

Thanet Archery Club
Committee Meeting minutes.



Monday 20th March 2023 7pm at:

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

1/ Apologies – Dick Bailey, David Brown, Helen Fox

2/ Present – Dave Batchelor, Chris Bullen, Lewis Bullen-Steed, Mike Davis, Andy Doyle, Anne Fretwell, Bob Gawler, Fred Hammond, James Plummer, Pete Verrall, Jim Whiddett.

3/ Acceptance of minutes of previous meetings (January & March 11th) – Accepted, with Fred included in March 11th list of attendees – sorry Fred!

4/ Officers Reports

a/ Secretary (including Correspondence)

(i) On 15th Feb, I received information about the Leaves Green Bowmen shoots and passed on to the associate members and Honorary members who also Archery GB-affiliated.

(ii) On 21st Feb, I sent out a request to members asking for people with existing DBS and/or First Aid certification if they would be happy to act in that capacity for the club. Andy Doyle asked to apply for certification so he would be covered if he finds himself assisting junior archers on the 3D range. Passed a DBS form to Andy for him to complete.
Action 4(k)i 1/23 closed.

(iii) Jim's DBS application completed and sent to Kent Coast Volunteering. After a further query from them, they sent Jim's form off to DBS on 1st March. **Action 4(e) 4b/22 closed.**

(iv) On 11th March, I received an enquiry from Alexandra Gilbert (Birchington Active Leisure Forum of Birchington Parish Council), who is compiling a Directory of all "active leisure opportunities" available in Birchington, with 'Active leisure' being used in the wider sense of getting people out of the house and increasing social interaction. She had

added our club to their directory and asked me to check their entry to ensure it was accurate and suitable. It included both our activities at Manston and at the Ursuline. I explained that because of the H&S considerations, it was not the kind of activity that people can just turn up and join, so removed the Ursuline shoot from the entry and changed the web address to the beginners' sign-up page. In that way any enquiries via that link will go straight to Dick.

(v) On 12th March, I sent out membership renewal reminders to all club members except honorary members. Also sent out an email to lapsed members from the last 3 years advising of change of location and fees.

(vi) I've had 2 enquiries about corporate taster sessions, passed on to Dick & Bob, one booked for a group on Mon 17th April, agreed £20/person for the first one.

Jim asked about putting it on the fixture list, but for these corporate events we will use WhatsApp & FB Messenger for those announcements, as we do for maintenance. Andy suggested we use the field range combined with the practice range for longer experience days. There are other options we can consider, incl. fish/chip lunch, etc.

b/ Treasurer

- James mentioned the need to build up around £2,500/yr given that our 4-yr lease means we may need to relocate at the end of the lease and will need sufficient funds to do that. Suggested creating an interest-bearing deposit account setting aside a rainy-day fund.
- James has received a letter from TDC confirming that we have zero business rate for the coming year.
- Currently have £7,200 in the bank; since the AGM we have had:-
- Income of £4,270 including:-
 - o £2,300 fees
 - o £300 target fees
 - o £1366 indoor fees
 - o £270 deposits for beginners' courses
- Spending of £7,284 including:-
 - o £851 normal field maintenance
 - o £211 mower (fuel, repairs)
 - o £1290 Ursuline sports hall hire
 - o £4,433 one-off range prep costs (Heras fencing, netting, gravel, etc.)
 - o £328 stationary, web costs

- £152 subsistence (Easter shoot)
- £19 trophies
- Net outgoings of £3014

c/ Membership –

- Received £2055 in membership fees, 31 people have paid, and all have paid in full.
- 21 new members since the 1st November; of those 8 have joined in the last month
- For those joining in the last 3 months, that fee will be discounted from their renewal fee.
- *Mike asked if it would help smooth the membership process if Anne can take in membership forms when James is not at the field and pass them on via Pete or email a photo of them. James agreed with that as long that as happens quickly otherwise he cannot link up new members with BACS payments or maintain an accurate membership list (e.g. new members joining in November but forms/ membership details not filtering through to James or PV until March). Mike suggested asking new members to come with their forms on the first club Saturday shoot, so we can also go through the induction document with them.*
- *Anne raised the need to have members' dates of birth for the new records now the classifications have changed for the >50's. James agreed to include dates of birth as well.*
- *Dave Batchelor asked if members would be given more time to pay, since we didn't decide until 4th March what the fees would be. Pete V said that's often been the case previous years, where we've allowed up to a month's grace period for fees to be paid. Mike agreed we don't have to be too strict about this as the insurance is paid and the club is covered, but only up to the end of April.*
- *Mike also raised to the security issue; from May 1st, we should change the code of the building padlock, and possibly the passwords for the Members' section of the website, and the Sign-In app as well, and we send out the new padlock code/passwords to those who have renewed. That should be done each year from 1st May. Anyone who renews after that date will have to pay before they can start shooting.*
- *Andy D asked if Associate members are required to produce their NFAS, BLBS or Archery GB card as proof. James said that we ask for it – whether we actually get it is another matter. ☺ Mike said that this will have to apply for the disabled discount as well. Fred has provided Mike with a copy of the letter you get when you're registered disabled. Chris B said are actually 3 different types of disablement registration, a PIP letter, an attendance letter, a DLA (Disability Living Allowance) letter which defines what disabled rate you're on,*

plus the KCC disability registration. The bit we need to see is the first part of the DLA letter. Some people's disabilities are obvious, others are hidden, which is why we need the DLA letter as a benchmark.

