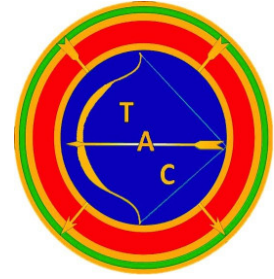


Thanet Archery Club
Committee Meeting minutes.



Monday 23rd Jan 2023 7pm at:

**Frank Pullen Building,
Thanet Archery Club,
Kent International Airport,
Manston.
CT12 5BL**

1/ Apologies – Lee Burns, Anne Fretwell

2/ Present – Dick Bailey, Dave Batchelor, David Brown, Chris Bullen, Lewis Bullen-Steed, Andy Doyle, Helen Fox, Bob Gawler, Fred Hammond, Roy Holden, James Plummer, Pete Verrall, Jim Whiddett.

3/ Acceptance of minutes of previous meetings (November & December) – Accepted

4/ Officers Reports

a/ Secretary (including Correspondence)

(i) On 12th Jan we had another invite from Walmer Town council to take part in their Sports Spectacular at Walmer Green on Saturday, 24 June 2023. I replied cc'ing Mike suggesting they contact Betteshanger and/or Castle Moat Archers as a/ they were more local to Walmer, and b/ we were likely to be very busy with club events this summer.

(ii) I've forwarded a copy of the constitution to Kent Coast Volunteering (KCV) so they see our GDPR policy and Employment of Offenders policy. I've had a reply from them, but no comment was made on the above, so I assume they are happy with them.

(iii) I've had a few more enquiries about membership and beginners' courses since the November committee meeting, replies to which have been cc'd to James and/or Dick.

b/ Treasurer – Since last meeting, we've spent approx. £2,500 with about £6000 left in the bank + another £500 to go in.

c/ Membership – Barry Finch's grandson has completed a membership form.

d/ Captains report – Jim mentioned he had received a request from a member to allow lone shooting on the 3-D range on the grounds that most field archery clubs allow lone-shooting, and that Archery GB changed their rules a few years ago to allow it also. *Andy*

Doyle supported a change to allow lone shooting, as we have allowed limited lone working which is arguably more risky than lone shooting. Pete V agreed with that and suggested that as part of our risk-assessment review we should include what limitations on lone working should be in force (e.g. working at height, 'live' electrical work, tree-trimming, use of mains-electrical cutting tools, etc.). General feeling of committee that we should keep the lone-shooting restriction in place for the time being.

e/ Coach's report – Barry's grandson has done an assessment. Dick has emailed out to those who've enquired about have-a-go's/beginners' courses.

f/ Records officer – None.

g/ Junior rep – Lewis asked if we could put posters advertising beginners' courses in schools to increase interest in archery among younger people. Mike D said that probably not beginners' courses but would be good to advertise the Have-a-go's in schools, as they are more likely to engender interest from young people. **[Action 4(g) 1/23** Prepare advertising posters, e-ads (FB, etc) for Have-a-go's.]

h/ Equipment officer update – Bob Gawler

“Though I have been inactive at the club recently, I have been repairing arrows. We have them in sets of six & Linda has colour coded all of the sets. We have got to find a way of keeping the sets together and not let people just change one arrow in another set, as we have several sets with only five in, which we are trying to match up with the odds and sods.

Barry Finch has started to repair the stands I have obtained free of charge UPVS 4” strips to do the shooting line and waiting line.

I will be checking all the bows next ready for the next beginners course Linda has already gone through them - some need strings and arrow rests we propose having a register this year, so we know who has which bow as we are still four bows adrift I will be getting on to these members to get them returned.”

Next Steps - Target covers.

i/ Building officer update – Current Works and yet to be done prior to 2023
Spring/Summer

- Gutter and downpipe repairs also improve downpipe discharge
- Fix to windows for security nylon mesh to date still to complete 5/6 windows
- Works to the disable toilet area – fix tap and lino flooring if necessary (timber has been painted with decking paint)
- Set up better boot scraping outside entrance/up the field
- Relocate externally the mower in its own enclosure (to be constructed by Barry cost?)
- Set a rota within the club for cleaning the building using the members /also rubbish removal
- Improving the pathway to the main entrance to reduce soil etc coming into the building using left over paving fill material and paving slabs)
- Have donated to the club a wet and dry semi commercial style hoover for cleaning purposes; will provide extra hoover bags
- Small roof leak to meeting room ceiling appeared; to be investigated
- Rear area of flooring to TADSAD room adjacent the old boiler to be lifted and replaced

to investigate water build up. *Pete V asked if this was caused by guttering over-flow; David Brown said it might be, Bob said that the guttering has been cleared a couple of times already since we moved in, but it needs doing regularly by anyone who wants to volunteer.*

