

Thanet Archery Club
Committee Meeting minutes.



Monday 25th July 2022 7pm at:

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

Thanks to Chris Young for coming and letting us in when his back has been giving him grief.

1/ Apologies – None.

2/ Present – Dick Bailey, Dave Batchelor, Mike Davis, Anne Fretwell, Fred Hammond, Roy Holden, James Plummer, Pete Verrall, Jim Whiddett.

3/ Acceptance of minutes of previous meeting – Accepted, with one comment from Mike that we need to trim down any redundant/on-hold actions, as the agenda is getting v. long.

4/ Officers Reports

a/ Secretary (including Correspondence)

(i) – Mia Charles – with Mia not having attended any of the committee meetings, or renewed her club membership, I contacted her dad to ask if she preferred to step down from the club committee. Please see Simon's reply from 12th June below:

Good evening, Pete

Sincere apologies of not responding sooner but due to the nature of my role working offshore it's difficult to have an internet connection.

I have spoken to Mia, and she would like to step down from the committee and, she will not be renewing her membership this year as she is actively seeking a weekend job.

I would like to say how great the club is, and she had a wonderful experience.

Please pass on my thanks to everyone at the club.

Kind Regards,
Simon Charles.

(ii) – DBS verifier course – I attended a Verifier Course on 9th June on Zoom through Kent Coastal Volunteering, which lasted about an hour, and gave an opportunity for trying some test examples to pick up on errors, and also to ask some questions about our own particular situation. I asked about whether Bob or Dick counted as existing role-holders as Bob has stepped down from any official role at the club, and Dick has an existing “expired” AGB DBS, and apparently both are considered existing not new role-holders as they are continuing activities which they already been doing within the club. I have been sent a pack of 5 DBS application forms, plus a copy of the PP presentation and DBS verifier form, which I have forwarded to Jim W.

Two other points we need to address; we **must** have a policy on both a/ disposal of personal information and 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 asked where we need to have these policies? We already have the GDPR part on the membership forms. PV said he thought it should be in either the club booklet or constitution, as least the booklet doesn't require yet another EGM for changes to be approved. Just a case of copy/paste. Mike pointed out the limitations of our ability to know which club members/prospective members might have a criminal record. Dick B said that he's not an expert, but depending on a sex offenders release/parole conditions they would be visited by the police where they would have to disclose hobbies, social activities, club memberships, etc. Sex offences obviously cover a wide range of activities from online sexual harassment, accessing child porn online, rape, etc. If their criminal record status were required to be disclosed to any organisations where there might be a perceived risk, that information would be restricted to the one nominated person (usually Safeguarding officer) – in Pete's church's case it is the senior minister, in our case it would be the named Safeguarding officer (i.e. Dick). PV said he didn't think Coastal were expecting a policy which promised things we could practically/legally deliver, just something which detailed what we should be reasonably be expected to be able to adhere to. Mike to write a draft clause for the club booklet/constitution which, once agreed, Pete would then send to Coastal Volunteering for their perusal/comment/clarification if required. [Action 4a(ii) 7/22]

(iii) – Had an enquiry from Jamie Mackrill on 13th June about doing the clout – replied (cc'd Mike & Jim) including link to competition form.

(iv) – I had an email on 24th June from Harry Carter at the Childrens' Therapies Service, enquiring about inclusive opportunities we have at the club for young people with learning/ physical limitations. I replied (Mike cc'd) stating our current situation, incl. historical link with TADSAD, and the potential to support them further if/when we complete our move to Manston, but that firm details on that would not be possible until the move was completed.

(v) - Had an email on 24th June from NFAS General Secretary Juliette Harrison, concerned that NFAS members were being misled by our website statement “if you are a member of... NFAS... you will be insured to shoot at the club providing you have proof of current

membership”, into believing that they would be covered by NFAS insurance. I was able to clarify (Mike cc’d) that we had our own insurance, and that their NFAS membership simply demonstrated sufficient competency to be covered by **our** insurance. But I did say that we would clarify the wording on the web site “shortly”, so perhaps we should reword that section on our web site. However, having looked on the website, I can’t actually see where the statement she referred to is made, 😊 so perhaps it was actually read somewhere else, on a membership form perhaps?