- *James also mentioned that our postal address is now Building 50, Manston Airport, Ramsgate, CT12 5BL, and suggested that we should purchase an external post box as we are already receiving post to this address. Agreed. [Action 4c 3/23] Purchase and fit external post post box. [Secretary's note:- On Bing maps this references the main terminal building, not our own building, and doesn't appear on RM's own postcode finder – is post being delivered first to the terminal building and then to us by airport staff?]*
- *Mike has purchased 2000 Imperial score sheets that need to be paid for so Anne can go and pick them up. James asked about Metric scoresheets, but we have enough of those already as we don't shoot many metric rounds. Dave Batchelor & Bob offered to print some 48 round score sheets.*

d/ Captains report –

- Thanks to Andy & Mike for the help on the risk assessment, ver. 1.1 is on the web, and also hanging on the kitchen wall.
- Fire Safety instructions done, and up for discussions later in the meeting, fire safety signs purchased (thanks, Fred).
- All the fixture list changes have been added and published on the web site. Only one left to do is the clout which will need a conversation with Gary about using the long field by the runway.
- *Mike mentioned that people are still not signing out, and also that last Saturday the gate was left open and the padlock code left unscrambled. While we can't control what other users/visitors do (police visitors, firearms training, helicopter visitors, etc), we do need to reiterate to our own people to remember to secure the gate as/when required.*
- *Dave Batchelor queried what to do in an emergency in the extremely unlikely event that we need to use the building as a refuge point. How do we phone security if the number isn't on display in the building? Andy Doyle said that if it's as serious as that, we should phone the police. Jim said he would amend the RA to reflect that.*

e/ Coach's report – None. *Mike asked if we had an idea of numbers for the first beginners' course - Bob said he thought it was about 16.*

f/ Records officer –

- New archery classifications:- Anne said that the 1st, 2nd & 3rd class are OK, it's the changes to the bowman, the program now has 4 different headings to put scores under, Practice, Club Event, Club Competition & Open Competition. If someone wants to claim bowman at a Saturday club shoot, we can put them

under Club Event, but for those scores we need to be a bit more competition-like with our scoring, i.e. if there is any query over the scoring, or any corrections to be made, that they are checked by the judge (field captain). This is in the rules, but like 'new members being vetted by the committee', it's another of those rules that tend to be "honoured in the breach thereof, rather than the observance". So perhaps if we have archers currently on a 1st class, make them aware that they need to be more circumspect about scoring rules when they're shooting for a Bowman. It does help those archers who might want to go to shoot in competitions to get used to the competition scoring etiquette.

There is also the issue of badges, - we have 8 Bowman badges, but the new Bowman classifications are Bowman 3rd, 2nd & 1st, and those badges can only be purchased at Archery GB-registered dealers. *Mike said that given the unlikely scenario of the club being flooded with members getting the higher Bowman classifications we will use those badges for any Bowman scores achieved by members. Should any of our archers become skilled enough to go beyond Bowman 3rd class, we would recommend they take up Archery GB membership so that they can acquire those badges at Archery GB- registered away shoots.*

g/ Junior rep – None.

h/ Equipment officer update – All bows/arrows checked for Easter Have-a-Go, small junior bows now been checked as well. We have plenty of the old large 122cm target faces to use for the Have-A-Go's and taster sessions. Bob to ask Derek Turner to check out the compound bows to make sure they're safe to use. Will donate the Frostbite competition income to the Alzheimer's Society, at Dave Batchelor's suggestion.

i/ Building officer update –

- Gutter/downpipe repairs done
- nylon mesh on windows partially completed,
- works disabled toilet area is all sorted now,
- need a better boot-scraping device outside
- mower & petrol relocated, hasp/staples from the old location in workshop,
- set up club cleaning rota for building (announce on Saturday).
- Improve footpath to building to reduce amount of soil being walked into building. *Mike said that Barry Finch has a professional contact who owns a groundworks company. We need to find out from Barry whether they would be willing to do that, and perhaps even all the way up to the shooting line.*
- New wet/dry vacuum cleaner out in the hall which works really well.
- Small leak in roof has been sorted and hasn't recurred.

