



## Wymondham Archers Committee Meeting

21st November 2023 at 19:30

Online via Zoom

### Agenda

#### 1. **In attendance**

Pete Hill, Mark Brookes, Darren Creasey, Dan Parnham, Keith Brandon,  
Salina Baboo, Dave Tonnison, Alex Tonnison, Daron March, John Packman

Damien Lewington for item 3

Chris Norburn from item 4

Louise Smith – minutes

#### 2. **Apologies.**

Sam Parker, Sandra Edwards, Dave Hall

#### 3. **Interclub competition**

Damien attended to present a proposal to set up interclub competitions.

The committee asked about:

- The impact – use of the indoor range for an evening.
- In summer the possibility to use outdoor range and invite more than one club as more space.
- How participants would be selected – Damien would choose who he thought was the best to field.
  - o Discussed whether the club's scores could be used rather than an individual's opinion.
  - o The committee wanted to encourage members to use the monthly scores system, and Damien to use that to select archers and offer wider access to inter club meets. The monthly scores will also publicize the scores system.
  - o Whether the club ladder could be used – Damien is comfortable to use it as he knows the people on it but doesn't think it representative. Those using the ladder are actively shooting – which would increase access.
  - o Committee expressed the importance that participation is open and inclusive across the membership of the club.
  - o Damien agreed to use monthly challenge scores in the selection process for the team that represents Wymondham Archers.
- Committee recognises the value of bringing in people from other clubs and increasing interactions between clubs.



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- Ambition to meet for the first time in about a month. Suggest to aim to start in the New Year.
- Initially about 6 archers – including female and junior archers – to include each bow style.
- Committee asked whether charging visitors – can't use the range for have a go which is fundraising. Damien responded that, "No", he would not charge visitors.
- Damien confirmed that the fun tournament was not part of a county inter-club league at this stage – but possible in future
- How many clubs – Grey Goose, Icen, Hingham, Norfolk Bowmen, Fakenham. If 8 clubs – would use 4 venues (as pairs) ; so estimate every other week / twice a month
- Fire regs – all archers need to be 'trained' in use of building. The capacity of the building is 50 people.
- What about competition for beginners or intermediates? Damien is not offering to organise that. The possibility for someone else to organise for other categories.
- Which evening –Tuesday night quietest weekday night – although the quietest evening on Friday, Saturday and Sunday nights. Damien's preference is to choose Tuesday.
- Want to serve food / drink. Committee to consider whether a budget could be offered.

**Agreed** – Damien supported, to run for a trial period of this indoor season to end April, select best performers from knowledge (1st month) and then from ladder and monthly scores for subsequent months. Committee to receive a report on experience at end of season including description of process / how it is organised. Damien to book the tickets for the entire range for each session used for friendly events, equivalent to the number of lanes used. Damien to liaise with Mark Brookes regarding a subsidy for Tea/Coffee etc.

#### 4. Damien asked the committee

- to have access to Facebook so all could post on it – the committee agreed to look into it.
- to have minutes published on the website – committee looking into it already but concerns about data and privacy.
- to publish an agenda in advance of meetings - committee agreed to look into it.



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#### **5. Minutes from the previous meeting.**

Minutes were agreed

#### **6. Items the Chair considers as a matter of urgency.**

##### **Declarations of Interest statement for the start of each meeting.**

Committee considered possible wording to ask committee members to declare and agreed to include on each meeting agenda:

- 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 attending 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.

#### **7. Action Plan**

The action plan has been reviewed:

- Badges for indoor - have been purchased. Action complete.
- Designated Levels authority policy. Chris proposed he would draw up a simple policy to govern decisions on financial spending. Initial proposal is - three committee members including one from exec can spend up to £100; Items >£100 to be agreed by committee; Treasurer to have authority to action regular spend e.g. membership fees.
- Club survey. Action with Chris to complete the report, agree proposed actions with Pete, and circulate to committee. Discussion and agreement on actions to go onto a future committee agenda.
- Half the bosses on the outdoor range have been stored for winter in the shooting shed.



