Meeting Notes 27 August 2023

1. Call to order and Apologies

In attendance NB, TB, RC, JB, CR, AM, TM, TG, SG, SL

Apologies from NF, MM, DH, AH

It was noted that AG should have been invited Action TB to contact her and apologies that she was not included.

1. Approval of minutes from last meeting

The minutes of the last meeting were accepted as a true and accurate record of the meeting on 4/06/2023.

1. Membership

The club currently has 117 on the AGB system, but its 106 as 11 have left. The projected membership at renewal 1/10/23 is estimated at 82, 74 Adults and 8 Children. This is based on members attending and participating.

AGB fees increased for 2023/24, £3 Adults, £1 Student/Disabled, £1 U18 per year.

The meeting proposed to recommend to the AGM not to change Club Membership fees for adults and to remain at £120 p/a or £10 per month. For Under 18 it was proposed that we reduce membership fees from £96 or £8 to £50 p/a or £5 p/m. This was felt to balance the club contribution better and encourage children and families to participate.

St Edmunds – visit arranged for 2nd September; equipment will be transported at a later date. Storage of the donated items is being considered and SGC being consulted.

1. Safeguarding

TG reported that he would conduct a further audit in September. At present the club is compliant but he is going to complete an NSPCC template.

Events involving U18s (and vulnerable adults) a risk assessment must be conducted for each occasion.

Ration of adult supervision we will use the following: -

* Under age 10 - one adult for 8 children
* Over age 10 - one adult per 10 children.

Ideally a qualified first aider needs to be available at these events and Club Sundays.

First Aid Kit – Action TG agreed to inspect on a regular basis and replace the contents when necessary.

Need to replace current accident book as not GDPR compliant. Need to obtain a complaint Accident / Near miss recording paperwork. One copy to the person who had the incident. Plus, Club copies will be scanned and held on the clubs OneDrive and paper copy disposed of.

WHO TOOK THIS ACTION??? SORRY DID NOT RECORD

It was noted that the AGB position that anyone "coaching" on the line with students needs a valid safeguarding qualification.

1. Range

Agreed to operate Club Sunday Range Rota – to open range at 10am – 1 week in 8. Action TB to prepare Rota after AGM with the new committee.

1. Equipment

As the club is about to receive equipment from St Edmunds Archers, we should re-evaluate the clubs needs in light of their generous donation.

The meeting agreed to purchase the following.

* New Arm Guards 12 circa £65
* TenZone TZ65 SPRF Replacement Foam 10 x 12cm high £21each =£210 + postage. To allow repairs over the winter.

**Target Faces**

The club introduced the use of waterproof target faces this year so that they can be left out in most weathers. But have noticed a deterioration of the larger 122cm waterproof faces compared to the nursery range 80cm faces. This might be usage but to understand this better we ask all members to only use bullet style arrows points on them. And to use paper faces for points with “shoulders” and to remove them after use as they can’t tolerate getting wet.

Action TB to update Range Rules and communicate in newsletter.to reflect this.

1. Training

The training programme next year is to be four tasters and four beginners on alternate months April to October. Action CR to prepare training programme for 2024 and dates.

Propose to run one of the Beginners courses in June on a Saturday(s) with revised timescales to include packing away and a talk.

Joining the club by a novice is once again only via a beginner’s course, existing / experienced archers by evaluation. Action TB to reflect this on the club’s website.

It was agreed we would try to spread the training load across coaches by operating a rota system. With the aspiration of each coach covering two Beginners and two Tasters a year.

As was agreed at the last AGM that a reduction of club fees for 2023/24 will be made to members who help at training and other events. Action TB Preparing a list of members eligible along with number of events helped with.

It was proposed to recommend to the AGM that the club no longer refund training fees against club membership from 2024 onwards. Action TB to include in note to members.

1. Club Programme / Activities

Agreed to purchase new scheme Outdoor classification badges – purchase £200. Action JB to arrange purchase via Merlin Archery.

1. Finances

* Financial review should be completed in time for the AGM
* Refresh Proposed budget for 2023/24. TB to input newly proposed club fees and SGC charges.
* SGC 2023/24 financials agreement. Need to update supporting words and agree and get sign off. Need to ensure recent addition arrangements are included. Action TB to re draft agreement and gain sign off for 2023/24.

1. Events update

17th September Club booster on Field Archery (but now moved to 24th)

Run inter club event later in the year.

Run record status event next year.

Template for volunteers for events created.

1. Communications

The proposed Communication policy distributed for comment/review, All to provide comments to TB by 10th September.

The meeting felt Instagram was not being used and that the club should not continue with that social platform. Action TB to talk with MM to arrange.

1. AOB

The meeting agreed to the purchase of a Hutton Cup trophy of up to £200. To be awarded annually for the most improved handicap over the year. Action RC to arrange purchase.

Review of club wide risk assessment was carried over to next committee meeting in October. Action TB to include in next meeting agenda.

The purchase of a lockable cash box was agreed to be kept on site in the locked cupboards. Including the purchase, a new receipt book. Limit the float to £50. Action RC to arrange purchase.

Parking on the long range for specific events was discussed. Ownership of the access point and footpath needs to be established. Action TB to discuss with SGC.

The meeting discussed the use of the range other that a club Sunday should have a nominated Range Captain / Range Officer if 5 or more archers are in attendance. RC/RO to be recorded in sign in book. RC/RO can shoot. Action TB to add to range rules.

A gift of up to £20 is to be made as a thank you to the person contacting the club’s financial review. Action TM to arrange.

1. AGM

* Agree final agenda. Change AOB other proposals.
* The number for catering is 30 and max of £5 per head. Action TM/AM to order buffet.

Proposals being put to AGM are: -

**Committee Member Elections -** Candidates are as follows as there is only one candidate per position, so they are uncontested and will be voted through.

**Club Membership Fees** – Proposed for 2023/24

* Adults (over 18) will remain the same, £120 a year or £10 a month.
* For under 18 it is proposed to reduce fees from £96 per year or £8 per month to £60 and £5 respectively.

**Training Fees** – Beginners’ and Taster training fees will remain unchanged. However, for courses run from 2024 onwards it’s proposed to no longer offset Training Fees against Club Membership Fees.

**AGM Quorate** – it is proposed to change the current 1/3 or members to the number committee members (minimum 6) times two plus one.

This change is being suggested as getting a third of the now large membership to the AGM is proving difficult. So, this alternative ensures that a smaller number is required. But to prevent the committee alone changing the club, we are proposing at least one extra non-committee person is required.

EGM will be decided on a case-by-case basis depending on the reason for an EGM.

**Crossbows** – removing the prohibition of them shooting and that this was previously a venue requirement at Claydon High school. The committee will agree to the rules and constraints for crossbows if agreed and allowed by SGC.

**Action TB to check with SGC and notify individual that they will need to propose this and have second person support it**.

Date of Next Meetings

AGM 2-5pm - 3rd September 2023

Committee meeting 2-4:30pm 12th November 2023