



## Wymondham Archers Committee Meeting

13th August 2024 at 19:00

Online via Zoom

### Agenda

**1. In attendance**

Pete Hill, Keith Brandon, Salina Baboo, Jake Francis, Peter Barrett, Darren March, Mark Brookes, Sandra Edwards, Paul Kirk, Dan Parnham

**2. Declarations statement was read out**

**3. Apologies**

John Packman, Alice Hawkes

**4. Minutes 14 May**

Minutes were accepted as correct.

**5. Minutes EGM**

Minutes were accepted as correct.

**6. Treasurer's report**

Mark shared a written report.

**7. NAA Subscription**

Discussion was had, each committee member sharing their viewpoint. The majority view from all was to request a Business case to be provided by the NAA at their committee meeting on Thursday 15th August 2024. To inform future discussions on what we as club would like to do. Pete to raise this item at the NAA committee meeting and share update with the committee following.

**8. Committee Members Code of Conduct Sign off**

Pete to share the code of conduct with committee members. Committee members are to sign and return this within 7 days signed to the secretary email.

**9. Kettle foods Sponsorship**

Discussions around sponsorship from kettle foods. Discussions are still taking place to figure out what kettle foods would like. Pete will share the document detailing ideas with all committee members



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#### 10. Licencing issues

Discussions were had around using images from online or other sources. A policy document will be constructed, detailing that going forward we are to only use images that we take or have full licensing for. Also that any images of public has permission from the individuals pictured that we are able to use their image in any materials going forward

#### 11. AOB

- 11.1. Chris Norburn raised that he has been informed that our club does not have a valid safeguarding officer. Questions were raised as to where this information has come from as our AGB Sports 80 has our safeguarding officer recorded and has been for a few months now.

Chris was requested to ask his source to use a proper formal route i.e. email to secretary/chair to inform the club what is missing or not correct asap so we can ensure the club is compliant.

- 11.2. Jake raised that when we are voting on purchases / decisions using the google forms method. That an outcome report is shared with the committee of the results and queries. prior to purchases / decisions. So that committee members are aware of confirmed decisions and objections.

Also it was decided that a standing item will be added to future committee minutes to ratify / confirm purchases / decisions that have taken place between committee meetings.

It was noted that between the last committee meeting and this the following items are confirmed

- 11.2.1. The purchase of Picnic tables has been approved and installed by the committee
- 11.2.2. The purchase of safety barriers for the outside range has been approved and installed by the committee
- 11.3. Chris requested a list of the new committee members is shared, these will be updated on the website and detailed below



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<b>Chair</b>	Peter Hill
<b>Vice-Chair</b>	Jake Francis
<b>Treasurer</b>	Mark Brookes
<b>Secretary &amp; Membership Officer</b>	Salina Baboo & Keith Brandon
<b>Safeguarding Officer</b>	Alice Hawkes
<b>Lead Coach</b>	Peter Hill
<b>Health &amp; Safety Officer</b>	Peter Barrett
<b>Equipment Officer</b>	Daron March
<b>Website &amp; Social Media</b>	Paul Kirk
<b>Fundraising Officer</b>	Chris Norburn
<b>Records Officer</b>	Jake Francis
<b>Competitions Officer</b>	David Hall
<b>Junior Members</b>	Laura Scott
<b>Supporting Officer 1</b>	Sandra Edwards
<b>Supporting Officer 2</b>	Terry Reeve
<b>Supporting Officer 3</b>	Dan Parnham
<b>Supporting Officer 4</b>	John Packman

**12. Date of Next Meeting – Tuesday 10 September 19.00**

The meeting closed at 20.47.

This is a true record of proceedings.

Signed: 

Name: Peter Hill

Date: 11/Sept/2024