



Wymondham Archers Committee Meeting

Tuesday 14th May 2024 - 19:30

Wymondham Rugby Club - Red Lion Room

Minutes

Actions from Meeting

Action: Salina B, Keith B, Dan P - Agenda to be produced for membership via our website.	2
Action: Keith B, Salina B, Pete H. Constitution Signed and Published to Website.....	2
Action: Sandra E, Pete H to write Policy/Procedure for Committee Members Conduct and Responsibilities.....	2
Action: Dave T to share list via email. All Committee to consider the issues of events to come up with ideas or suggestions in support of this.....	3
Action: Mark B, Pete H - to provide for the website what a shooting member is.....	3
Action: Pete H - to check guidance for non-shooting adult members to be able to become range captain.....	3
Action: Chris N - to provide a draft DLA to the committee for future discussion.....	3
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Present: Mark B, Daron M, Salina B, Keith B, Chris N, Alex T, Dave T, Sandra E, John P, Pete H.

The following Disclosure Statement was read out:

In the interests of transparency and integrity, meeting attendees must declare conflicts of interest, abstain from related discussions, and refrain from voting on such matters. By joining the meeting you consent to the capturing of audio and video recording of your attendance, questions and contributions; for the purposes of accurate compiling of minutes and for Club development and learning. If you have concerns or do not consent, please refrain from participating.

1. Apologies

Darren C, Alice H, David H,

2. Approval of Previous Meeting Minutes

The minutes from the meeting of 13th February 2024, were agreed.

3. Matters Arising/Action Point Update

From the Chair's matters of urgency, the Committee will strive to include the agenda for forthcoming meetings to be published to the website prior to the meeting, to

enable those interested to attend. Confidential elements to be redacted or placed as confidential items on agenda. The agenda will be variable based on the needs of the meeting with some standing reports.

Action: Salina B, Keith B, Dan P - Agenda to be produced for membership via our website.

4. Treasurer's Report

The Treasurer delivered his bi-monthly report. No Actions.

Meeting discussed next year's fees as shared by the treasurer. Next years fees agreed with committee; to now be established with the membership of the Club as per section 7.2 of the current Constitution (2024)

Action: AGM to be arranged for July 23rd 2024.

5. Constitution 2024

To be signed by Chair and Membership / Admin.

Action: Keith B, Salina B, Pete H. Constitution Signed and Published to Website.

6. Committee Policy - How should we work

Discussion was had with the meeting on how we work as a committee, how we present ourselves and how we make decisions. Acceptance across the meeting was that decisions were made by majority vote, that committee representation once a decision is made was from the perspective of a committee decision, irrespective of personal preferences. Pete H and Sandra E, to meet to generate a Policy and Procedure combined with a Memorandum of Understanding. Work to be confidentially shared with the committee until agreed and ratified; when it will be published to Club.

Ratification of minutes and produced documents will be achieved via email sent out as soon as possible - if no response within 7 days, the item will be taken as agreed. Chair stressed that the committee should endeavour to read them. Effort will be made to try to write minutes within 7 days.

Further discussion on Standing orders and/or designated levels of authority was had - No Action, but will feature in future discussions on committee.

Action: Sandra E, Pete H to write Policy/Procedure for Committee Members Conduct and Responsibilities

7. Club Capabilities for Tournaments and other elements

A committee discussion on the Club's capacity for hosting tournaments. The prospect of hosting fewer tournaments was discussed taking into account the strength of support for such events. Discussion included how we might, as a Club, generate interest in support for our events from our membership.

The meeting recognised there was more work to discuss - Carried forward.

Action: Dave T to share list via email. All Committee to consider the issues of events to come up with ideas or suggestions in support of this.

Action: Mark B, Pete H - to provide for the website what a shooting member is.

8. Discussion on what a competent archer is

The meeting shared that there is an [Indoor](#) and [Outdoor](#) Aide Memoir on the Wymondham Archers Website for those who need to refresh their skills. A competent Archer being one that has achieved a beginners course or assessed for competence by a coach when introduced to the Club.

Action: None.

9. Constitution clarification questions

Chris clarified that the Constitution was much clearer than it was prior to the AGM. But recognised there may still be work to do.

Chris N, asked for clarification on several items of the newly formed constitution. Section 3.8 in relation to assessing new Archers. Who assesses new Archers - Coaches. He also asked how voting worked within the Executive Committee in relation to section 4.2. The response, by a majority vote (where possible), satisfied Chris's query.

In relation to the role of line captain, Chris asked, how would we remind/train people of their role/duties? Reference to the Safeguarding, Health and Risk Agreement (SaHARA) was made with a line to be added that the reader/signer has agreed to the understanding of their duties.

Mark B, raised an observation about the category of non-shooting adult members as a situation where only under 18s are shooting; who becomes Captain? Pete H to check AGB guidance on this.

Discussion moved around to formalising standing orders or a designated level of authority. At present only relating to finance limits at this stage, as currently allowed to be set at AGM only. Chris N, to provide a Designated Level of Authority document for the committee.

Action: Pete H - to check guidance for non-shooting adult members to be able to become range captain.

Action: Chris N - to provide a draft DLA to the committee for future discussion.

10. Changes to Section 7.3 of Constitution

Chris N to amend 7.3 in relation to the number of days prior to AGM for proposals/standing for positions.

Action: Chris N - to amend Section 7.3 of Constitution

11. Amendment to Disclosure Statement (Above)

Chris N, suggested that the disclosure statement should contain a line clarifying that the recorded persons may also be present.

Action: Chris N, to provide a line or word or two of amendment for the disclosure statement.

The meeting closed at 21:30.

The next meeting will be the Club's AGM to be held on 23rd July 2024 at WRFC at 19:30 in person and online.

Following meetings will all be held at 19:30 on the second Tuesday of September, November, January 2025, March, May (in person and online where necessary) .

This is a true record of proceedings.

Signed:

A handwritten signature in black ink, appearing to be 'Peter Hill', written over a light blue horizontal line.

Name: Peter Hill (Chair)

Date: 13th August 2024