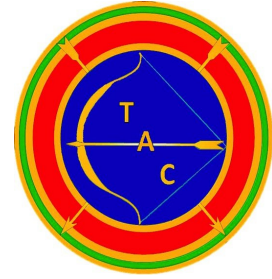


Thanet Archery Club
Committee Meeting minutes.



Monday 4th April 2022 7pm at:

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

1/ Apologies – Mia Charles.

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.

4/ Officers Reports

a/ Secretary (including Correspondence)

- Message from Dawn Watson (local organiser at LEC language school) They have students coming over this summer and she would like to know whether we allow guests to come for an afternoon activity session, and what fee we would charge. I suggested she come and visit one Saturday for a chat, preferably around 12pm.
- Notification of Easter shoot at Chevening forwarded to club members.
- SCAS contacted me to advise of date change AGM. Have given them notice that the club has withdrawn from Archery GB and by extension from SCAS.
- Advised Sonia Lawson of the need to check our placement layout at Quex in August. They plan to provide us with a site layout. See Action 5(f) 1/22.

b/ Treasurer – Indoor season

Income:-	£1469
Outgoings:-	£1200 hall hire
Balance:-	+ £269 (some of it spent on target faces)

Bank balance as of 4th Apr:- £10,500 + monies which need to be banked

Beginners:- 28 paid either deposit or in full (Dick confirmed that matched his list).

James also has a list of target fees, there's a couple who need to top up, but most are "in credit". James mentioned that he'd not received an invoice from SLC for the frostbite season. PV to contact Hannah to request invoice. **[Secretary's note for agenda:- When**

contacted Hannah said she'd already sent a Quickbooks invoice. After checking emails, PV confirmed she had sent it to the Club Secretary address on 23rd Feb, and that it had been forwarded to James immediately. PV forwarded again on 7th April.]

James has also had 3 entries for the clout, one of which is Fred, who is also the only entry for the Sylvia.

c/ Membership – 56 renewals as of 2nd April – list passed to PV to update lapsed members who've renewed. PV to send a reminder at end of April. PV advised James P that he's had email from Daniel Peter who has moved away. Sophie Tyler also moved away over a year ago.

d/ Captains report – Clout; had to tinker around with the form for the judge's approval, and that has now gone out to all Kent clubs. There are 4 entries, but Sittingbourne will be sending a spreadsheet of all of their members who are attending and will be paying with one cheque for all. Jim & Bob inspected the top field with Hannah and agreed with Hannah that the cricket pitches would be seeded the week after the clout so it's not fenced off. Hannah also showed them where the judge and Lady Paramount (trophy-giver) There's a building where they can go and have lunch if they'd rather have it with the hoi-polloi, where we can prep it, but we can't use as a canteen for everyone as it doesn't have the facilities. There is a ground floor opposite the car park where we can use the kitchen. Bob suggested to Hannah that the Lady Paramount could be either the Headteacher's wife, or possibly one of the girls who came and shot at the early sessions during the autumn. Hannah is going to think about that one and get back to us. Views from the committee? Dave B said that previously we've tried to get the Headteacher's wife. Bob's given Jim W all the drawings showing how mark out the clout field and will walk him through it when they mark out the day before. Jim will be chatting to Bob about the remaining loose ends of the clout, and once that's done will come back to committee to have a small team to run it all.

While at the field, Jim had a look at the proposed new field, and has a query about the camber on the field i.e. at the longer distances will it obscure the targets, or lower half of the stands? Jim suggested it would worth checking out, perhaps with a boss and a stand **before** they seed it in case they actually need to level it a bit more before doing so. **[Action 4(d)i 4/22]**

- **Digitisation;** [Action 4(d)i 2/22] All clout forms now on Jim's G:drive and once the club gets one of those they can all be pinged across. Jim has also made a list of all the different rounds we do, he's put on a spreadsheet & pdf). We have something similar on the web site, but not downloadable.

- Thanks to Fred for marking the shooting line/boxes, and to Mike for sorting out the doughnuts & hot dogs on Saturday.

