

Thanet Archery Club
Committee Meeting minutes.



Monday 21st February 2022 7pm at:

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

1/ Apologies – Mia Charles, Roy Holden, Ryan Holden

2/ Present – Dick Bailey, David Batchelor, Lee Burns, Mike Davis, 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)

- Received and passed on to members invitation to Leaves Green Longbow Shoot and Canterbury 2-way Longbow Shoot.
- Emailed Hannah Heath-Hall requesting meeting regarding club relocation, and arranged a meeting with self, club Chair, Hannah & school Bursar earlier today (21st Feb) to discuss relocation to top field, as well as matter mentioned under Appendix A on previous minutes. See Matters Arising item c/.
- Received enquiry from the assistant head of Hartsdown Academy. They are looking to start running an after-school archery club and would like advice regarding how they might go about this. What the requirements are, equipment wise and staff training wise. Also, they would like to link with us in some form or another. Suggested he pay us a visit on a Saturday for a chat, but he has not done that yet.
- Received email regarding Greene King's community fund – forwarded to committee.
- Received email from the Hammonds who did the beginners shoot in October, who now want to join the club. Advised them that since they'd paid for the club in with the beginners' fee, all they needed to pay was the club insurance – forwarded to James P. *James mentioned that they did the beginner's course but didn't actually pay for it, so they do actually have to pay for both club membership and insurance.*
- Email from Sonia Lawson re: Kent Country show confirming no charge for stand or electricity.

***Dave B & Mike D** stressed the importance of getting a copy of proposed layout*

beforehand to ensure it conforms to Archery GB safety standards. Pete V to advise Sonia Lawson that we need to do this in good time before the event.

- Received a phone call on the evening of 13/2/22 from a club member who wished to make a complaint against the club captain. See Matters Arising item a/.

b/ Treasurer – Current bank balance £8600 so maintaining even cash flow from last yr. Indoor archery is breaking even which is good, as previous years it has effectively been subsidised by other income.

c/ Membership – We have deposits from 12 people for the beginners courses. We have had 4 new members join this year following assessments, on top of the 43 who joined last year. What's encouraging is that of the 83 members we had registered as of 31st October, 79 of them have shot at least once during the year.

d/ Captains report – Bob has handed over to Jim a couple of folders of info relating to clout shoots, plus an old CD with info on, which has raised a couple of questions about:

a/ GDPR (e.g. do we have a GDPR statement) including records dating back to 2008/9, including shooting lists

b/ Clout form still specifies payment by letter/ cheque (perhaps it's time to change that to email & online banking, or at have that as an option?)

c/ Storing info in a secure central place. Jim currently has a Google Drive set up, but are the committee happy with that as a solution?

On a/, Mike D said that we don't have a formal GDPR statement as such. PV recalled that when GDPR came into force (May 2018) we sent out forms to all existing members requesting members to complete whether they wished their data to be kept by the club or not, though very few forms were returned so PV deleted contact details for members who had not renewed that April. At the time we also shelved using Dropbox to store data, with records then being kept on Golden Records, but stopped using Golden Records as results were kept by Archery GB anyway. We were also meant to be adding a GDPR tick box to membership forms for people to permit the club to keep personal contact data. Jim will digitise all the paperwork and get rid of the stuff we don't need but keep the clout results.

[Action 4(d)i 2/22]

On c/ Mike said that we tried this before (Dropbox) but it got deleted when GDPR came in. James P said that we could keep records on the Members section of the web site, once we've updated the website (Mike). To include in web page requirement for Alex Wellard once we're ready for him to update it. Another option now Dropbox is web-based, is to have various sections of that set up for committee, treasurer, secretary, etc. Mike said that in the meantime, the way Jim is storing info is fine, but we can explore the Dropbox option going forward. [Action 4(d)ii 2/22]

d/ Bob has also offered to send out Clout forms to known contacts, but Jim asked him for the list, because if Bob sends out the list they'll all reply to Bob, which defeats the object of relieving Bob of the admin burden when he stepped down as club captain. *Mike said that Bob is more than happy to help advising on running*

the clout, marking the field, etc. but doesn't need the responsibility of being in charge of running it.

e/ Jim also asked about running the Sylvia shoot as he doesn't have any info on that.

Mike said that we need someone to volunteer to be a point of contact for that.

