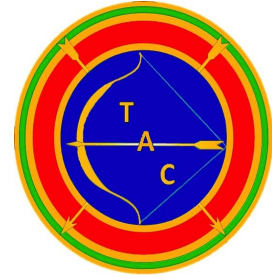


Thanet Archery Club
Committee Meeting minutes.



Monday 3rd Oct 2022 7pm at:

**Kairos Church,
15, Station Approach Rd,
Ramsgate.
CT11 7RN**

Fig rolls supplied by Fred Hammond.

Vegan choc chip cookies supplied by Pete Verrall (they were on special offer!)

1/ Apologies – Dick Bailey, Mike Davis.

2/ Present – Dave Batchelor, Anne Fretwell, Fred Hammond, James Plummer, Pete Verrall, Jim Whiddett.

3/ Acceptance of minutes of previous meeting – Accepted.

4/ Officers Reports

a/ Secretary (including Correspondence)

(i) – DBS verifier course – Coastal Volunteering require us to have a policy on both a/ disposal of personal information (including verification information) & b/ employment of ex-offenders, the latter not specifically paid employment but occupying an official role within the club or carrying out specific duties for the club. Mike wrote a draft clause for the club booklet/constitution which, once agreed, I would send to Coastal Volunteering for their perusal/comment/clarification if required. **[Action 4a(ii) 7/22]** However before I did so, I read the sample policy links on HM Gov web site provided by Coastal, and I felt that what we had added to the club booklet wasn't quite sufficient. So I've added some additional wording to both clauses for comment, plus adding the treasurer & club secretary to roles requiring DBS checks. Also there was very little response to the other updates Mike made to the booklet. So would like us to quickly run through the changes and confirm committee approval of them.

Fees:-** Committee agreed to scrap 'pay-as-you-go' target fees and incorporate them into club membership fees (Adult:- £100 + £20 insurance p/a) Insurance paid up front; membership may also be paid £10/month by s/o. Members choosing to switch from AGB to club insurance in October may pay 50% of full insurance (e.g Adults:- £10) Committee also agreed a 50% reduction for disabled archers on production of disability registration. Changes to membership fees must be voted on at the AGM before we can implement them, so may need to waive target fees for the period in November prior to the AGM. **[Action

4(a)i 10/22] Agree & prepare fee proposal for AGM.

Shooting times:- Jim W commented that he'd already had concerns from a member about the requirement to shoot at least one Saturday a month. James P suggested running additional monthly Sunday club days. He said that he hasn't been able to shoot on a Saturday at all this year, but has managed several Sundays. Dave B commented that there was a danger we'd end up with a Saturday club and a Sunday club. PV commented that this happens already to some extent with summer/frostbite archers, evening/Saturday archers, target/field archers, etc. Running/promoting a monthly Sunday club seems like the best way to mitigate against that to some extent as it would encourage more integration at least once a month. To make allowances for those who are unable to shoot on Saturdays, committee agreed to include indoor archery and summer evening shoots as Club Days and monthly Sunday club days for those who struggle to attend on a Saturday, but with Saturdays remaining the preferred option for everyone who can attend. Jim W can sort out some Sunday dates on the fixtures list once we see how it's working out with Saturdays. James P also commented that as we're no longer constrained by SLC, we can extend the summer evening shoots i.e. start earlier, have an afternoon session, stop for tea, and continue into the evening.

Setting up the field:- "Back stop netting left open on completion" – committee agreed to add 'where possible' when it was mentioned that depending how it's laid out it's not possible to open all of the back-stop netting. Committee also agreed that the Equipment officer should be contactable (which in Brian H's case means by telephone) hence displaying telephone number/email in club house.

Safety:- Committee agreed revised v13 wording with the additional advisory to a/ always have someone watching the road while people are shooting, b/ populate the short range shooting line from the right hand side (tree-line) to minimise risk to vehicles/pedestrians using the approach road (see also progress update on field move) and c/ the whistles used on long and short ranges should be **easily identifiable different sounds** to avoid confusion. . [Action 5(b)i 10/22] Pete V to add to club booklet. (See

Data Protection:- Committee agreed added paragraph specifically relating to handling of verifier information as recommended by HMRC.