- Remove waste in rear room area at some point
- Consideration for an internal practice shooting area in the future? similar to what is at In-Range archery store for winter 2023/24?
 - incl. Next Steps - Electronic booking in system

j/ Field officer update -

- incl. Next Steps - Disabled access (£200)
 - Flattening/rolling
 - Remove matting
 - Marking out
 - Erecting backstop nets (both fields) *Chris said he has a boring tool for the posts*
 - Obtain and set up Heras fencing on main field (£500)
 - Distribute branches around the 3d field

k/ Safeguarding officer

- Helen raised the possibility of using the rolling DBS renewal system via the gov.uk web site, which is free except for an initial fee (?). *Apparently, this requires a minimum of 100 per registered organisation, so we would not be able to use it.*
- Helen asked how often we require DBS's to be renewed. *Committee had previously agreed on 5yrs, but Helen said best practice is 3yrs so we should keep to that esp. as we're relying largely on 3rd-party certification. Helen to compile an index of DBS-certificated club members (and registered first aiders). [Action 4(k)i 1/23 – Pete to email request to club members for DBS and/or First Aid certification info to be held by Helen.]*
- Helen also asked who has done the DBS verifiers training at the club and whether it would make sense for her to do it as it's within her remit. *Pete V is currently the only trained verifier with KCV, but the only person who currently requires a DBS check is Jim Whiddett, as everyone else's is job-related and are therefore done for us. Helen mentioned that though she currently has a DBS, she isn't officially in contracted employment, and it's unlikely that her DBS will be renewed by her 'employer', so we would need to do a DBS check for her in due course. Pete said he would contact KCV to ask about signing Helen up for the Verifier training. That would mean that in future Helen could verify Jim (and others who may be certificated through KCV) and Pete would verify Helen. [Action 4(k)ii 1/23 – Pete to email KCV to get Helen on their next Verifier training session.]*

5/ Matters Arising

a/ Fixture list – particularly the have-a-go & beginners' courses.

Jim has done the fixtures up to the end of the frostbite season and has started to work on the rest of the year. Asked about whether we will definitely have the main field ready for the beginning of April, and also asked about the French plate – do we have room to do that on the frostbite field? Mike said that we should have time to finish prepping the main field; regarding the

French Plate, no the frostbite field is not big enough, we should move it to early in the summer season and run it on the main field. As regards competitions (Sylvia, Clout, etc) committee agreed it would be sensible to keep that them separate from the booking app.

b/ DBS issues/insurance – James Plummer has spoken with the call centre at Markel (our insurers) and also a broker that he knows and they have assured him that we are not expected to know if a parent has a criminal record or if they are on the sex register and as our constitution states that children can only attend with a parent/guardian. With the new field layout it is possible that one child and one parent/guardian can attend the field with no DBS certificate holder in attendance but in this case our insurance is NOT invalidated and we would be able to make a claim on the policy if so required. Markel have also added a note of James' conversation with them and this advice given to our policy.

Also, to clarify children can attend without a parent/guardian (for instance on have-a-go days) but in this case there must be a DBS certificate holder in attendance. *[Assume this is the insurers view with regard to the validity of our cover – as James said, club constitution still requires presence of parent/guardian at have-a-go's and beginners' courses.]*

On the basis of what our insurer has told James, it doesn't seem as if they consider the above stated club activities to be covered by any statutory duty. Presumably there would therefore be no need to seek further clarification on whether there would be any statutory obligations with regard to "services provided to children" (e.g. childrens' taster sessions such as those previously provided to St. Lawrence College). *Committee accepted the advice given our insurer, so with regard to normal club archery activities. For have-a-go's and beginners' courses DBS-certificated club members will be always be present.*

c/ EGM – Date? *First Saturday in March (4th), in order for members to have time to renew their membership after the vote. Agenda to be circulated to members by Weds 22nd February.*

6/ Outstanding general action points.

[Action 4(e) 4b/22] To check that the 3 DBS certificates are all enhanced and what period they are valid for. To ensure that DBS-holders and coaching team are acquainted with Archery GB safeguarding practice. Jim's current DBS is a basic one, so needs to do an enhanced check through Coastal Volunteering. *Jim's DBS form been redone due to typo. Pete to verify and forward to Coastal Volunteering.*

[Action 4(e)iii 5/22] Beginners' course for Jeni Baker and her husband, + George Brearley's friend Poppy. Dick to contact Jeni Baker to see if she and hubby are happy to do a Saturday beginners' session. *Dick contacted them back in the summer, and there's been no response. [Closed]*

[Action 5(b)iii 10/22] Check how many straw bales we would need to line the base of the fencing all the way across the width of the range. *Not required. [Closed.]*

[Action 5(b)vii 10/22] Write a fire risk assessment/policy & update general club risk assessment for Manston (Dick Bailey/Jim Whiddett). **[Ongoing.]**

[Action 5(b)iv 10/22] Check with RSP that landscaping earth ramparts at the rear of either target range is acceptable within the terms of the lease. *Not likely to be necessary with the back-stop netting and Heras fencing. [Action closed]*

[Action 5(c) 10/22] Fit key safe in the building to access each of the storerooms.
Done. [Action closed]

8/ A.O.B.

- a/ Manston Airport progress – *With the news that RSP have the final go-ahead, Mike D said that we can expect development work to begin soon, with extra traffic, contractors on the Manston site, etc.*
- b/ Barbecue and bonfire for those who helped with the field and building works – *this would be just for those who have put in a shift helping with the work, not the whole club.*
- c/ Letter from HM Evaluations office regarding rateable of our building – *James P said that as a new lessee, we are being asked to provide details of the building so they can review the rateable value of the building [Action 8(c) 1/23]*
- d/ TADSAD – update on when they might get going at Manston – summer? *Roy said that progress is slow as 1/ the TADSAD chair has resigned, with no-one officially at the helm, 2/ they are having difficulty contacting TADSAD members to let them know about the move and plans going forward and 3/ they are still looking into restarting activities at an indoor venue.*

Meeting ended:- 8:30pm

Next meeting:- 20th March 2023