

**Thanet Archery Club**  
**Committee Meeting minutes.**



**Monday 7<sup>th</sup> Nov 2022 7pm at:**

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

**1/ Apologies** – Dave Batchelor

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

**3/ Acceptance of minutes of previous meeting** – Accepted

**4/ Officers Reports**

**a/ Secretary (including Correspondence)**

(i) On 4<sup>th</sup> Oct I notified Hannah Heath-Hall of our decision to relocate to Manston, and on 30<sup>th</sup> Oct notified her of the completion of our move. **[Action 5(g) 10/22 closed]**

(ii) Added the additional safety amendments to the club booklet.

(iii) Sent the missing committee & AGM minutes to Alex Wellard to add to web site.  
**[Action 5(f) 10/22 closed]**

(iv) On 25<sup>th</sup> Oct, I had an inquiry from Tom Bowling at Canterbury Archers who wants to join TAC as he lives in Ramsgate – cc'd reply to James.

(v) On 29<sup>th</sup> Oct, I had an inquiry from Crystal Bullen, (Chris' daughter) about SEN-friendly archery sessions, reply cc'd to Dick Bailey and Roy Holden.

(vi) On 30<sup>th</sup> Oct, I had an inquiry from Paul Meanwell who's just moved to Ramsgate and wants to join TAC – cc'd reply to James & Dick.

(vii) In view of the insurance requirement for club activities with children in attendance to have DBS-registered members also in attendance in a supervisory role, it seems reasonable to keep a record of all DBS-registered club members (and I suggest registered First Aiders). To that end, I asked Helen Fox if she would be willing to take that on as an additional part of the Safeguarding role. She agreed, and I have amended the responsibilities of that role. Also, the bring the terminology up to date, I have

included a proposition to amend the wording in the constitution to reflect the new terminology. Also we should amend our club membership form to include options to indicate a prospective members DBS or First Aid registration, if they are willing for us to do so.

(viii) Also, we should seek clarification from our insurer as to how the aforementioned insurance requirement affects our new circumstances, when members may come and shoot with children in attendance on occasions other than regular club shoots, in particular given that we have a requirement for children at club events to be accompanied by their parents/guardians.

**b/ Treasurer** – Mower, backstop & fencing purchased (approx. £3k, still have over £1145 + £300 in cash) in the account. We have also been awarded the remaining 20% discount off the rates, so that's another £2k+ saved each year, but we do have to re-apply for it each year.

**c/ Membership** – There are 4 new members with a couple more to process, so we're up to over 110 members.

#### **d/ Captains report**

- End-of-season shoot - Jim would like to officially thank Dave and Linda who helped with handicap scoring, everyone seemed to enjoy that.

- Jim has received an email from Rhys at Watkins, they did agree to give us £250 for the Clout sponsorship, so will get that to James P.

- Chris and Phil Bullen have spent out on the indoor window mesh, and also has fuel receipts for the mower, will pass receipts to James P to reimburse. James it would be handy to have all these which he still has the cash before it's banked, so he can just pay straight out of that.

- Helen Fox has asked about us letting InRange know about our relocation so they can update the Kent club info they keep for their customers.

- Jim's been asked by a couple of members about ID cards in case they get stopped by RSP security, he did tell them that the archery kit might be a give-away clue, but the question has been asked. *James in the process of finishing the membership cards off.*

- Jim's had a message from Dave Brown giving update on works done – vents , extinguishers done, internals complete, mower repairs needed, security screen done, half the remaining windows to be done, geogrid to be done, 12 stands painted ready for frostbite season, HERAS fencing erected, ramps still needs some work which Lee will be able to do, Alex couldn't get to the field shoot in his wheel-chair, need to improve the gravel slope, Stuart McClusky said that he won't be doing field shooting anyway at the moment, just sticking with frostbite. *Roy H said that access for him will be easier once he has the larger wheels on his chair. Pete V said he's concerned about the incline on those ramps – he's fairly sure there is a max. incline for wheelchair access, and we will need to ensure the access ramps between the building and the archery ranges meet those requirements. Pete to find out what the statutory max. ramp incline is for wheelchair access and inform Lee. [Action 4(d) 11/22]*

- Jim asked about the car park entrance/exit points – the section of concrete between

them is hazardous for vehicles but is not obviously so from the roadway, do we need to mark/paint/cone it off in some way to ensure drivers leave at the right point.

- Jim has had a request from Bob to hold the AGM at the field on a Saturday instead in the hope of increasing attendance, has also spoken to Mike & Pete. *Mike is of the view that if people want to be at the AGM, they'll be there; if it's at the field people won't want to wait around to shoot while we have an AGM, esp. not at this time of the year. Pete said it's too late to change the date/venue and give enough notice to the membership. If the object is to increase attendance, we would have to do it outside to accommodate the increased numbers, and the only way an outdoor AGM would be viable is if we moved it to the summer.*

- Jim has also had a comms question from people who haven't been able to set up their WhatsApp account. *Mike said there's also email and the Thanet Archery Club Official FB message group which George Brearley administers.*

**e/ Coach's report** – Dick asked if we have dates for beginners' courses yet; Jim said we will have once the fixtures list is done; that will be early in the new year. He asked how many we will need. Dick has had a LOT of interest; James has had 3 paid by BACS. Trish is still up for doing some coaching training but can agenda that for the new year. On a DBS check, Dick has started a new job which required a DBS relating to children & vulnerable adults, so he won't need one through the club. The beginners' letter/form needs updating to the new address.

