



Meeting Notes 28th July 2024

1. Call to order and Apologies
In attendance NB,TB,JB,RC,CW,IB,SL, CM, TM
Apologies TG, CR, AG, DL
2. The minutes of the last meeting 26/5/2024 were agreed as a true and accurate record.
3. Membership / Committee
TB reported that we have 88 members at present. It was noted that some 20 to 30 were not currently using the range.

Members Representatives – Disabled Rep - Ade C had offered to take on this role and agreed we can cover at AGM.
4. Safeguarding / Data Protection /Risk Assessment Update
TG kindly provided a written update as he was not able to attend.

Data Security and Protection - As the nominated committee member, who monitors the use of data on our IT web pages as well as hard copy data. I am not aware of any data breaches, and nothing has been brought to my attention since the last committee meeting.

Please can the committee discuss giving me full access to all electronically stored data if this is not the case already. This is whilst I am in post only and would be reviewed if not re-nominated in the future. This would be for audit purposes only.

Action TB to arrange access for TG but will need to tidy it a bit so its better structured.

Safeguarding

TG is not aware of any safeguarding issues, and nothing has been brought to my attention. For the information of committee members, I am updating my CPD by reading through the latest NSPCC Safeguarding website. There is a lot of new and relevant material on the website.

Action ALL to review the NSPCC page distributed after the meeting by the end of August.

[Would you know how to recognise signs of abuse? \(nspcc.org.uk\)](https://www.nspcc.org.uk)

Still not able to find a suitable free / reasonably priced safeguarding course to attend, NSPCC link might provide the necessary information.

Action RC to review NSPCC site and see if an in-house course would be appropriate with his existing training.

Action CW to check with friend in the hotel / hospitality may have some suggestions.

First Aider – the committee agreed that all events with “public” attending must have a currently qualified level 1 first aider present. The club has only two members who confirmed they are suitably trained. The committee agreed that all club coaches should have a one day first aid course funded by the club.

Action TB/CR to follow up on existing action to arrange first aid training for a group of committee members / coaches.

5. Range Equipment

CW reported that the backstop netting had now been install with half the main range now covered. Need to strengthen the support for the posts which has been started but needs a bit more work. It was agreed to add 1 or 2 additional posts on the main range and two on the 100y boss (which could be lighter as less span).

Action CW to investigate costs of additional posts.

The committee agreed to purchase two additional nets of 3x3.7m from Clickers for circa £250.

Action TB to arrange order.

CW will increase the lines burnt into the ranges for distance 30 and 40 yards. Intends to work on the building of three” thunderbirds” wheelbarrow style boss stands. It was suggested that a cover could be added to protect them from the worst of the weather – to be considered.



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The committee agreed to purchase a lockable box for found arrows and to allow access to the arrow jack for all members and will have combination lock known to all members.

Action CW to arrange suitable box and fix it inside the second hut.

Access to the shed will be for just committee members going forward and the combination will be changed after the AGM along with the key safe combination.

Four straw bosses are not being used and it was agreed to offer them for sale at £10 to members – they need to arrange transportation. Any left at the end of August would be donated to a local charity.

6. Training Equipment

IB proposed that the club focus on even length arrows and allow our stock of odd length arrows to decline through natural wastage, rather than maintain a full stock of both - which the committee agreed. It was further proposed given our existing arrow stock to purchase 34,36- and 38-inch arrows to bring their stock up to 30 of each length. It was further suggested that we get these in two different spin stiffness to cater for 18- and 12-pound draw weight bows.

Action IB to identify suitable arrows and for TB to order the arrows.

Given the number of bows the club has - 75 the existing storage cupboard does not now allow for sensible storage and easy access. In addition, we have items stored in the less secure shed, such as sights, arm guards etc that should be more secure.

The committee agreed to purchase a new larger secure cupboard to go in the second hut in the place of the grey cabinets which will be moved to the shed. It will be large enough with shelving to store the club bows better with improved access. A budget of circa £1100 was proposed.

Action TB to propose a suitable cupboard and shelving to the committee for approval.

7. Training

Our Beginners and Tasters for this year are full and closed with some over the normal 12 participants. Private Training / Coaching – the meeting discussed the agreed arrangement open to all club coaches and as detailed in the document prepared and circulated by RC.

In support of this we have a waiting list – training request not yet scheduled to an event – as at 31/7/24

- Beginners Course – 11 candidates
- Taster Session – 5 candidates
- Private Event - 14th September 2-5pm for 11 adults – **club will run**

Action SL/CM agreed to find a date for a recurve tuning session in September and a couple of morning coaching clinic.