(vi) – On 9th July, had an enquiry from NFAS member Jonathan Pulford on joining the club; cc’d reply to James P so that James could send him a membership form.

(vii) – On 14th July, I received the following from Helen Cooper at Social Enterprise Kent. “I hope you don’t mind me contacting you. I work for Social Enterprise Kent as a Digital Inclusion Officer, providing free digital support to people in Thanet, helping them to use their phones, tablets, laptops, computers, smart TVs and Alexa devices/Google Speakers etc. I was wondering if it would be possible to drop off some flyers to you to display in case any members of the of the archery club would like some help using their devices.” I can’t think of anyone at the club who might use their service, but there may be some. *Mike said that he and David Brown have been providing this very service to the community e.g. in sheltered housing, etc. So, if anyone at the club wanted help with this kind of thing, they can chat to Mike or David, (now this knowledge is available to any club member who carefully reads committee meeting minutes 😊 – Secretary).*

(viii) – On 15th July, we were offered a Rapide collapsible team shelter by Lyn Edwards. Probably need to erect it to see how it would be most useful, but it might be handy for an archer shooting from a wheelchair needing some weather-protection. Mike cc’d in reply.

(ix) – Had a reply from Sonia Lawson on 23rd July about Quex. See **[Action 5(f) 1/22]**.

(x) – On 24th July I received the following invitation from Sheena Turner, Secretary & Tournament officer of the BLBS West Kent Archery Association. “This is to let your members know that there is an BLBS Albion shoot on 6th August at the West Kent Archery Society's ground in Sevenoaks. You are all welcome and if anyone is interested, please email me and I will send out entry forms. It would be great to see some of you.” I’ve replied asking if this is open to BLBS members only. *Subsequent clarification from Bill Terry confirms this is indeed for BLBS members only.*

(xi) – I’ve had an offer of a glass-fronted trophy cabinet (see **Action 8(a) 11/19**) from my work. Dimensions:- Width:- 46" (117cm), Height:- 23" (58.5cm), Depth:- 11" (28cm). Currently being stored under a lab bench in one of the teaching labs, but will need to be shifted before start of term (mid- Sept) at the latest.

b/ Treasurer – £11,700 in the bank + £700 + £600 from equipment sales so about £13k in total. Fees all paid, Trish Lovell paid. Overall cost of coaching to the club was £60. £64 from 8 entrants to the clout so far, plus 22 from Sittingbourne, who will pay on the day. Insurance renewal is due at the end of September; discussed dropping the fee to members as we are easily covering the cost. Committee agreed to keep as is because a/ if

we keep chopping and changing the price each year we'll never remember what it's meant to be, and b/ while we have a higher number of members this year, those numbers can fluctuate from year to year, and it makes sense to maintain a median fee to cover the years when membership may drop. As it is, the current insurance fee is a fair rate for what the club and members are getting. While our insurance premium provides cover for equipment and public liability for up to 1000 participants, curiously the premium itself is related to the number of "employees" (in our case, committee members)!

c/ Membership – As of today, (25th July) we have 100 members. 42 members from the last 2 years have not renewed. 26 new members from this years' beginners' courses, plus several who have returned to archery after a gap period, relocated to the area or have joined via NFAS.

Jim pointed out that if we get much more shooting variation on target distances, we will struggle to accommodate them all. Also, we are running out of pins to mark everyone who wants to shoot. There is also the issue that because wheelchair archers need to stay on the shooting line until arrows are collected, practically we need to consider them as two archers. James suggested they should therefore use two pins to mark their target preference so that we have a better idea of how many targets are required. [Adopted.]

d/ Captains report – Jim is aware that there were some actions to follow up on from the May meeting;

- Checking camber on the top field, has emailed Hannah requesting to move field/theme shoot from Sunday to Saturday this weekend requiring access to the woods, but not had response yet. Asked for phone number for Hannah which Dick B or Pete V will supply; he can then call her and discuss both things, plus the Lady Paramount for the clout.