James P offered to do that as he will be handling the money for it anyway.

e/ Coach's report – Dick reported that his list for the beginners' course is slightly different to James' list, as he's had some other names from Bob. *(James wasn't shocked by that! 😊)* First beginners pretty much fully booked. Even if one or two drop out he has people who can slot in on that course. Another 6-8 have asked for beginners forms so if they confirm, they can fit in to the July course. Also, some of the forms on the website (e.g. beginners' form) are out of date. *PV said that Andy Doyle had reported that several of the documents were out of date, and that all but one of them have now been updated and sent to Andy to put on the website. Mike said that he has done a checklist for the beginners' course on the day, just as an "aide de memoire".*

f/ Records officer – Records spreadsheet updating OK. On improving score sheet completion, Dave B has produced a scoring guide to put with each score board, so all people have to do is refer to that, and if it's still tricky, ask a more experienced archer.

g/ Junior rep – None

h/ Equipment officer – None

i/ CPO – None.

5/ Matters Arising.

a/ Member complaint - the complaint was about a conversation between the member and subsequent discussion/minuting under January 2022 minutes Matters Arising item a/ regarding late arrival of member on Saturday mornings. Member felt that they had been singled out for bullying since there are others who aren't particularly proactive in helping set up but never get spoken to, and also been virtually identified by mention of their occupation in committee meeting minutes provided to membership. They have requested an apology from the club captain. I offered an apology for not being more generic in minuting the discussion but mentioned that only committee members were present at the meeting. I also pointed out that at no time during the meeting was the members name mentioned and until their phone call I was not aware of the members identity. I promised to agenda the member's complaint for this meeting. Jim has already written a response for our perusal.

Jim explained to the committee the context/content of the conversation with, and read his email response to, the member in question. The committee agreed that that Jim's original

discussion with the member in question was reasonable, and his email response to the complaint was appropriate, and the email was duly forwarded to the club member by the Club secretary. Committee agreed that in future, discussion of sensitive issues directly related to particular club members would be minuted in a more general way to ensure individual members could not be directly or indirectly identified unnecessarily. Committee also agreed that we should make it clear to members that if they arrive after the targets are set out, they should check with the field captain of the day if/where there is space for them to shoot. Club booklet to be updated in the Setting Up & Etiquette sections. [Action 5(a) 2/22]

b/ Fixture list – Lee emailed a reminder that the fixture list doesn't include a date for the end-of-season shoot. Need to add a date for that. John H has also emailed PV to point out the typo and incorrect dates for the summer evening shoots. *Date added for 29th October. Jim to correct other typo's and resend. Fred also raised the delayed fun shoot for the last indoor at Ursuline. Should have happened in 2020, but Fred still has all the target faces, so we will run it this year for the last Ursuline shoot.*

c/ Field move – staying on at SLC, timescale, long-term lease agreement, etc. Outcome of meeting on 21st Feb with Hannah Heath-Hall and the SLC bursar. *Mike D & Pete V went to Hannah and the Bursar at the top field. Mike took a few photos of the planned location to show committee, including new section of roadway/parking area. The area that previously had crops on it has been flattened/raised in a terrace between the tree line by the long field and the lower area where our proposed new range will be. It will be 140m long shooting down towards the houses almost parallel to the railway line on our right. The sun will be on the right, but in the morning it will be almost in front of us, esp. in the summer months, which is the main concern. Conversely, evening shooting would be ideal, as the sun will be behind us. There is also a bit of an incline between the proposed shooting line, and the far end of the range where the 80 & 100yd targets would go. They should still be visible, but the bottom of the legs might be obscured a little. On the lease agreement, they were reluctant to sign that off before the end of April. This is because the field will not be seeded before then, so we won't have a clear idea of what we're signing up to, though Mike doesn't see the field being ready for any kind of activity for some months, perhaps not until next year. So we have 2 months to look at some of the other details related to Manston (cost of field prep/maintenance, sports association registration, business rates on the building, etc – see Appendix to January 2022 committee minutes.) The bursar was not put out that we are exploring the Manston option at this time, but would obviously appreciate us making them aware of whatever decision we come to in due course. Given that the rugby pitch is now on a flat raised terrace, there may be enough room to shoot across the field (in effectively the same orientation as now). In terms of facilities, they have agreed for us to have a log cabin-style hut of a comparable (if a bit larger) size to what we had before. The bursar also acknowledged the need for a disabled toilet nearby, given that the nearest is in the junior school. So the St Lawrence college option is still very much a possibility.*

d/ With respect to appendix item from previous minutes, need to register via govt. website as a 'sporting association' to qualify for 80% business rate reduction on any prospective new location. James P has begun process; progress? Further info req'd? Costs of groundwork?

