



# Wymondham Archers

## Minutes of Committee Meeting

19<sup>th</sup> February 2018 at 7.30pm

Present: Pete Hill (Chair); Sarah-Ruth Hubbard (Secretary); Daron March (Treasurer); Dan Parnham (Vice Chair); Damien Lewington; Dave Tonnison; Dave Morley; Sally Wooltorton

### 1. Apologies for Absence

There were apologies from Gillian Harris, Fay Lawson and Mary Lawson

### 2. Approval of Previous Meeting Minutes

The minutes of the meeting which took place on 15<sup>th</sup> January 2018 were approved by the Committee and signed by the Chair as a true and accurate record.

### 3. Matters Arising

None

### 4. Action Points Update

Sarah distributed the information regarding the WRFC move to members via Mail Chimp.

### 5. Secretary's Report

Sarah reported that the membership of the club was at a healthy level. Sarah also talked about the AGM and has completed her Secretaries report in preparation for the AGM. She also talked about the committee nominations for the AGM and stated that we still have no nominations for the following positions; Equipment Officer, Records Officer Coaching Officer, Website and Social Media Officer and Competitions Officer.

### 6. Treasurer's report

Daron reported that there has been no change in the finances since our last meeting. He then gave an overview of the current balances we have £6,418.62 held between the two bank accounts. And our income expenditure profit stands at £3,098.84. He highlighted that we have had a total of £1830 income from the beginner's courses.

### 7. Chairperson's Report

Pete talked about the AGM and his preparations and explained that he had written his report for it, rather than reading it out he agreed to email it to the committee for them to look at.

### 8. AGM

Included in point 7.

**9. Level 1 Coaches Funding**

Pete explained that there had been some interest in the upcoming Level 1 Coaching Course from 3 club members. The beginner’s courses and the income produced by them is essential to keeping the club fees as low as possible and it was proposed and agreed unanimously that the club provide 50% of the total cost of £270.00 for all 3 members. These members are Peter Aldridge, Geoff Watts and Daron March.

**10. Beginners Equipment**

Pete explained that some of the club’s risers need to be replaced as they are causing some difficulty with beginners and hand positioning when shooting, some of these are also very difficult to fit the limbs to. It was proposed that we replace all 6 of these risers for the wooden type ones which would cost over £200.00. It was agreed by all to purchase them. The old risers will be kept as spares and to be used for Have A Go’s. Sarah will organize this.

**11.AOB**

- a. Pete explained that Sarah had discussed with him about hosting an open competition on the 2<sup>nd</sup> September at the old WRFC venue. He continued to explain that this could be beneficial for any future completions that we may wish to hold at the new WRFC venue, as it would give the club the chance to run a shoot before hopefully holding a larger competition. It was proposed that we continue to look into this and make arrangements for it. This was agreed by all. Pete will ask regarding availability of the venue and Sarah will make arrangements.
- b. Pete talked about an event called The Collective that have approached him to ask if the club would attend and provide a Have A Go for them. The event is held on the 27<sup>th</sup>, 28<sup>th</sup> & 29<sup>th</sup> July 2018. The event has camping facilities which club members would be able to use so they could stay at the venue and enjoy the evening entertainments. It had been suggested that they would pay the club a set fee and give everyone a voucher to shoot and then if they wished to do further shooting they could pay for this themselves. We would need a minimum of 8 people to attend. The committee agreed to provisionally agree to attend the event, subject to a risk assessment being completed by us.
- c. Pete talked about his meeting with WRFC tomorrow to discuss the question bank that has been formed between WA and WRFC. Pete read through some of the questions that have been asked by us and the answers that have been provided by WRFC. There were no queries from committee members regarding the answers provided. Pete also explained that he was seeking further advice from AGB regarding solo shooting and the requirements that would allow us to do this. The list of questions directed at WRFC is attached to these minutes

**12. Date of next meeting**

The next meeting will take place on **7<sup>th</sup> March to start 5 minutes after the finish or the AGM.**

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

Signed .....  ..... 

Name .....**Sarah Ruth Hubbard & Pete Hill**..... Date ...**31st July 2020**.....