- Jim's been asked to contact Brian Marriot of the International Longbow Archers Association (<https://longbow-archers-association.org/>) about affiliate membership which may benefit the Clout, which he's done. Brian Marriot hasn't yet responded, so will have to chase. Mike mentioned that if it's the same as what been offered before, it's not a lot of benefit to us.

- Club clothing; needs suppliers details to move that forward. **[Action 4(d)ii 4/22]**

- Field captain; do we need a pin board to identify the field captain of the day? *Mike suggested we just mention it during the announcements.*

- Fixture list now corrected/amended and sent to Andy Doyle to put on web site.

e/ Coach's report – May beginners all booked up (17 takers), 5 booked for July, but still enquiries coming. DBS coming up for renewal, can't do it through the link provided as we're no longer affiliated. Dick will need to follow it up independently, but club will obviously pay any fees. **[Action 4(e) 4/22]**

- Coaching days; Dick's been in contact with Trish Lovell, and after discussion with Mike came up with 5th June & 10th July. She can coach 8 people per day from 10am-6pm (16 in total) which would be about 2hrs 1-1 coaching for each archer. Her fees would be £30/hr + 45p/mile (approx. £552 for 2 days, or £34.50 per archer. They are getting a day's coaching including 2hrs 1-1 but it's a bit more than what we said to members, but we can put it to members again. The layout is 2 targets at 10yds plus another group of targets further away with a good-sized gap for people to practice independently. Will have to book these days with SLC.

f/ Records officer – Not much to report. Dave B's guide seems to be helping; a couple of people realising they need to do paper score sheets.

g/ Junior rep – None.

h/ Equipment officer – None. But Roy asked if we can improve lighting in the hut – perhaps purchase LED lamp (or 2) and send James the receipt to get refunded.

i/ CPO – Nothing to report.

5/ Matters Arising.

a/ We have had a response from the HMRC re. the CASC application. Attachments showing required changes to constitution plus Mike's proposed changes sent to committee for us to review. As per the letter attached these need to be approved at a meeting and that meeting minuted. According to our constitution this needs to be an EGM, probably on Sat 9th April, with changes to constitution voted on and vote minuted. *Mike ran through the changes he's made and subject to approval will take the revised constitution to be voted on at an EGM at the earliest opportunity (Saturday 9th April) so that we can progress our CASC application. James queried how much notice we had to give for an EGM, but there is no minimum notice for an EGM, only a maximum time from members requesting an EGM and it being held (1 month). Given that there are only a handful of minor changes, it shouldn't require a long period of notice for members to acquaint themselves with what's being proposed. For the meeting itself, all that is required is the short agenda beforehand, and the minutes of the meeting including explanation of the changes, and the vote, list of attendees, plus the result of vote to be sent to HMRC. Dave B queried the meaning of the last sentence of Clause 2 (appeal against refusal/removal of membership). Mike said that the provision of a request for EGM by members already exists and may be used for the purpose of*

such an appeal. PV said that it would be worth adding some clarification of that process in Clause 2.

b/ We have also had a draft lease agreement from RSP to discuss; one additional question – should we ban vaping considering the smoking ban? *Mike said he wasn't serious about the vaping ban. 😊 Mike's already picked out a couple of things to query 1/ why is the lease only until Dec 31st 2024 when we asked for a minimum of 5yrs? 2/ "Keep the property in good repair" – it's not in good repair now. Mike has written to RSP to say that we assume there will be an inspection prior to us taking charge of the building, so that there is a clear agreed base level above which we will be required to maintain the property. There is also a clause preventing us from placing advertising signs without RSP's agreement, but we would only want a sign on the building/by the car park with our logo on, rather than signage down at the roadside. Fred H asked about insurance - Mike said that was in Section 5. As previously discussed we will be responsible for the business rates. Dave B queried Section 10 (Third Party Rights). Jim W said that was simply to protect both contractual parties from any third party claiming rights under the stated Act. As regards vaping, the current smoking ban at SLC also covers vaping, but of course at Manston we would have the right to decide for ourselves, as with all such rules, which we should review if we move in due course. Alcohol is forbidden under AGB rules, and is consequently probably a condition of our insurance also. On objections to a move to Manston being received from members, the only ones were related to a 1 or 2- year lease (i.e. why bother is the lease is that short?) and also relating to public transport/accessibility. Apparently John Holton walked up there and apparently the footpath from behind the former Jolly Farmer pub only takes 10 minutes to walk and leads to a padlocked gate, so we have the possibility of a back entrance to the site from the bus stop, which would be ideal. There will be the option of members storing their kit there, so making the journey easier.*