- Rear area of TADSAD room flooring is a bit loose, move a big panel across and add filler will sort that.
- Remove waste in rear room, needs taking to dump (PV cleared it).
- Consideration for internal practice range (for future).
- Flooring to disabled toilet now done.
- Working party schedule of works
 - o Complete main field posts/rails – done.
 - o Field partially marked out – flags in, anchored target positions marked with arrows, still need to dig holes and place anchoring loops in cement; once that’s done can put stands out on the Saturday.
 - o General prep for fun day; Helen off ill, but we have most of what we need for that here
 - o Mark field for metric placement, not needed yet

j/ Field officer update – Chris thanked committee for help/support over last few weeks with his dad passing away.

- field markers placed
- grass cut again, more stumps cleared
- Most holes filled in, still some brambles to clear behind shooting line
- Complete surfacing of path to ranges
- Andy Doyle raised the purchase of roller; Mike said he and Terry to go and view it; just a question of getting it into trailer.

k/ Safeguarding officer - None

5/ Matters Arising

a/ Finalising the fixture list – including invitation & inter-club shoots. *All done except clout (see Captain’s report). Bob mentioned that Canterbury are asking for Sylvia shoot forms; Jim to organise Sylvia shoot and get forms ready. [Action 5a 3/22] Asked if members can record interest via the app. Agreed it was best to keep the Sylvia booking process the same for all entrants.*

b/ Easter Have-a-go prep. – *Use the same setup as before for the Have-a-go, and also for the easter-egg hunt. Use plastic eggs to place on the field to exchange for chocolate ones when found. Fifty eggs bought, Mark available to purchase extra on day if necessary. Also need info desk for further enquiries, incl. corporate do’s.*

d/ Barbecue/have-a-go for site staff, etc. *Paul to organise the barbecue. We've purchased rolls for this and kept in freezer, but everyone to bring their own hotdogs/burgers, etc. need helpers with barbecue, firelighters to get the bramble waste burning.*

e/ Archery advice board - *Andy Doyle suggested having something to point people to the 'go-to' people for advice on specific archery skills, compound, recurve, barebow, longbow, string/arrow/bow-making, etc. Also to have some kind of mentoring program to help the newer members. Andy prepared something for Pete to send out first to committee, then to members.* **[Action 5e 3/23]**

f/ Adoption of revised Archery GB classifications/ranking? *Discussed in Records officer report.*

g/ Lone shooting guidelines/disclaimer? *The guidelines are done, Mike just need to add in the suggestions he received on medical disclaimer. There will be changes needed to the club booklet.* **[Action 5g 3/23]**

6/ Outstanding general action points.

[Action 5(b)vii 10/22] Write a fire risk assessment/policy & update general club risk assessment for Manston (Dick Bailey/Jim Whiddett). *General RA completed, Fire safety doc for discussion. Accepted.* **[Action closed]**

[Action 4(k)ii 1/23] - Pete to email KCV to get Helen on their next Verifier training session. Helen contacted by KCV. Date arranged? *Not at the time of the meeting.*
[Secretary's note:- Helen now completed Verifier training. Pete V transferred all DBS forms/paperwork to the office in FP Bldg - Action closed]

[Action 8(c) 1/23] - James to send info to HM Evaluations office regarding rateable value of building. *Evaluations office have sent James notification that they've received the info James sent.* **[Action closed]**

7/ A.O.B.

- a/ Mike mentioned the document storage issue to ensure that all the correct document versions are on Dropbox and match those on the website. All the latest versions and only the latest versions will appear on Dropbox. These should be the versions we go to whenever we want to update any club document. PV to sort these. **[Action 7a 3/23]**
- b/ Christmas shoot – indoor or outdoor (Bob)? Indoor guarantees an event happening regardless of weather. Outdoor means we can do some more adventurous target themes. Committee agreed to hold the Christmas shoot outdoors at the club.
- c/ Linda has been asked by a few people whether the new fees cover indoor shooting as well. *Answer – No. The costs of indoor shooting weren't factored in at all when considering the new fees because a/ The indoor is open to Canterbury and Folkestone members for a limited number of evenings, and b/ a significant number of members do not do the indoor shoots.*

- *d/ Folkestone away on 28th May – let members know*
- e/ Chris Bullen asked about Levi returning to shoot; his anxiety issues means he will struggle to shoot with other members on a club day; can solve that by allowing him to shoot accompanied on frostbite range on a Saturday or on a Sunday club day when there are generally less people shooting.
- f/ Purchasing more weather-proof foam (Danage) bosses – cost £3000/dozen, intention to gradually replace the straw bosses with these, subject to affordability.

Meeting ended:- 8:45pm

Next meeting:- 13th May 2023 after archery