Ex-Offenders policy:- Committee agreed additions to wording including widening DBS checks to include Club Secretary and Treasurer roles, with additional Companies House check for Treasurer. James P was happy to undergo a DBS retrospectively, but it was felt unnecessary given his record as treasurer to date.

All other proposed amendments to club booklet as stated in v13 agreed without further changes.

James P also mentioned the insurance requirement for an enhanced DBS-checked person to be on the field at any time during a club shoot **where children are present**. Dave B then raised the occasion the day before the clout shoot (10th Sept) when there were no DBS-checked individuals on the field (apart from Helen Fox, who also has a work-related enhanced DBS). Technically we weren't covered except for the 10min period while Pete V was at the field. We may need to clarify for insurance purposes how strictly the insurer interprets this requirement. i.e. whether this covers all occasions when members are shooting, or just official club days. [Secretary's note:- Helen Fox has since indicated her willingness to stand for committee membership, and employ her DBS training in an official

(or unofficial) capacity.]

(ii) – Had an email on 13th Sept from Michael Woodrow at Cleveland House (sheltered housing for adults with learning & other disabilities) regarding archery for former TADSAD members. Reply cc'd to Mike, Roy, Jim and Dick. *Anne and Fred mentioned that a room at Manston had already been allocated to TADSAD, so plans to accommodate them are in hand. Jim has received a very similar enquiry from Michael Kerlake (a Special Needs carer), and it may be him who contacted Cleveland House. Jim to follow up with Mike Kerlake passing the same message to him that Pete V gave to Cleveland House.*

(iii) – Also had an email on 14th Sept from Joanne Watson at Walmer Town Council wanting to send us info on a Sports Festival planned for next June which they are inviting us to take part in. Gave her the Club Secretary email address to send to, but no info provided yet.

(iv) – After the Saturday shoot on 10th Sept, I asked Alex Wellard to add a memorial page to the Queen, which he did v. quickly. Can transfer it to the Members' Area in due course.

(v) – Lyn Edwards dropped off the Rapide team shelter on Sat 17th Sept. Doesn't take up a lot of room and would be useful for either Alex Moss or our other wheelchair users.

(vi) – A handful of enquiries about beginners' courses, which I've forwarded to Dick. *Also two others with previous experience have enquired about membership John Ouzman, a retired police officer who wants to return to archery after an approx. 30-yr hiatus, and Oskar Buck, a 17-yo who "practiced when I was small until about 5 yrs ago". I've cc'd James into my replies to them.*

b/ Treasurer – Current balance £10, 524 incl. recent purchase of mower, Heras fencing, etc. James forgot to bring the calculations but the clout made money.

c/ Membership – 105 paid members. *Pete V asked James if he could send the up-to-date list of new members' contact emails.*

d/ Captains report

– Jim would like to record thanks to Mike for stepping in to run the Clout while he was off with Covid - didn't realise that Bob was ill at the same time! It didn't go exactly to plan, and Bob would like Jim to send an email expressing our concern at the lack of support from the school, e.g. issues with having to re-mark the field after the school had over 100 kids playing rugby on the field after marking. We were aware they were going to play but in the past that hasn't been a problem. Don't know what happened, but this time it all had to be re-marked, and the judge kindly helped with that. Jim did say that by all accounts everyone who went enjoyed the clout. *Anne said there was also no access to the toilets, which was apparently because Jim had passed the toilet access info to Bob not knowing that Bob wouldn't be there and hadn't mentioned it to anyone. They did find out the code to the key safe eventually though. Jim to email our thanks to the judge; also email the results to all the attendees and ask Alex Wellard to put them on the website.*