James P has spoken to Thanet Council regarding the rateable value of the building (£22,500)

at Manston and business rate we would have to pay on it (£11,520), which is the 'catch' we were wondering about at the last committee meeting, and something we cannot afford. However if we are a member of the Council of Amateur Sports Clubs (CASC), a govt. accreditation scheme, we automatically get an 80% discounted business rate (approx. £2-3k). The council also have the discretion to make it 100%. We would need to make a case for that, e.g. cost of work needing doing to grounds & building, facilitating disability sports, etc... With a long-term lease, there would also be opportunity to apply for Lottery funding, etc. Bottom line is, without CASC accreditation, we cannot afford the business rates. An advantage of the space at Manston is that we can accommodate a normal club archery shoot, field shooting, and TADSAD or a beginners' course simultaneously. The new range at the school would have no space for a field shoot at all. Apart from that, the other main issue is the cost of getting the field into a useable state and maintaining it. Mike was hoping to have received a quote for this in time for this meeting. James explained that this is exactly the kind of work costs that could be covered by a lottery grant. If the cost of ground works proves to be prohibitive, we could sign a lease agreement for Manston, and then apply for a grant to cover the cost of those ground works, though that is risky, as we could be tied into an agreement for land we cannot afford to get ready/maintain. An alternative is to look at the scope of the work required to see what could be done by the membership to reduce the cost. Regarding the lease, Mike said that RSP were going to go to their lawyers to get it drawn up. James suggested it also be worth asking RSP to chip in on the cost, since over the period of a 5-yr lease, they would be saving approx. £56k on business rates for the building.

[Secretary's note: Quote received later on 21st Feb - £1860 for required ground works/£250 per month for monthly grounds upkeep if req'd - PV]. Now that the school is aware of the Manston option, we can advise the club members of these enquiries.

[Action 5(d) 2/22] – Send in application for CASC accreditation – James P + Mike D & Pete V.

e/ Mike applied for a Tesco's community grant. His son, who works for Tesco's, told him about the scheme but submissions closed on 6th February. Received a "Notification of Nomination" email from Groundwork UK who administer the scheme, inviting us to apply for a grant, so it's unclear whether we've actually applied for a grant, or applied for an application for a grant. Looked up the guidance on the grant via the link provided in the email. To quote from the guidance:

"Tesco Community Grants will fund local good causes whose focus is on supporting Children and Families and those groups that address food insecurity.

Eligible applications with a focus on supporting children and families could be for example; a local school needing food for a children's breakfast club, a voluntary organisation working with families to run holiday clubs, a charity supporting young people with specialist advice to manage mental health, a brownie or scout group needing new tents or a youth sports club needing new equipment, a family advice centre wanting to recruit more volunteers, or a local friends of a park group wanting to develop a new toddler area."

Pete V said he hadn't taken things any further with this application/email, as a/ Mike D said

he'd sent in an application already, and b/ any application would need to be targeted at a specific project fitting within the grant criteria and would therefore need to be very carefully thought through and worded. Suggested setting a specific time aside for further discussion/ brainstorming at later meeting. PV to forward email received to Mike, and agenda item for next meeting with hopefully more time to discuss. With all the details of relocation options to deal with, it may be sensible to delay a formal application until we know for sure where we will relocate to and when. In the meantime, committee members could give some thought to a suitable project that would fit the scope of these grants.

f/ Issues between an established club member and one of the new members from 2021, where the former is over-advising the latter, to the extent that the latter has on occasion opted to go home rather than shoot on the same target as the former. This has come up in previous years, where the individual concerned has moved beyond helpfulness to badgering.

Mike will be managing this by ensuring the two are not shooting on the same target or adjacent targets and also advising the individual concerned to temper their enthusiasm for offering unwanted advice.

g/ Sylvia Hogbin shoot. - *Discussed in Captain's report - James to take that on, or at least take people's names/booking fees, and send Mike a spreadsheet with the details.*

h/ Arrangements for the clout shoot. - *If necessary, even if we've moved to Manston, we can still hire the field to run it at SLC. RSP have said we can use the airfield to run the clout there if necessary, but for the time being we'll plan for it to be run at SLC..*

i/ Bob has been in contact with Trish Lovell & Karen Young regarding coaching training at TAC. See the following from Trish Lovell: "As I mentioned to you (Bob) on the phone £30 per hour plus my petrol money would be great if that is the sort of thing that you would like. As for numbers I do not mind really. Working with a couple at a time works well usually and then for about an hour for each pair. it will really depend on how many people are interested. I would probably think I could do 5-6 hours if there is that much interest.

If the archers that are interested in a more lengthy programme over a couple of weeks then we could discuss that on a more individual basis if that is more suitable for them.

