Wells City Archers

Minutes

Tuesday 14 November 2023 at 6:30 pm

Wells City Archers Club House

Present	Lynne Evans	President
	Mike Phillskirk	Chairman / Equipment Officer
	Sue Matthews	Secretary
	Carrie Evans	Treasurer
	Steve Bassett	Digital Media Officer
	Tony Henderson	Head Coach
	Matt Rowse	Records Officer
	Idris Feather	Welfare Officer
	Dave Hudsmith	Member Rep
	Connor Pinder	Member Rep

1	Apologies for absence None	
2	Minutes of last meeting Approved	
3	Matters arising	
	3 Matters arising a CE waiting call back from valuers	CE to chase
	6 Secretary New member sheet to be amended and circulated to all members	SM to do
	Poster	LE to send photo
	Facebook page	MR to link to Instagram, etc
	Outdoor range	SM to chase invoice from AGB
	Banners	SM to make amendments and chase colour advice
	7 Treasurer Key fob examples shown	MP to get quotes 100 x 1 colour; 100 x 5 colours
	LE raised issue of guests – protocol explained	SM – newsletter + info sheet SB to explore online payment options

	8 Welfare Ongoing concerns still ongoing	
	Junior Heja not able to update. DH has set up WhatsApp group for juniors	
	Junior supervisor volunteers have been sent DBS information by AGB	
	Safesport course	SM to send details of course to volunteers and committee members
	Facebook group rules written	IF to add to WCA FB page
	9 Records Historical data still not received and MR's email has been blocked by previous Records Officer	MP to chase RW
	15 members signed up on Golden Records	MR to develop how to sheet and presentation
	MR has written guide sheets for badges	SM to circulate
	11 Digital Media MR's wife (Pam) has volunteered to copy write website	SB/MR/IF to meet to progress website
	Extra email address	SB to add and liaise with LE
	12 Equipment Tuning event	MP to set date
	Sit on mower is owned by the club	
	13 Member Reps Fence – football ok. Awaiting response from tennis and netball	CE to chase
	Member rep availability times identified	SM to share
	15 AOB CP shared key code lock options. Estimate of £350	CP and SB to research RFID technology
	Facebook page cull	SM to do
	No need for sign-in procedures for fire procedure	
	Fire evacuation procedure – waiting for D Mace to produce	MP to chase
	Return of keys from ex-members	SM to chase
4	President Nothing to report	
5	Chairman	
5.1	Committee is going from strength to strength. Everyone is finding their feet in their roles. It was great to see 18 club members representing the club at the Somerset County Indoor Championships.	
6	Secretary	
6.1	WCA was approached several months ago by a woman asking us to set up a range on her land in Shepton. She has re-approached the club to pursue the idea.	SM to visit
6.2	WCA has been asked to take part in the Mendip Challenge – WCA vs Avalon AC vs Frome AC.	SM to ask for a volunteer to organise
6.3	Wells Community Day is taking place on Saturday 20th January 2024 between 10am and 4pm at the Cathedral. £20 for a table.	SM to book SM to produce promotional material SM to ask for volunteers

6.4	Club Christmas Party – fun shoot in the range on Thursday 21 December	SM to promote and organise
7	Treasurer	
7.1	CE has access to Sport80 and the Bank account. Still waiting for access to EDF account.	
7.2	CE provided current bank balances and list of non-renewing members	
7.3	CE will produce a forecast	CE to produce
7.4	LE has authentication card and card reader is able to authorise payments in Barclays. The bank mandate has a two-stage authorisation process for payment. MP to be added to the mandate.	CE to work with MP
8	Welfare	
8.1	IF recommended that a Safeguarding page be added to website using Harworth AC as a reference	IF/SB to add
8.2	IF believes the Club is going in the right direction regarding safeguarding	
8.3	IF stated there is little guidance from AGB on appropriate safeguarding courses. Safesport course is free and is recommended for all Committee members	SM to share details. ALL to sign up
8.4	Where there is a conflict of interest on the committee there needs to be a procedure for members who wish to raise an issue	IF to identify best procedure
9	Records	
9.1	Badge guides have been written by MR	SM to share
9.2	MR holds some badges. 252 badges handed over to MR from previous stock	
9.3	MR suggested an end of season badge award presentation event	
9.4	MR stated that Bowmen class badges can be awarded if we nominate a club target day. It was agreed that Tuesday will be the club target day	MR to add to his guidance notes
9.5	Golden Records can be linked to the website	SB/MR to link
9.6	Monies for badges should be placed in a lockable postbox	MR to purchase postbox
10	Coaching	
10.1	TH stated that the current beginners' course has 5 participants. LE and DH/CP were invited to attend the final session on Monday 20 November from 8pm. LE gave her apologies	DH/CP to attend
	Discussion on how to integrate new members into the club when they do not attend NS.	
10.2	Next Steps is going well	
11	Digital media	
11.1	SB stated that many changes have been made to the website	SB to work with others to develop website
11.2	Google drive has been set up for storage	
12	Equipment	
12.1	D Mace has produced a defects list. A lot has already been done to correct the many defects.	
12.2	Two areas in the range could contain asbestos. Samples have been taken. We are waiting for results.	
12.3	MP stated that an Asbestos Management Plan is being written –	MP to monitor

	which is a legal requirement. As part of this the roof must be inspected monthly.	
12.4	The fire certificate is now valid	
12.5	Emergency lighting must be checked regularly	MP to monitor
12.6	MP stated that it is the responsibility of all members to keep the range tidy and committee members should encourage ALL archers to contribute	ALL committee to note
12.7	Lighting in the foyer needs to be checked	MP to bring in long ladder
12.8	Security light at the front of the building does not work; and members switch it off on the leaving the building anyway	MP to fit solar powered security light
12.9	Toilet floor has asbestos under the paint. The floor needs to be sealed with another layer of paint.	MP to seal MP to cost vinyl option
12.10	MP stated that there needs to be a procedure in place if an arrow hits the roof.	MP to write SM to circulate
12.11	Netball have been informed that they need to change the guttering on the new shelter.	MP to monitor
12.12	Guttering on the right side of building is/was full of grass. Half has been cleared. Working party this Saturday to clear rest and clear undergrowth; and repair guttering.	MP to organise
12.13	Warning signage to be put up indoors and out	MP to organise
12.14	Gate next to tennis club needs a crash bar fitted	MP to organise
12.15	The club should have an evacuation exercise each month	MP to organise
12.16	MP estimates that the building should be legally compliant in approx. one week's time.	
12.17	SM proposed splitting the Equipment officer's role into four areas and asking for volunteers to take responsibility for each area 1. Building 2. Outdoor range 3. Indoor range 4. Club shooting equipment	SM to seek volunteers
13	Member Reps	
13.1	DH reported that Junior sessions are going well. There is a better understanding of how it runs	
13.2	SM is writing a guidance sheet for the volunteers	SM to produce
13.3	DH mentioned concern about the limb weight being sold to juniors by Indigo	SM to come up with plan
13.4	CP raised the issue of club shirts especially in comparison with other clubs. His comment that we looked like we had just come out of a primary school was very apt. MP stated that L Compton was contacting Lionheart	CP to work with LC on designs for new club shirts
14	Wells Sports Club Nothing to report	
15	AOB	
15.1	CE raised the issue of a club member who had been invoiced for the incorrect amount and was refusing to pay the correct amount.	MP to write to the member asking for full payment
15.2	CE thanked Keith Evans for reviewing the 2022/23 accounts	
	Date for next Committee Meeting Not discussed.	
	Meeting ended at 10pm	