- Jim would like the contact details for Watkins as they've sponsored us in the past for the clout (£250), and we announced their sponsorship on the publicity for this year's clout. Would like to find out if they would sponsor it retrospectively. Steve Bolton used to be the club's contact with Watkins but retired to Cornwall in March 2020. *Pete V to contact Steve to ask who to contact at Watkins and pass info to Jim. [Action 4(d) 10/22]*

- Since we will have 3 ranges, Jim also wondered if there was appetite to do a combined fun shoot involving all 3 ranges. *Pete V suggested that to differentiate the short-range shoot from the long-range shoot, to make the latter a shortened clout (one-way limited to 80/100yds). Jim said to run it in 3 groups rotating round the 3 ranges, a break for a barbecue lunch, make a day of it, etc; mix up the different styles of archery.*

- Jim has also received a Manston move update from David Brown.

1. Porch door removed, and timber door made and fitted for mower access 100%
2. Moved and fitted some internal doors 100%
3. Mower delivered- needed to leave inner main open due to length of mower 100%
4. Complete clean of usable area done - mould removed - requires some sealing 90%
5. Kitchen internal ramp and external escape door turned into access door with combination lock 98%
6. Field archery animals in TADSAD store rm, 10 stands in store rm, + Trophy cabinet 10%
Need to regularly empty St Lawrence store
7. Electric work to start Mon 3rd Oct. *Fred H said that Karl Hammond had the electricity on, but it's no longer on and they can't get it back on. Karl will be up Weds pm to try and work out what's happened. Apparently, he said to Anne that it's not a National Grid connection; Pete V wondered if perhaps then there is a local generator on the Manston airport site?*
8. Start painting stands this week 3rd Oct
9. Water test done and apparently free of bacteria; no report available.
10. Externally
 - Brambles etc removal from around unit and pathways done
 - Heras fencing and feet + clips delivered (20 panels) in good condition
 - Ordered back stop netting not sure of delivery time could be 4-6 weeks
 - Setting up of field shoot area is underway
- 11 Considerations
 - May only get 5/6 stands max for frostbite - field needs marking out as access road have traffic even at weekends. *For further information see Matters Arising item b/.*
 - Do we look at buying some hay bales approx. cost £4 a bale not sure of order period?
 - Heras will require some diagonal supports probably timber otherwise it will blow over when windy
 - Still to check wheel route with Stuart's dad next weekend plus toilet access route; need someone to do as I am away from 7-10th Oct.

e/ Coach's report – None.

f/ Records officer – *Nothing to report.*

g/ Junior rep – N/A

h/ Equipment officer – None.

i/ CPO – *Nothing to report.*

5/ Matters Arising.

a/ End-of-season shoot - need volunteers to run that, in particular:

- Handicap scoring if Mike is unavailable - *Dave Batchelor has offered to do this.*
- Food – last year we took orders for fish/chips - same again this year? *Yes - Jim to organise. The club subsidised prices last year, but we probably need to get hold of a menu to work out the subsidised cost.*
- Need to have trophies back? (or didn't we do it differently last year?) *Trophies all back as we handed out individual smaller trophies/medals last year. Originals to be engraved each year and kept in Trophy cabinet.*

