



Meeting Notes 26th November 2023

1. Call to order and Apologies

In attendance NB, CM, TG, TM, RC, AG, CR, SL, CW, IB, TB, JB
Apologies DL and NF

2. Minutes of the meeting 27/8/2023 were approved as an accurate record of the meeting. Proposed RC and seconded TM.

3. **Membership / Committee**

TB reported that the current membership was 72, with three others intending to renew their membership. That's a drop of 40 from the year-end numbers but much as expected.

Sunday Rota – It was agreed to have at least one committee present on a Sunday from 10am to open the range and be available to access equipment etc. It would be a 12-week rota, so a committee member only need to commit to one in 12 Sundays or about four a year.

Action TB - to update rota with input from meeting. Then store on clubs one drive in a committee folder and give all committee members access to it.

Action ALL – to populate with availability on an ongoing rolling basis.

After a short discussion the meeting agreed to fill the committee vacancies for Junior, Senior and Disabled representatives. To look for members to take on Events and Tournament roles, the Vice Chairperson role will not be filled this year as the other roles are more important.

Action TB to notify of vacancies and get nominations in prior the EGM on the 11th December. If there was more than one candidate for a role, then a vote will be taken.

4. **Safeguarding**

TG reported that he had conducted another audit of the club against the NSPCC Self-Assessment Tool – Safeguarding in Voluntary and Community groups.

Points to note, the club should have an induction process for new coaches joining the club.

Anti-bullying is already part of the coaches' training but is available for all online and free and should be made visible to all members. **Action TB** to signpost this course to members in the next newsletter.



Updated list of the new committee to be displayed in shed – **Action TB**.

RC confirmed he was happy with the generic committee role badges and will go ahead and place the order.

Meeting agreed to review the club Risk assessment as first item next meeting to ensure it gets discussed. **Action TB** to arrange.

CR reported that a St Johns Ambulance First Aid Course – full day - £180 plus £8.50 per person for max of 12, so £282 in total. The meeting agreed to run this course for all committee members. **Action CR** to arrange (including venue) with a budget of up to £400.

Safeguarding Course – It was agreed that Coaches and Safeguarding Officers are already covered. However, a Safeguarding Awareness course is available free on line via AGBs sports80 free to all members. **Action TB** to signpost in newsletter.

Leaver's feedback – all input received has been about changes in circumstances and no negative comments about the club.

Code of Conduct – **Action TB** to contact AG to see if he can provide a code of conduct from his gun club.

5. Range

CW reported that the New Shed has arrived, base has been started, a work party will be arranged and hopes to complete the build by Christmas. Locks to be discussed – keys or code.

Matting has now been laid in front of the existing huts.

Backstop Netting will be considered in the new year, the club already have post and netting we hope to re-use.

Maintenance on target bosses – it was agreed to purchase 1m of 130cm Layered Foam circa £200. **Action TB/CW** to order.

Also plan to create distance line like the current shooting line. Plus, other range lines include lane markers.



6. Equipment

IB reported that he had now completed the review of the St Edmunds bows and added to our existing bow inventory. But will retain a separate numbering system.

It was agreed to purchase bow bags for the St Edmunds bows from e-bay at a cost of £210 for 30 bags. **Action IB/TB** to purchase bow bags.

Equipment audit / inspection ongoing GVA left-hand bows need to be completed. And need RC to help guide inspection of arrows both GVA and StE.

. Arrow tubs – agreed to replace broken ones and get new ones for StE arrows. **Action IB** to work out what's needed

7. Training

CR outlined our plans for Club Members Development, which will be run by the clubs three Development Coaches. In the following areas.

- Ad-Hoc Coaching
- Coaching Clinics
- Technical Sessions – Theory and Practical
- Development Program

Dates for caching clinics agreed and will be distributed to members and how they book places.

ECAA Winter Development Events – ongoing 3 left Jan, Feb and March 2024.

Taster / Beginners Training dates for 2024 have been agreed.

TB reported that we have a pipeline demand for next year for training from both our waiting list and unused vouchers. Tasters 20 and Beginners 42, with a planned capacity of 48 for each. This assumes all are taken up we would be at 42% capacity for tasters and 87% for beginners.

8. Club Programme / Activities / Records / Badges

The meeting agreed we would not reuse the old indoor classification badges and purchase the new style once available.

Action JB – to Present costs to committee once badge costs are understood.



9. Finances

RC reported current balance of £9,276

Hatton Handicap Bowl - to be awarded next year for the most improved archer based on handicap. The meeting agreed to the purchase of a bowl and case for circa £250.

It was agreed to use a purchase form for purchases to clearly identify what been purchased and why. **Action TB** to create a form.

The meeting agreed that purchases of up to £50 need not to be authorised if made by RC, TB, IB, or CW.

Purchases of £50-£100 need to 2 out of 3 of club exec to agree (Chair, Sec, Treasurer). Anything over £100 needs committee approval.

Ringfenced funding of £1800 for the shed CW.

Also £600 for Field Event SL

Next year we will consider a budget allocation for Range and Equipment consumables.

10. Events (Event Officer TBA)

SL reported that a bit of a rethink has taken place for the proposed field events in light of a facility at nearby Haughley Park.

Where a 12 target course could be run and is a cheaper option. The proposal is to run a local event early next year and a Open competition later that year or the year after.

Action TB to contact the MC to confirm formal route.

Action TB to update local clubs with our revised plans.

Start Archer 2024 - planning.

Stowupland High School 9th July

11. Communications

Communications Strategy – being implemented.

Website - DL to be taking over. Including security certification.

Facebook – rebuild with external public page and internal closed user group page.

Instagram – Disabled due no use in 180 days – propose to no longer use.



12. AOB

Implementation of the use of Crossbows – the meeting agreed to initially understand the members intension and intended use / needs for crossbow.

Action TB to discuss with member.

Action RC to conduct a risk assessment on the use of crossbow.

Community Amateur Sports Club (CASC) registration – application progressing and is subject to EGM and Constitutional change.

EGM 11/12/2023 7:30pm – **Action TB** to notify the meeting dial/log in details, also to communicate that those unable to participate may, if they wish, provide a proxy vote. They need to indicate who will be their proxy and if for or against the proposed amendment.

Club Sign – Side of Hut – The meeting agreed to purchase the sign for the side of the hut and maybe others for events etc. Cost of £148 plus VAT for 1m sign.

Action TB to revise the design slightly to improve contrast. CM can help if the quality needs to be improved once enlarged. **Action IB/TB** to order once we are happy with design quality.

Action CW offered to help sell the Mower, **Action TB** to provide details etc.

It was agreed to give a taster Session Voucher to SC from SGC at Christmas. And one to RC for Church raffle.

Christmas meal – 9th December 7:00 for 7:30 - Duke of Marlborough first drink on club for those booked.

2024 meeting dates – **please put them in your diaries.**

- 21st January
- 17th March
- 26th May
- 28th July
- 15th September AGM
- 10th November