Just have a canvas among those interested and see what everyone would like from a session and let me know."

Just to clarify, this is archery coaching, not coaching training, though that could be an option on a separate occasion, but will need to be discussed further with Trish Lovell. Dick suggested that it would be useful to observe how Trish does her coaching, in order to pick some useful tips. Mike asked if we should offer it to members gratis or charge the full cost to those who are interested. Given that Trish Lovell is a very good professional coach, the general feeling of the committee was that it was reasonable to charge members for it. Given that it's two people being coached per hour, the hourly rate is shared between them (+ petrol money – hope she doesn't drive a Humvee!) Jim suggested £20/person should cover it. We can canvas members' interest on Saturday, an hour's coaching on a Sunday from a County (international?) coach for £20/person per hour.

j/ Jim Whiddett has created a new email address tac.clubcaptain@gmail.com for Club Captain emails.

6/ Outstanding general action points.

Action 5(b) 1/22 - Continuing provision of archery for SLC pupils - PV has sent a reminder email to Samantha the school a nudge in case there has been a breakdown in comms during the changeover from Rodney to Samantha. PV has emailed Samantha Clark regarding options to allow pupils from the autumn 2021 lessons to continue to shoot with the club. No response received. **[Action pending response from school]** *Pete V did chat to Hannah about this at the field today, suggesting that using the 2 later Saturday morning activity slots would cover a frostbite shoot, but will still need Samantha to get back to us.*

[Action 5(c)i 1/22] - Jim W to check Fixtures list for suitable dates for beginners' courses in May, July & September, as well as Sylvia Hogbin and clout, and set provisional dates – not advertise yet though. *Dates now set for all of these now except the September beginners course.* **[Action closed.]**

[Action 5(c)ii 1/22] - Dick B to send out beginners' dates to all on our current waiting list, giving preference in May to those who have already paid deposits. *Done.* **[Action closed.]**

[Action 5(d) 1/22] - To discuss over the next couple of committee meetings and bring specific club training proposals for the summer months. e.g. summer evening coaching/Q&A sessions, coaching training, equipment setup/repair training, etc. *Discussed possibility of Trish Lovell coming to do a separate session for coaches, in particular those aspects which are common to all archery disciplines (i.e. stance, draw, etc).*

[Action 5(f) 1/22] - Contact the organisers at Quex nearer the time to sort out these details, and to pay a visit to make sure it's suitable from a H&S POV. PV has contacted Sonia Lawson for confirmation that there is no charge either for our stand or for electricity supply, if required. Decide on size of stand needed and mains supply, complete event form and send to organisers. *Standard 13A mains supply, 3x3m stand. Emphasise to Sonia that we need to know where they intend to put us, so we can check the H&S aspects.*

[Action 8(a) 1/22] Talk to the school about the possibility of widening the shooting line further across the field, (including the minimum 25yd gap between shooting lines) to accommodate TADSAD, school pupil lessons/shooting, beginners' courses, etc. *Mike said that if the school wanted us to accommodate their pupils on a Saturday morning they'd have to extend the shooting line to do that anyway.*

[Action 8 (c) 1/22] Mike asked us all to have a look at the Canterbury Archers website (maintained by Alex Wellard) to see what changes we'd like to see on our own webpage. Two possible people to assist with web page development (Alex Wellard & George Brearley). *George Brearley in particular to assist with the Facebook page. Need to contact Ryan to see if he minds giving George admin rights to that. Mike would like to set up a separate FB messaging group within the page, the kind of messages that get relayed on a Sat. morning. Pete V to message Ryan to ask about this.*

**Action 8(a) 11/19 – Trophies – Obtaining trophy cabinet to put the older trophies in.
[Action deferred until move completed]**

8/ A.O.B.

- French plate – distance is 50m but can put some out at 20m for those who aren't reaching 50m.
- While we are keeping to the email booking system, we are going to go back to using the pin board for people to select distances, as not everyone is using the booking system or telling us what distance they want to shoot. It's also good practice for the summer season.
- Simon Charles emailed Pete V to ask if we can do a Teams link for those who are unable to attend in person. *He did reply to say that we did use Zoom to have committee meetings remotely during the pandemic, but it's more difficult for members to get a word in when everyone else is there in person. General view of committee was that it isn't really workable when everyone else is attending in person as it's v. difficult for the person joining online to make their voice heard. If we had a proper set-up with a video conferencing screen and a loud enough speaker system, it would be workable, but not as it is.*

Meeting ended at 9pm

Next meeting:- 7pm Monday 28th March 2022