8. Club Programme / Activities

Open Field Event

SL provided a summary of the June 30th Open Field Shoot run by the club. We had a total of 57 entries - refused 1 (as application was believed to be under 18) so 56. There were 12 who cancelled before the event (two were refunded) the rest declined. So, 44 expected on the day =92% full – based on 48 participants – 4 X12. There was further no shows on the day with 31 participants actually taking part. Good feedback from new and experienced (field) archers including the editor of Archery UK and the England (field) team manager – with over 50% not shot field before.



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We attracted AGB members who also shoot NFAS and EFAA (purely field) so showing the demand for field competitions in this area. On the back of the shoot, we have had an offer of material to make 3 bosses so that we can make it a 24-target course next time! For that we would need 28-30 bosses (rough count we have including the 3 on offer 27, but we also have material now to replace old stock so we may have more or less when all things are made up/replaced). We will investigate possibility of borrowing, or we buy the extra needed. Overall, a great success and given we had setup cost for our first event we made a small profit.

The meeting recorded our thanks to SL for promoting a new form of archery to the club despite some initial resistance and concern on interest. Equally SL wished to record his thanks to the club and all who help managing the event through all its stages.

The committee agreed to run the Open Field Event again next year, expanding to 24 targets, shooting over two days to make it a 48 target shoot and with the ambition to move to a UK record status event.

The meeting agreed to allocate a budget to fund next year event – circa £800 to £1000.

Action SL to estimate a budget for next year - based on this year's costs plus additions needed for 2025.

Annual Club Competition

SL proposed to run an annual Club Competition (this year a Weston) to coincide with the club's AGM. Further discussions suggest a different day might work better as a full day for club members may not be viable and could reduce the participation at the Competition or AGM. So, this year's Annual Club Competition will be held on the 8th September from 10:30.

Action TB to communicate this in the August newsletter.

9. Finances

CASC application – there has been a delay due to postal address issues. Now progressing with accounts and bank statements being sent this week. This is now quite urgent as need to be completed by end of September 2024.

Action TB to urgently progress.

Budgets for 2024/25 – propose to move to an allocated budget for Head Coach, Training Equipment, Range Equipment, Tournament Officers, Records Officers and Field Event.

Action TB to detail the scope of each budget's responsibility to provide clarity on boundaries.

2023/24 Accounts – for July 2023/24 are in preparation review and presentation at AGM.

Action TM/RC – to progress financial summary and arrange review.

10. Events

Request for an events manager – no takers.

Stonham Parva – Fete Saturday 31st August – Meeting agreed to purchase 2 x 50x1m Safety Fencing Green £60.

Action TB to order Safety Fencing

11. Communications

Website and Social Media update – unfortunately meeting arranged had to be postponed.

Action TB to arrange a new one to progress.

DL has set up a new Facebook page for chat and equipment sales



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12. AOB

Hatton Cup – purchased and engraved, will be presented at AGM to most improved archer based on last years to this year handicap scores for outdoor classification rounds.

AGM 15th September 2024 2-5pm – to be held at Golf Club – either inside or out – depending on weather. Club to provide food (purchased) and drinks (from Golf Centre).

Action TM – to order food based on numbers expected – from membership request early September.

Proposed club membership fees 2024/25

The meeting discussed the AGB membership fees announced over the next three years.

Membership	Current 2023/24	2024/25	2025/26	2026/27
Senior	£50	£60	£65	£70
Under 21 / Disabled	£13*	£20	£25	£30

* Under 25 / Disabled

It was agreed that the process for the club to monitor who has AGB membership (thus insurance) needs to change in light of the changes to renewal dates for new members and the removal of club discount, which will result in AGB membership being less visible to the club.

The club has not increased its membership fees for more than 20 years and reduced under 18 fees from £8 to £5 per month last year.

The committee proposes the following club membership fees for 2024/25 to AGM for approval

- Adults (18 and over) - £120 p/a or £10 p/m – no change
- Children (under 18) - £60 p/a or £5 p/m – no change
- Family – full adult charge (as above) and £5 p/a (for one or more children) – reduction (Family is one adult – with parental responsibilities to one or more children under 18)

Action RC to model these proposed fees to check impact on club funds - based on current membership profile. Which is as at 31/7/24 - Senior (25+) 66 Disabled (25+) 9, Student (18-24) 5 and Junior (18-) 8.

Action TB to quantify the benefits the club offers for the club fees.

Committee Members – Roles and Responsibilities

It was agreed that the current description needed to be reviewed to fully reflect the responsibilities being undertaken by each committee member. Identify tasks being done or not done to be reflected in description.

Action ALL to review their job description and identify additional tasks missing and tasks not being covered

Action TB to review current vacant roles.

The chairperson thanked the attendees for their participation and closed the meeting at 4:25pm.

The next meeting will be the 17th November 2024 – **a change** from the 10th to avoid remembrance Sunday.

Post meeting note

AGM Agenda - it was acknowledged that AOB needs to be included but presented in a different way as it's not possible to fully respond to any subject raised.