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- Enhanced lighting system for indoor range – has got a quote from Allan Power. Budget £1650. Would the landlord reduce rent to offset? Pete asked to negotiate. Chris thought that the club should be getting three quotes.
- Potholes – have got to get a quote to do the driveway / car park at indoor range. Need to agree who will pay for it. If the club is to pay for this – again seek a rent discount.
- Target days - overtaken by a proposal for a monthly challenge.
- Mark will circulate information about frostbite meets.
- Garden vacuum has been trialled and will pick up foam. Chris to send Mark a specification on what he would recommend – Action Log
- Officers' terms of reference – have agreed Chairs, and treasurers. Equipment officer – Daron to pick up training on how to use equipment.
- CIO – work on going.
- First Aid boxes – to review Alex to look at outdoor range. Indoor range done.
- Archers welcome booklet. Pete to review the draft.

#### **8. Safeguarding Report / Chair's Report**

Nil report

#### **9. Festival of Sport 2024 - Information Item**

Not going to be held in Norfolk in 2024 and so Wymondham Archery Club will not be attending.

#### **10. Treasurer's Report**

Treasurer talked through his report income for month 11, YTD in £12,014 / Outgoing £15,073. Anticipate break even for year from next month.

Stronger position than last year due to agreement with WRFC to pay monthly rather than upfront for the year.

#### **11. Policies and Procedures**

- Proposal that two committee members write procedures for current club policies - Sandra and Pete – then sign off from committee. This was agreed.
- Also agreed policies and procedures – will be posted on the club website.
- Note that once the club becomes a charity the status of procedures will change to be binding on trustees.



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#### **12. Google Workspace**

This is not currently affordable but it / or similar remains an aspiration.

#### **13. MailChimp - Secondary login**

Have secured a 'second access login' for two officers at charity fees – cost £128.00 a year.

Spend agreed. Secretary to have a second logon.

#### **14. Asset Insurance - Hiscox**

Not got a response from Hiscox – trying to get details of the account changed with Sarah leaving. Action - Will be brought back to the next meeting.

#### **15. Social Media Admin**

Looking for a club member to take on social media such as Instagram.

Discussion on how an arrangement could be run /set up.

Chris is keen to set up two feeds – a public and a private group. The club feed to allow all club members to post onto it that is direct access and moderated.

Chris is happy to moderate. Alex , Salina is happy to support setting up.

A number of committee members noted their concerns that the club feed could become toxic.

Also want to set up a public feed that is run by a lead. Need to identify a lead.

#### **16. Committee adding future agenda items via Google Forms / Sheets**

Future items to be submitted on form which will allow better time management meetings, auto generate agenda, and create a forward plan.

#### **17. WA Summer Tournament to be delivered for free for all participating Archers**

Pete proposed next summer competition should be offered for free. Chris proposed a 'low' fee of £10 each. Salina noted that v low return to club in running tournament. Dave noted value in charging.

Agreed Mark & Chris will liaise with the tournament officer to agree charges.

#### **18. First Aid Training for Coaches**



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Proposed all active coaches do health and safety, first aid at work training - a 2 day course. Unless they have already done similar training, for example through work. Chris noted Archery GB offers a short online training.

Committee agreed that they would fund up to £500 on courses to access courses at Wymondham RFC.

#### **19. Old Laptop - What do we do?**

Dan agreed to have a look at it and see what is on it

#### **20. Grant Funding from Sport England has been awarded to us for the Shooting Line project.**

Income of grant £6,400 to install a paved shooting line on outdoor range – previously agreed with committee and WRFC. Aim to get the work done during this autumn.

Chris asked if the Club could provide salt for the colder months and for frostbite shoots.

Chris also highlighted a governance issue that has been addressed.

#### **23. Date of Next Meeting**

TBC

Signed

Dated 16th January 2024