback from clubs/updates to GOV.uk guidance**

HMRC confirmed that it was content to comment, if appropriate, only on some types of requests, and for these to be made initially to the policy official (Jeannine Vambe) who would pass them on to be answered by the Technical and CASC registration teams in Bootle (administrators of the scheme).

There was a discussion about model clauses/constitutions and it was agreed that Alison Randle and Mandy Peters would drop Sarah Fitzgerald emails with reference to matters specific to gliding and yachting clubs.

It was confirmed that there were no current plans to change the £520 fee in line with any imminent inflation rises. HMRC qualified this by stating that should future market conditions dictate that an increase was necessary then CASC membership thresholds would be reviewed.

#### **6 AOB**

The next meeting of the CASC Forum had been pencilled in for November 2015 but HMRC would look into the possibility of bringing this forward to September.

**HMRC**  
**30 June 2015**