- Thanks Fred H and Dave for re-marking the field lines.

- With Quex have-a-go not happening, Jim will finalise preparations for the clout.

A minimum of 30 attendees for that, need to sort out a/ food, b/ who will be Lady Paramount, c/ obtain tassels (Bob has found a supplier), d/ sit down with Bob and go through any other loose ends. *James asked about a raffle; helps to fill in the time while waiting for the results of the clout and brings in a little extra to cover costs.*

- Jim tried to contact a Herne Bay supplier for club clothing without success, but Mike has found an alternative supplier, which is also easier to manage.

e/ Coach's report – Dick received an email from Luke Jones (Darcy's dad) thanking the coaching team for their help to Darcy on the July course and making the beginners welcome.

- Regarding this year's beginners' courses, the coaching team were agreed that they were run too close together, particularly with regard to use of club equipment by new members, and making sure there is enough for everyone, - we coped because we got extra bows, etc, but it's been a lot of work to make that happen. Having a 3-month gap between beginners' courses, (e.g. May & August) would mean the two groups would not overlap in their use of equipment.

- Dick also mentioned that after each beginners' course, James usually gets bombarded with lots of questions – which he answers, but would be useful to have a

'Getting Started' hand-out to give them. Dick to look at current new members pack to prepare something suitable for next year. Also, for the first 2 or 3 weeks there's usually a need to help people get used to finding/stringing their bow, when to arrive, placing target pins, etc. Worth asking the old hands to keep an eye out for newbies who are shooting next to/with them. James also suggested using Wednesday evenings to help newbies familiarise themselves; Pete pointed out that we'd already agreed in May committee meeting to use the Saturday afternoons for helping newbies, but that doesn't help them set up at the start of Saturday shoot, so Weds eves would be better for that. It would certainly mean less need for it on a Saturday.

- Dick has had an email from Trish Lovell, who's very happy with the way the coaching sessions went, keen to help us out again, happy to do some "coaching the coaches" sessions. We just need to give her the nod on dates, and she'll put something together, along an idea of cost. Dave B thanked Dick on behalf of the committee for organising the coaching sessions as they seem to have been greatly appreciated by those attending.

f/ Records officer – Printing score sheets – see Matter Arising.

- Anne mentioned an issue with purchasing the 1st, 2nd, 3rd class badges, i.e. they're 90p each but then when P&P and tax are added it's more like £14 for 10 badges. *Suggested purchasing larger quantities, but shipping charges may still increase; Mike suggested trying Nearest the Pin Trophies in King St, Ramsgate.*

g/ Junior rep – N/A

h/ Equipment officer – None. Anne gave Brian a load of arrows for repair which Brian did and brought back but said we need more fletchings, which have been ordered. Apparently there is another yellow bucket of arrows for repair as well. James mentioned when setting up equipment for beginners there was a lot of mismatch of bows, strings, arrows, etc, which needed to be sorted.

i/ CPO – Nothing to report.

5/ Matters Arising.

a/ Beginners' course – do we need to run another one in September?

*Dick says he's had some enquiries, but v. few are asking to be put on the waiting list. With no Quex Have-a-go, there is unlikely to be a flurry of enquiries before the end of the summer season. As regards running our own Have-a-go, we simply don't have the space to accommodate another large influx of members this year. Pete V also said availability of usable equipment is another limiting factor, for which we will need to have a functioning equipment **team** (rather than just one or two people) to allow us to expand further. James P suggested running a Have-a-go early next summer season prior to the first beginners' course. Mike suggested that to allow the beginners' course to fit in with the start of the evening shooting, we run a Have-a-go at Easter (i.e Easter Mon 10th), beginners' course May Bank Holiday weekend (Sun 30th or May 1st), with the second course in late July/early August.*

b/ Printing costs – As an alternative to getting 200 score sheets printed out every few weeks, Anne & Mike thought of getting an HP Instant Ink subscription to help with printing costs (£4.49/mth for 100 copies). There is the option to increase that if req'd;

also whether to share costs between Anne and Mike's existing contracts, or purchase a new printer with its own contract to install at Manston? The contract does require a broadband connection to operate. Anne is happy to do the printing from home.