# ACTION POINTS

Action	Completed
Pete to email his Chairpersons report to the committee members.	
Sarah to arrange the purchase of the new risers.	Completed
Sarah to make arrangements for the Open Outdoor Competition	

Question	From	Initials	Question	To be Answered By Club	Answer	Initials
1	WA	DM	A. How much are the social fees for WRFC. B. Who pays - If an adult member pays does that mean the juniors of the same family are considered to have paid also - does it include them? C. How are the fees to WRFC paid, is it direct to them or does Wymondham Archers pay WRFC? D. If payable to WRFC directly, what options are there for payment - Online, Cash, Cheque, etc?	WRFC	A. Fees expected to be either £20 or £25 per annum. To be agreed at AGM. B. Juniors are free. C. We would suggest that WAC collect and pay WRFC. D. N/a	
2	WA	DM	A. How are the grounds secured? ie does a large fence go all the way round? B. Is it gated? C. Do we need a pass card to get in? D. Will the targets be secure if left out?	WRFC and WA	A. A 2m high fence secures the entire site. B. There will be gates on the main entrance (exact design & opening hours still to be determined). C. We would expect the site to be open from 8am each morning, therefore no pass card is required during these times (just drive in). D. As far as reasonably foreseeable we believe the bosses will be secure when left out on the Range. WRFC will also be installing CCTV.	PH
3	WA	DM	A. When is the Social Club be open to members of WA. B. Who can enter the social club and when? C. What are the opening hours? D. Are juniors allowed in any time, under what conditions, Weekend, Weekdays, During the day and in the evening?	WRFC	A. We hope to be open from September 2018. B. The facility is open to all, Social Members will get certain benefits (tbd) that the public will not. C. Tbd but if demand grows we expect to be open 7 days a week. D. Supervised juniors are welcome.	
4	WA	DM	What will be the shooting rules for the venue.	WRFC and WA	Shooting rules will always be in accordance with Archery GB. No other rules need to be applied. As long as archers are complying to AGB guidelines WA and WRFC will be satisfied. There may be guidelines for entering the site but that is about all we can envisage presently. Need a flag (or similar) system to denote that it is safe/open to shoot.	PH
5	WA	PH	Will Archery Range lines be painted and maintained as and when the lines are maintained on the Rugby Fields?	WRFC	Within reason (need to discuss requirements) but we could agree to a certain number of times per year (say 4)?	
6	WA	PH	Will the Archery Range grass be cut at the same time and frequency that the Rugby Field grass is cut?	WRFC	Yes	
7	WA	PH	Is there a system that we can use to manage the Archery Range availability that our Archers can have easy access to? Pitchero for example, or some other means?	WRFC	We can work on a suitable online diary - WRFC uses Team Up for bookings.	
8	WA	PH	At this moment in time, what kind of availability does the Rugby Club consider that the Archery Range will be available for our Archers to use?	WRFC	To discuss further, but the key is to avoid shooting when junior pitches are in use (Sunday mornings & Saturday afternoons).	
9	WA	PH	We would like some kind of interim agreement of use of the Archery Range along with a severance agreement, should we (either Club) decide that the set up no longer serves the Club's (either Club) purposes; can we agree one?	WRFC	We suggest an informal agreement for 1 year then we both review - hopefully this will allow us both to understand how successful it is, the opportunities, issues, and if any capital requirement for future growth is required.	
10	WA	PH	Would it be possible to decide roughly how long our interim agreement might last. We had in mind something like one to two years, is this possible?	WRFC	Yes	
11	WA	PH	At what point at the beginning of our use of the Archery Range will WRFC want their rental payments for the Field made?	WRFC	We would suggest for ease a one off payment is made in September 2018.	
12	WA	PH	We have agreed, informally, that our rent for the field would be £2k per year and that every member of our Club will pay a social fee also. This equates, currently, assuming all members pay (Adults and Juniors) to around £3,400 per year, is that what WRFC expected? (See Question 1)	WRFC	Yes	
13	WA	PH	WA take our partnerships very seriously and would like to be able to have sight of developments that may affect the Archery Club, would WRFC consider a member of WA's to sit on their management board or other logistics committee?	WRFC	For the first year we don't see this as practical or required. We would expect regular dialogue with our Facilities and Commercial Managers.	
14	WA	PH	When we began our discussions WRFC indicated it was unlikely that we would be permitted to use the Archery Range, on the mornings that the Junior Rugby group were using the fields that were adjacent to the Range, is this still the case and could you let us know how often this would happen and what other circumstances would cause the Range to be out of action, and how often you envisage this to occur?	WRFC	Yes - Saturday afternoon and Sunday mornings from Sept to May.  Also other events which require the whole site - these would be few and far between and advised well in advance.	
15	WA	PH	In terms of mutual governance of the clubs, would WRFC want to have a delegate place on the committee of WA's?	WRFC	At this point we don't think would be necessary.	
16	WA	DM	WA often have Archers that visit from other Clubs. A. We accept guests from other clubs on Club nights, Monday, Wednesday evenings and Saturday mornings. Is this going to cause any difficulties to WRFC? B. And, can adult hosts sign in guests from other Archery clubs into the Clubhouse?	WRFC	A. No B. Yes	