b/ Progress report from relocation working group

- Business rate discount confirmation. *Email confirmation that evening after the meeting.*
- Internal reded/building prep. *See captains report (David Brown's Manston move update).*
- Field prep. *See Captain's report.*
 - o *Also Fred reported that without fencing, we will need 20yds spacing & sufficient over-shoot or will need side fencing for safety purposes; John Holton had also raised this as the road curves to the right narrowing the frostbite range at the bottom end. This means that archers on the left-hand side of the range are effectively looking straight down the road past the car park.*
 - o *Without the fencing we would need to have a field captain keeping a look-out down the road for cars or pedestrians. Jim suggested having 2 field captains on target 1 nearest the road, with neither on the shooting line at the same time. Also to stipulate that archers populate the shooting line from the treeline side. Would need a change to the rule book? If these things are going to minimise risk, Jim felt that we should have both in the rule book, at least for Club Days, which are likely to be the only times when it would be busy enough to be necessary. [Action 5(b)i 10/22] Pete V to add to club booklet. [See Club Secretary's report item (i)]*
 - o *With a 12' spacing we're able to measure out for 9 stands between the road and the trees, although the 9th stand is v. close to the trees, but trees can be cut back to accommodate.*
 - o *The shooting line area has been mowed and measured out for 30m frostbite leaving 50yds (150') over-shoot.*
 - o *The Heras fencing can come across at line of the furthest post; there's room for 8 fencing units from the treeline to the road, then running more Heras fencing up the left side of the range by the roadside. We would need another 30 fencing units with netting as they will have to stay for beginners' courses and Have-a-go's, and more will be needed across the main range. However, the Heras fencing that has already been bought was for the main range and if we are going to use Heras fencing all the way round the short range and at the bottom of the main range James P estimates likely cost to be up to £4k, although we wouldn't need a fence all the way up to the shooting line – it could stop 10yds from the line.*
 - o *Jim suggested that if we group the targets in pairs, (much like a Portsmouth round); we can still access behind each target to collect arrows and fit 13 bosses instead of 9 across the range at the 30m line. Two options to explore; reduce the gap between alternate bosses to 1' instead of 4', or the gap between every boss to 2' instead of 4'. This would also mean we wouldn't have to have*

the targets so near the road. Will ask David Brown to try both. [Action 5(b)ii 10/22]

- *Also to check how many straw bales we would need to line the base of the fencing all the way across the width of the range. [Action 5(b)iii 10/22]*
- *Pete V suggested the method Guildford Archery club used at their range i.e. a long earth rampart built up at the back of their range to compensate for the lack of over-shoot. It's completely weather-proof and would be an ideal over-shoot barrier to build up between the fencing and the club building. Lee Burns can get Thanet Waste to drop off suitable hard-core and soil for free to use to build up a rampart. Additionally, there is the earth mound at the back of the shooting line that could be moved down in front of the club building. Probably a longer-term option for the summer. Would be worth checking with RSP that such landscaping would be acceptable within the terms of the lease. [Action 5(b)iv 10/22]*

- *Field shoot at Manston – will field archery range be ready?*
 - *Terry has been working putting up half a dozen 3-D targets, Chris Bullen has mowed the top and back of the field range away from the 3-D targets, and placed a couple of Danage practice targets there.*
 - *Raises the issue of how much petrol we should store at the field, and ensuring it's stored safely. If there is going to be build-up of fumes around the fuel and/or mower, we should consider the need for double-insulated switching to prevent ignition from electrical sparking. Alternatively, we should ensure that the mower/fuel storage area is well ventilated to prevent build-up of fumes. Fred to install vents at top & bottom of access door. [Action 5(b)v 10/22]*
 - *As regards the field range being ready for the field shoot on the 5th Nov, Fred said he think they'll have it ready in time, but it's worth asking Terry, Andy Doyle, etc to give us a heads-up if there is a delay and we can juggle the fixture list around and fit the field shoot in a week or 2 later.*

- *With the opportunity for independent shooting 24/7, is there a need for new members to do a H&S induction to ensure they know the drill with regard to access, safe shooting and secure closing up procedure?*

General agreement that it would be useful, initially to it for everyone at first, and perhaps a couple of times a year after beginners' courses as part of the new members' drill.
- *As we are storing fuel at Manston, we should have a/ fire extinguishers & fire blanket (1 dry powder, 1 CO₂ and 1 blanket), fire extinguishers will need annual testing, [Action 5(b)vi 10/22] b/ we need to write a fire risk assessment/policy. This will be the committee's responsibility rather than the working group's. [Action 5(b)vii 10/22]*