c/ Update on interest in archery coaching from Trish Lovell or Karen Young. Specifically, an hour's coaching on a Sunday from a County (international?) coach for £20/person per hour. How much interest so far? *See coach's report. Dick did add one further comment that he didn't speak to Trish Lovell about coaches' training but can do so at some point.*

d/ Field move – staying on at SLC, timescale, long-term lease agreement, etc. 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.) At present both Manston and St Lawrence college options are still possible, but the bursar would appreciate us making them aware of whatever decision we come to in due course. *No further action at present.*

e/ Evening shoots – A couple of things; how to book, and key holder rota. *Bob says he can do Weds, but will need keys. Anne can do Tuesdays, Fred can cover Thursdays & James can cover any of them. Need to obtain a set of keys for Bob.*

1:07:00

6/ Outstanding general action points.

[Action 4(d)i 2/22] - Jim to digitise all the paperwork and get rid of the stuff we don't

need but keep the clout results. Progress? *Ongoing (see Captains report) – awaiting decision on shared storage option.*

[Action 4(d)ii 2/22] – Explore club info storage on Dropbox now it's web-based, having various sections of that set up for committee, treasurer, secretary, etc. Thoughts/progress? *No further action on that yet.*

[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. Pete V chatted to Hannah about this at the field on 21st Feb, 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 pending response from school]**

[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). *Mike asked Dick whether we might need to provide a list/guide to coaching team at beginners courses including the specifics that need to be covered. Dick & Mike to discuss further and prepare prior to the May beginners' course.* **[Action 6(a) 4a/22] [Ongoing.]**

[Action 5(d) 2/22] – Send in application for CASC accreditation – James P + Mike D & Pete V. Application sent in and response received. See Matters Arising a/. *Required amendments to constitution prepared and discussed/agreed by committee. To be voted on by membership and, if passed, signed by 2 of the following (Club Chair, Treasurer or Club Secretary) and posted back to HMRC.*

[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 on hold for the time being]**

[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. Availability of electricity will depend on whether our stand can be placed near the others. *Mike agreed that electricity not absolutely necessary. PV to contact and advise that electricity not required.* **[Action pending]**

[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.*
[Ongoing.]

[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 now added as FB admin, messaging group set up, and seems to be quite popular. Alex Wellard set a new page with new domain – web address forwarded to committee for comments.

<http://thanetarcheryclub.wixsite.com/website>

Dave B mentioned that the link to the Memoriam page actually links to Resources. He also mentioned that the bit about Dress Code read a bit clunky. Dave B to reword for Alex to update. Mike has also reworded the Club History section but will forward to Bob Gawler and John Holton for their input. The Fixture list has been moved from the public part of the website to the Members Section. Jim W queried if our existing website has the up-to-date club documents on it. Pete V said that all but one of the docs that Andy Doyle mentioned had been updated and put on the web. Mike said that the new site will have all of the latest versions on it, so not worried about the old site now.

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

8/ A.O.B.

- Jim W mentioned that the beginners/new members info is very out of date. *Has now been updated and will go on new web site.*
- Bob asked if we will be doing the indoor as it is already booked with the school? *Not running the indoor shoot as not cost-effective, so need to unbook the Ursuline if already booked for that date, but we will be running the indoor season Tuesday evenings. Need to clarify with Bob which he means.*
- Sylvia needs to be agenda'd for next committee meeting.

Next meeting – Need to have one before Beginners on 15th May; May 2nd a bank holiday and PV can't do 9th May so agreed **Monday 25th April** for next meeting.