Wells City Archers

Minutes

Wednesday 5 February 2025 at 6:30 pm

Wells City Archers Club House

Present	Lynne Evans	President
	Sue Matthews	Secretary
	Paul Grinham	Treasurer
	Steve Bassett	Digital Media Officer
	Idris Feather	Welfare
	Mike Phillskirk	Head Coach & Building
	Matt Rowse	Records
	Frances Eyre	Member Rep

1	**Apologies for absence**	
	Nicky Everett, Connor Pinder	
2	**Minutes of last meeting**	
	Approved.	
3	**Matters arising**	
	3. 5, Ongoing	
	3.12 Signs printed	
	4.1 Address changed	
	6 Cleaning rota in place. Rota to be placed in foyer	
	7 Tables in place	
	8 PH still investigating foam wall	
	9 Bows taken. Remainder to be disposed of	SM to organise
	10 To be taken forward	CP to report to next meeting
	11 Decals ordered and delivered. Still to be installed	SM to add to newsletter
	14 Fundraising meeting on 11th	
	20 Vending machine installed	
4	**Finances**	
4.1	Current account: £14,197 Saver account: £12,171 PG reported that the club is operating within its means. We have 94 members. Beginners courses are fully booked. Major expenditure since last meeting has been on foam and tables.	
5	**Building**	
5.1	MP reported that there is a Building and Property Maintenance log which is located in the red locked cabinet. It was started on 4 November 2023. LE suggested that a spare key for the cabinet be kept in a coded key box in the main locked cabinet.	MP to source coded key box.

	Checks are required to be carried out and noted in the log on specific dates. An asbestos management plan is a legal requirement. The asbestos requires regular checking. The toilet floor was tested as containing asbestos and has been sealed with an epoxy paint which meets the legislative requirements. David Mace has carried out the Fire risk assessment for 2025 and the fire safety policy has been revised. The asbestos checks are up to date. Fire and asbestos need to be standing items on future agendas. The spreadsheet for short term works is in place.	MP and DM to develop plan of action.
5.2	At the beginning of January LE reported a problem with the water. It was frozen externally. The work on the internal pipes carried out last winter prevented the internal pipes from freezing.	
5.3	The lock on the front door is to be re-fitted soon. A retainer will be fitted at the same time along with a door stop, to prevent the door swinging open. The fire escape door will be fitted with an external access lock and the key will be put in the external key safe. IF questioned the security of the actual front door. MP suggested the door panel could be reinforced or it could be replaced with a steel door – although there would be implications for the frame. LE suggested reinforcing one of the inner doors.	MP and DM to explore options.
6	Young Archers	
6.1	SM reported that John Baker has introduced regular competitions and a badge scheme for the young archers (formerly Juniors). YAs and parents are engaged in the progress.	
6.2	SM reported that she had been approached with a request that YA supervisors receive a financial reimbursement similar the club coaches. It was agreed that this would set a precedent that the club could not maintain, as there are volunteers who give up their time for many other roles in the club.	SM to report back to requester.
7	Coaching	
7.1	MP reported that Wednesday afternoon coaching sessions are continuing with varied numbers attending. The first technical evening took place in January and will continue during the indoor season. There will be a tuning afternoon in March.	
7.2	SM reported that the coaching club had agreed that all coaches delivering beginners courses should wear club shirts and/or club hoodies. As this is a club requirement SM asked if the club could offer financial support to any coach who could not afford to purchase their own.	Agreed that coaches could apply for support if needed.

7.3	SM requested use of the indoor range for four days during the outdoor season to run a Session Coach course.	Agreed
8	Working groups	
8.1	Fundraising will have a meeting on 11 February	FE
8.2	Social – MR will suggest pub meeting dates. IF to investigate Curry night in Street	MP IF
8.3	Tournaments – Tom will run the February tournament	PG to liaise
8.4	White lining – no report	PH to address
8.5	Boss repair – no report. Planned routine for repair in place	
8.6	Indoor range – cleaning rota working well, although a few names seem to do most of the work	
8.7	Outdoor range – no report	
8.8	Coaching – meeting of coaches held this week	
8.9	Junior supervisors – more parents are taking on the role	
9	Committee roles	
9.1	SM circulated spreadsheet and asked members to consider and send back comments	SM to send soft copy All to respond
10	Inter-club tournaments	
10.1	Kingston Archers (in Bradford Upon Avon) has asked for inter club shoots. SM asked for co-ordinator.	SM to ask in newsletter
11	Paper towel	
11.1	A club member reported that the blue paper towel ends up on the floor of the toilet, gets damp and is unhygienic. They reported that the dispenser does not open and the blue roll does not fit. The matter was discussed and it was agreed to put an instruction poster on the wall with the key on a hook.	FE to respond to club member. FE/SM to design poster
12	Filming	
12.1	No information given	FE to contact CP
13	CCTV	
13.1	CCTV equipment was donated to the club some time ago. IF suggested that it be fitted. Discussion on best options for CCTV – hard wire/4G router/installing inside instead of out. LE suggested seeking WSC opinion on CCTV first	PG to take to WSC meeting
14	Safeguarding	
14.1	IF reported that AGB are still not communicating and ongoing concerns are still ongoing. IF requested that those committee members who have not yet completed their Safesport qualification do so as soon as possible.	All committee members to check their safeguarding status
15	Wells Sports club	
15.1	The meeting is next week and PG will represent WCA. Items to take forward: - Flooding – access and H&S - Car park – dangerous pot holes - CCTV	PG to note
16	SCAA and GWAS	
16.1	No update on Dunster or Indoor Tournament.	

17	AOB	
17.1	The dates for the club tournaments include a clash with both Fathers Day and Easter Sunday. It was decided to keep the dates.	
	Date for next Meeting	
	Wednesday 26 March 2025. 6.30pm	
	Date for General Meeting set for Monday 28 April at 7.30pm	
	Meeting ended at 8.15pm	