- c/ *Covering chairman duties*
 - *At some point we will need to cover Mike's duties for a period; PV happy to cover committee stuff.*
 - *Mike is also chairing working group and is currently Manston key holder. David Brown and Fred are now key-holders. Fred Hammond is working group liaison with the committee. On the question of keys, worth having a key safe in the building to access each of the storerooms. [Action 5(c) 10/22]*

d/ AGM

- At Manston or Newington? *No heating at Manston so Newington. Chris Young has offered us Kairos, but not workable because of parking.*
- Any committee members intending to stand down? *None, although we now have a committee member who is moving/has moved away and is no longer a club or associate member or active committee member. Should a non-club member be a committee member? There is nothing in the constitution that addresses this. Jim suggested proposing an amendment to the constitution for the AGM that committee members must be club members, (full, honorary, junior, associate, or social). Additionally we have plenty of newer members who are very engaged in club activities and have already shown themselves to be 'doers' during the Manston move. Agreed to propose amendment to that effect for the AGM. [Action 5(b)ii 10/22]*

e/ Membership fees (James P)

- We currently do not have set rules for people joining from 1st October onwards (with Archery GB there were reduced rates) and James is aware of at least one associate member who is currently with Archery GB who does not want to renew with them and so will have to pay for our insurance. His proposal is that anyone joining from 1st October should pay half the annual fee as they are only getting half the benefit. *Agreed. Pete suggested that with the independence from Archery GB, and a field where we may be scrapping target fees (or rolling them into the membership fee) that the traditional April-March club membership fee become less relevant, and it would be simpler and make April renewal time less busy for James P for people to pay membership & insurance monthly, and if people choose to leave, they notify James P and cancel their S/O? James felt that wouldn't compensate for him then having to check 100 peoples' S/O's each month in case someone has left. So we'll keep it an annual membership fee that may be paid monthly.*
- Secondly, he has felt for a while that we should have a reduced membership fee for the registered disabled member, again he was thinking half of the normal fee. *Agreed, but will need to be voted on at AGM. [Action 5(e) 10/22]* Add as draft amendment to be proposed at AGM.

If the above are set as percentages then I'm assuming the percentages will apply should we agree on a new fee structure for the new field and therefore not complicate matters further.

f/ Updates to web site (Dave Batchelor) *Deferred to next committee meeting due to time constraints. In the meantime, please check out Dave's comments on the web site. PV will send missing committee & AGM minutes to Alex to upload to web site. [Action 5(f) 10/22]*

g/ Giving notice to St. Lawrence College of Manston move and vacation of St Lawrence property. *Pete V to notify Hannah Heath-Hall. [Action 5(g) 10/22]*

6/ Outstanding general action points.

[Action 4(d)i 4/22] – Checking field camber at proposed SLC site before the school seeds the field preferably with a stand/boss, or pole of comparable height. Jim to arrange a suitable time/day to go and check with Hannah. Is there any point pursuing this now we've voted to move? *Jim has done that now and no further action required. [Action closed.]*

[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 to complete an enhanced DBS for Pete to then 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 absent; not discussed.*

[Action 4a(ii) 7/22] Forward updated Club booklet with DBS Data Protection & Ex-offender clauses to Coastal Volunteering. *Pete V will forward once we've discussed/agreed amendments to club booklet. [Ongoing]*

[Action 4(f) 7/22] Sourcing badges from Nearest the Pin Trophies, King St, Ramsgate. Prices? *Sorted and purchased. [Action closed]*

[Action 5(b) 7/22] Getting subscription for HP Instant Ink cartridges for club printing. *Anne's already getting 50 pages/month on her own subscription. But if req'd she can pay £4.49 for 100 pages/month and split the cost with the club. [Action closed]*

7/ A.O.B.

- John Holton has asked if the constitution can be amended to allow carbon & fibreglass arrows as we will not sharing a playing field with other sports. *Dave B said that while we will not be shooting on a school playing field anymore, the risks remain the same. Magic Dragon allows carbon arrows – should we allow on field range at least? We will keep the rule as it is for the time being until we've investigated further; [Action 7(a) 10/22]* Jim to contact clubs which allow carbon/fibreglass arrows (i.e. Magic Dragon) for advice/info.

Meeting ended:- 22:05

Next meeting:- 7th November 2022