**f/ Records officer** – Nothing to report.

**g/ Junior rep** – N/A

**h/ Equipment officer** – Apologies for being away while the move was going on; was impressed with everything that's been done at the field once he's re-acquainted with where everything is, he can get back to the work he was doing before. Brian also is offering to run workshops on making bowstrings, arrows, etc. Mike suggested doing some evening workshop sessions.

**i/ CPO** – Nothing to report.

## **5/ Matters Arising for AGM**

**a/ Actions requiring notification**

- Removal of prohibition of carbon arrows on all ranges (though prohibition not mentioned in either constitution or booklet).
- Multi-range fun shoot for summer (mini-clout, target, field) *One for the new year.*
- Christmas shoot - indoor/outdoor? Theme? *Indoor on Sat 17<sup>th</sup> December; need someone to volunteer to take that on. Preferably something easy to print.*

**b/ Actions requiring proposition vote**

- Fee structure – agree details of limited shooting target fee – see **[Action 4(a)i 10/22]**, 50% reduced rate for disabled archers to be voted on at same time, 50% pro rata membership rate available in October for membership/insurance. *Honorary membership/fee needs to be better defined. James P said he'd done a comparison with Dover Archers and felt our fees should be comparable to/lower than theirs given that*

part of their fee is Archery GB membership. He has also calculated what people are spending on target fees through the year (e.g. Fred has paid £106 target fees on top of £45 membership, £151 in total; we have 13 members who've paid >£75 and another 12 who've paid >£50 in target fees plus about 40 members who've paid less than £30 in target fees. Given that members can now shoot every day of the year, this is going to be v. time-consuming going forward, and whether we have 2 or 3 bands for annual target fees, we need to get away from 'cash-in-the-pot' target fees. **Pete V** said that's why we've gone with just two bands one of which is unlimited shooting membership. That way there's only one band to monitor using the signing-in book. **James P** said that while we always lose members each year for various reasons, we always bring in new members (now 107) and with the facilities/availability we now have, the club membership is likely to increase further. He said that he would prefer a single all-inclusive fee, but separating out the up-front membership & insurance fee from the target fee means that we don't lose the membership fee if people leave the club during the year. **Jim W** said that the only issue he has with the proposal is that those who pay £3 or £6 monthly end up paying more than those who pay £30 or £60 up front and it's usually those who can least afford it who then end up paying more (£36 & £72) than those who can afford it. He doesn't think that is being inclusive with our fees. It should be the same fee regardless of whether it is paid annually or monthly. James suggested making it £96.00 for senior unlimited or £8/month and £48 for 25 shoots a year or £4/month. Associates pay a reduced rate of £72 or £6/month or half that for 25 shoots a year. Committee agreed with this. Mike said to ensure that all the fees (full member & associate) go in one place in the booklet, otherwise it will be too confusing. Visitors pay £5 and must attend with a senior member. Children must be supervised and not allowed to wander.

- Amend Clause 4(c) of constitution to reflect changes to target fees.
- Equipment officer role – with new site/building, needs reviewing – do we need to expand the role into a maintenance officer, or split role into 2, maintenance officer and equipment officer with the former heading up a maintenance team with the working group members forming the core of that team? Change/addition will require amendment to constitution. *Mike proposes that we go a bit further and add separate field & building maintenance officers. Also need to correct booklet so that it lines up with constitution i.e. both should say Safeguarding officer not Child Protection officer. Various further booklet amendments on equipment & safety discussed and noted for AGM. One further correction to constitution.*
- Amendment to constitution requiring committee members to be club members (standard, junior\*, associate, honorary, social). Will need to take place prior to committee vote. See draft Clause 5(f).  
\* junior rep only
- Amend constitution references to "Child Protection Officer" to 'Safeguarding Officer.'
- Amend constitution Clause 3(a) to clarify classes of membership.
- To replace 'tackle' with 'equipment' in Clause 3(b) of constitution.

## 6/ Outstanding general action points.

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

**[Action 5(b)ii 10/22]** Target spacing on frostbite range; in pairs with 1' & 4', or 2' spacing between every target? *Even-spaced target option selected. [Closed]*

**[Action 5(b)iii 10/22]** Check how many straw bales we would need to line the base of the fencing all the way across the width of the range. **[On hold.]**

**[Action 5(b)v 10/22]** Fred to install vents at top & bottom of access door. **[Action closed]**

**[Action 5(b)vi 10/22]** Purchase fire extinguishers & fire blanket (1 dry powder, 1 CO<sub>2</sub> and 1 blanket). Retest due November 2023. **[Action closed]**

**[Action 5(b)vii 10/22]** Write a fire risk assessment/policy & update general club risk assessment for Manston (Dick Bailey/Jim Whiddett).

#### **7/ Actions deferred until after the AGM.**

**[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.

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

**[Action 5(b)iv 10/22]** Check with RSP that landscaping earth ramparts at the rear of either target range is acceptable within the terms of the lease.

**[Action 5(c) 10/22]** Fit key safe in the building to access each of the storerooms.

#### **8/ A.O.B.**

- Frostbite target fees (James P) – do we want to charge up-front by BACS? It's about £600 *Mike said to forget the frostbite target fees – let's be kind. Start fresh with new fee structure at end of March.*
- Mower repair (Fred H) – Fred talked to Gary Hayde, he doesn't have the parts yet to repair as he's been working but when he's got a day off he'll sort out the part numbers needed and get prices.

**Meeting ended:- 9.05pm**

**Next meeting:- TBA**