c/ Bob mentioned that on Sat 21st he found himself sorting equipment, setup, etc for 4 of the new members from the July course. He doesn't mind doing Wednesdays, and he doesn't mind helping occasionally, but he wouldn't want to be doing it every week. Should we have a rota of people to help each week so that no one person needs to do it too often?

d/ Progress of CASC application – news from HMRC? *Not at the time of the meeting.*
[**Secretary's note:-** James subsequently received notification from HMRC on 1st August that our application had been successful. Further meeting arranged for 6pm Tuesday 9th August at the field to discuss next steps (see minutes of that meeting).]

e/ Organising clout – see Captain's report.

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 message Hannah for a suitable time/day to go and check. *See Captains report.*

[**Action 4(d)ii 4/22**] – Club clothing; need supplier details. Provide members with the information they need to order their own clothing (gilets, polo shirts, etc.). Progress? *Mike has found an alternative supplier in Margate, logo is transfer, not embroidered. Mike will put supplier details on web site.* [**Action closed.**]

[**Action 4(e) 4a/22**] – Dick's DBS renewal; Club to accept 3rd party enhanced DBS certificates of club members for a specified period of 3 years, as per 25th April minutes. *Mike said 5yrs should be sufficient.* [**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. Mike thinks Bob's is enhanced; Pete V's is enhanced and for 3 years. Is Jim's enhanced as well? *Jim had an enhanced one with the Scouts, but his current one is a basic DBS, so he will need to do an enhanced check through Coastal Volunteering.*

[**Action 4(e) 5/22**] Mike to have a chat with Alex Wellard about reinstating the photos; Pete V having seen/commented in May minutes on the existing links to our outdoor locations, do we really need to add the other photos? *Sorted.* [**Action closed**]

[**Action 4(e)ii 5/22**] Verifier training on Zoom – Pete completed Verifier training (see Secretary's report). [**Action closed**]

[**Action 4(e)iii 5/22**] Beginners' course for Jeni Baker and her husband, + George Brearley's friend Poppy. *Poppy would have to do a Saturday as she can't do an evening. Dick is happy to do that and will contact Jeni Baker as well to see if she and hubby are happy to do a Saturday too.*

[**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. Sonia has asked Paula to get a site layout drawn up for our placement. Pete V informed Sonia of end of July deadline for info.

Sonia has now replied (email 23rd July – Pete V’s reply forwarded to committee), but we still don’t have nearly enough info to properly risk-assess or plan control of the activity. Dave B planned to visit Quex on Sat 23rd to get a better idea of the area ‘on the ground’.
Archery at Quex now not going ahead. [Action closed]

Action 8(a) 4/22 – Dave B updating the dress code; is that complete? Clarification of ‘decently dressed’? *Dress code changes completed. [Action closed]*

[Action 8(a) 5/22] – Dave B suggested creating a digital archive all the old club photos we currently have so that we can preserve them in case of water/fire damage. *Dave has started on that and will gradually work through the paper archive. [Action closed]*

Actions on hold.

[Action 5(e) 2/22] – Tesco’s community grant mentioned by Mike at previous meeting requires specific criteria to be met.

“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.”

Any application will 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 forwarded email received to Mike; to agenda item for future meeting when we have more time to discuss. **[Action closed until relocation complete]**

Action 8(a) 11/19 – Trophies – Obtaining trophy cabinet to put the older trophies in. *We now have a cabinet to install at Manston once we have moved [Action closed]*

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. 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. *As with SLC pupil lessons, nothing further from school. [Action closed]*

8/ A.O.B.

- None

Meeting ended:- 9:20pm

Next meeting:- Before clout? (5th Sept)