



# Wymondham Archers

## Minutes of Committee Meeting

15 May 2017 at 7.00pm

Present: Pete Hill (Chair); Sarah-Ruth Hubbard (Secretary); Daron March (Treasurer); David Morley; Fay Lawson; Dan Parnham (Vice Chair); Damien Lewington; Sally Woollorton; Daina Flower; Fran Richer; Sarah Palmer

In attendance: Mary Lawson (Minutes)

### 1. Apologies for Absence

There were apologies from Geoff Watts and Gillian Harris.

### 2. Approval of Previous Meeting Minutes

The minutes of the meetings which took place on 10 April 2017 and the notes from the extraordinary meeting of 3 May 2017 were approved by the Committee and signed by the Chair as a true and accurate record.

### 3. Matters Arising

- Letter to Andy Beer – Pete share a copy of a draft letter to be sent to Andy Beer. Some small amendments were made to this draft and once made, the Committee were happy for Pete to send the letter to Andy.

**Action: Pete to send letter to Andy Beer**

- Loco Parentis – Damien agreed to do this on Thursday evenings 6.30-8.00pm. This may be extended to another night but he will see how it goes. This is an Archery GB consent form to be filled in by the parent which will include details of the parent picking up the child. This will be kept in the signing in folder. Damien proposed that he provide loco parentis on this basis, Sarah seconded and all agreed. Pete also proposed that it be made very clear that the club follows to the letter Archery GB guidance on loco parentis. Dan seconded and this was carried.
- Beginners Courses – Fay explained that it was proposed that beginners courses would run over four weeks in line with the Archery GB course, six hours in total. The paperwork would include a tick sheet for signature as each element is completed. Certificates will be issued at the end together with a feedback form. There is capacity to have a fifth week if required for catchup. The first course would start on 31 May. Fran proposed accepting the beginners courses, Sally P seconded and the proposal was carried.
- Field Captains - A form with the responsibilities of the Field Captain had been emailed out, all committee members take on this role. A signed copy needs to be given to Sarah if willing to do this. Four people are needed outdoors and two inside. If people do not respond to the calls then a whistle may need to be used. Fran felt it was a good habit to get into. Daron suggested calling for everyday shooting but for club competitions a whistle would be used.

Sarah would email the form to all again so that it can be returned. If there is no committee member present then others, having accepted the conditions, can also take the role of Field Captain. A copy of the Field Captain Guidance will be put in the folder. Field Captains should also sign the register. Sarah proposed that Field Captains no longer get a free shoot, this was seconded by Daron and all agreed.

**Action: Sarah to email Field Captain Form**

**Committee members to return completed Field Captain form to Sarah**

- “Have a Go’s” - Pete stated that the Club had been asked to support a fete at Ladybelt Park, Hethersett Road, East Carlton, Ketteringham. The charge would be £1 for six arrows. He commented that this needed a club effort as, although some may stay all day, there is a need for helpers. Some prizes would be put together. It would be good fun but hard work. It was agreed the club would do this event.

22/23 July – a neighbour had approached Pete to ask for help at a family music event near Spixworth. Camping would be available and Damian volunteered to transport. However, after discussion many people were away on holiday and others were not available. With regret, it was decided the club would not be able to do this.

- Support for Beginners courses – with three courses planned there would be a need for extra help. Geoff, Damien, Daron, Dave and Sally P all volunteered to be an extra pair of eyes. Sally P was thanked for all her work on the posters for the beginners courses.
- Nominated Officer for sessions - some nights, people are not getting the opportunity to shoot. It was suggested that there be a nominated person on the night to answer any questions. If it was a coaching issue then a coach can be found. The information can be put on the board. Daron felt there should be a dedicated night where there is a coach available. Pete stated he was happy to do Mondays. This should be chilled and relaxed but there is just a need to be aware that others are needing help in order for them to be able to enjoy their own shooting time.

**4. Action Points update from last meeting**

- *Sarah to confirm to Archery GB Range Assessment Procedures are in place* Range – this has been done outdoors, the grounds are safe and ready to shoot on.
- *Committee members to review the Field Captain document and contact Sarah as soon as possible with response* - Already covered
- *Daron to chase up second bank account* - In progress, meeting on 23 May at the bank to make minimum of two people able to use internet banking
- *Pete to let members know about the reciprocal arrangements with Hingham* - This has not been done yet but when it is he will put this on Facebook
- *Sarah to sort out date with Eagle Bowman for “On Target” competition* - This has been cancelled
- *Gillian to get in touch with Neil Lawson with Dan to resolve the encryption issue* - Neil has been spoken with and is sorting out the server login to

change to secure https format. If he is not able to do this then the club will change host.

- *Fay to provide, and Sarah to email, questionnaire regarding coaches to members* - Coaching questionnaire done and will be distributed.
- *Fay to send more detailed coaching plan to the committee* - Outline done
- *Daron to get equipment insurance quote* - Sarah has quote from Hiscox for £207. She proposed that this be accepted, Sally W seconded. All agreed. Archery GB covers activity in archery.

## **5. Secretary's Report**

Sarah reported that there are 51 shooting members and two non-shooting members together with a couple of people interested in a beginners course.

She is looking to use mailchimp to send updates out to members. Sally P did not feel there were any issues with security

## **6. Treasurer's report**

A summary of the accounts was distributed which Pete had produced. There are some transactions pending such as hall fees, Clickers bill and insurance so the money at the bank is a month behind. There is just over £3000 in hand. Daron suggested using the existing account to hold £2,500 which would cover £1,500 return to Saffron Housing Trust and £1,000 to the school to remove the container should the club close. Pete commented that on paper we are well off with £20,000 worth of assets in the store but revenue is tight and there is a need to keep an eye on this. Pete would look into what the club's commitment is to Saffron Housing Trust to be clear.

**Action: Pete to contact Saffron Housing Trust about the Club's Commitment**

## **7. Competitions Officer**

Nothing to report

## **8. Equipment Officer**

Geoff not present

## **9. Records Officer**

Sally P stated that people were giving scores in that had not been added up or form filled in correctly. She asked how strict she should be. An explanation sheet could be given out about scoring and responsibilities. Pete felt if details are not completed then they should not be counted. Sally W felt that tightening this up might take away from the fun and friendliness of the club. It was agreed that any with insufficient details would go back in the folder until someone fills this in. A sticker would be put on the folder stating this and an announcement made to club members.

Once the hosting issues have been addressed on the website, there would be new pages added, splitting it down more for PB, club records etc.

## **10. Safeguarding Officer**

Nothing to add

**11. Website and Social Media Officer**

Gillian absent but issues reported elsewhere

**12. Coaching Officer’s Report**

Nothing to add

**13. Catering Officer’s Report**

Nothing to report

**14. Chairperson’s Report**

Nothing further to report

**15. Any Other Business**



- Pete recognised that Anthony Carter has donated some equipment to the club, including stakes, tape for no-mans land and expressed thanks for this gesture.

**16. Date of next meeting**

The next meeting will take place on **26 June 6.45pm for 7.00pm start.**

Meeting closed at 8.25pm

**This is a true record of proceedings.**

Signed .....  ..... 

Name ..... **Sarah Ruth Hubbard & Pete Hill** .....

Date ..... **4th August 2020** .....

# ACTION POINTS

Action	Completed
<b>Pete to send letter to Andy Beer</b>	
<b>Sarah to email Field Captain Form</b>	
<b>Committee members to return completed Field Captain form to Sarah</b>	
<b>Pete to contact Saffron Housing Trust about the Club's Commitment</b>	