



**Minutes of the Shenley and Loughton Toxophilists (SALT – Shenley Archers)  
Committee Meeting held on 23<sup>rd</sup> October 2021 at Shenley Leisure Centre.**

**Committee Members Present:**

Cliff Amos – Chair (CA)  
John Galvin – Secretary (JG) – Minutes  
John Wilson – Treasurer / Membership (JW)  
Paul Lawrence – Safeguarding Officer (PL)  
Paul Redman – Webmaster (PR)  
Ariana Davidson – Junior Rep (AD)  
Rob Hearn – Records Officer (RH)  
Jackie Castleton – Coaching (JC)

**Apologies:**

Tan Quach – Vice Chair (TQ)  
Adele Baines – Events & Social Media (AB)

**1. Minutes of last meeting.**

The minutes of the last Committee Meeting, held on 18<sup>th</sup> April 2021, had been circulated prior to this meeting. There were no matters arising from those minutes and they were therefore approved.

**2. Club name change.**

A general discussion was held in respect of formally changing the club's name from SALT to Shenley Archers. Various alternative names, including a suggestion from **AD** of MK Arrows, were considered. It was raised that names that include 'MK', had been considered but were found to be 'owned' by other organisations.

The change of name was formally proposed to the Committee and was put to the vote. There were seven Committee Members in favour with one against (**proposal adopted**).

**JW** informed the Committee that he would investigate further with both the Bank and Archery GB in respect of the change. The opportunity would also be taken to update the signatories on the club bank account.

It was discussed that Shenley Archers was already being used on the website and with Committee Members email addresses.

### **3. Finances.**

**JW** gave a report of the current financial position. Most membership fees had now been paid and as a result the bank account balance was in a good position.

**JW** went on to inform the Committee that the fees being paid to Shenley Leisure Centre (SLC) were currently £168.00 for the weekly shooting session and £100.00 for the course being held afterwards. It was also reported that the club had not recently been billed for the use of Brookward School, and that only two payments had been made to date. **RH** agreed to contact the school in respect of this matter.

#### **(ACTION RH)**

**JW** proposed that a debit card, attached to the club bank account, be obtained. **JW** explained that payments would be easier to make with such a facility. The proposal was seconded by **CA** and a vote of the committee members present was held. **The vote was unanimous in favour.**

### **4. Funding / Fundraising.**

**CA** raised the subject of 'Easy Fundraising' and that only a few of the members have adopted the scheme. It was possible that some of the indoor only members may not be aware of the scheme and that a general announcement should be made to encourage use. Funds raised by this scheme will be used for purchasing club equipment.

**CA** stated that any other ideas for fundraising would be welcome.

#### **(ACTION ALL)**

**PR** reported that he had potentially identified two 'have a go' or 'demonstration' events that may raise funds for the club.

A general discussion was held regarding the logistics of moving equipment, particularly bosses, to any venue. It was agreed that measurement of the foam bosses would be carried out to see if they could be moved in club members vehicles.

### **5. Update on member numbers**

**JW** informed the Committee that we now had 50 paid up members including six juniors and two members who are registered disabled.

It was anticipated that the club would gain further members following the completion of the current course.

**CA** agreed to confirm with SLC the maximum numbers allowed in the hall.

**(ACTION CA)**

## **6. Membership fees.**

A discussion was held in respect of membership fees. It had been some considerable time since fees had been raised although costs to the club were increasing year on year. **JW** reported that the current membership fees were £160.00, with £110.00 being retained by the club following payment of affiliation fees. Discounts were offered to late season joiners, family groups and juniors.

**JW** proposed that the annual fee be increased to £175.00 per year for adult membership (an increase of £15.00) and an increase of £10.00 on junior fees. Appropriate discounts would be maintained. It was further proposed that members who were unable to pay the full fee in one instalment be offered a three-month window in which to make two payments.

## **7. Social activities.**

**CA** requested that **AB** be thanked by the Committee for all the outstanding work being carried out in respect of social activities. **All Committee members agreed.**

**AB** had provided a report in lieu of attendance at the meeting. The following points were discussed:

It was agreed that an announcement would be made at the afternoon shooting session reminding members that the Halloween event would be held on the 31<sup>st</sup> October and that raffle prizes could be donated on the day.

**(ACTION RH)**

A discussion was held in respect of the proposal of a 'dark' shoot during the Halloween event. This was agreed.

**AB** has made progress on the Christmas meal event on the 3<sup>rd</sup> December. To date 15 members have confirmed attendance with 11 having paid deposits. It was agreed that an announcement be made at the afternoon shooting session reminding members that deposits need to be paid into the club bank account with the payee's name used as a reference.

**(ACTION RH)**

The event will also be posted on the club website.

**AB** suggested that a number of schools or local village fetes could be approached to provide 'have a go' sessions/stands. Again, the issue of transporting equipment was

considered as well as the issue of the same people volunteering to provide cover for such events. These type of events required a considerable workload to ensure success such as at the event held at Brooksward School during the summer. These and the other matters, included in the submitted report, will be subject to further discussion as required.

As the event at Brooksward School was so successful, it was discussed that any information from the event could be utilised on the website. As photographs were not taken on the day, the school could be approached to arrange 'staged' photographs with the necessary permissions in place. **RH** would investigate further.

#### **(ACTION RH)**

**AB** would welcome any suggestions in respect of social activities.

#### **8. Coaching / DBS checks.**

**JC** reported that this was the final week of the current course, and another would commence following a one-week break. **PL** stated that he would require details of the club loan equipment for his records. **JC** reported that SLC bows were also being used due to low draw weight requirements of the course participants.

Both **CA** and **RH** confirmed their interest in obtaining coaching qualifications. Although enquiries have been made there is currently no firm dates. **JW** reminded the Committee that the cost for coaching courses would be met by the club with the caveat that their acquired knowledge and skills would be utilised by the club.

A discussion was held regarding DBS (Disclosure and Barring Service) checks for those coaching or assisting with coaching. Those involved would need to register and **PL** stated that this could possibly be done through Archery GB. It was noted that DBS checks for archery 'have' to be carried out through Archery GB and would be automatically renewed by them every few years as required.

**JC** stated that there was also the subject of 'Child protection in sport' that would also need consideration.

#### **9. Junior archers.**

**AD** reported that she had prepared a poster for promoting club membership. The poster was circulated, and the Committee approved of the design. The target age group for the campaign is 12-16 years. Well done Ariana.

**AD** has attempted to contact relevant teachers at her school and will pursue the matter further.

#### **(ACTION AD)**

**CA** suggested that **AD**, as Junior Representative, should encourage all junior members to shoot together as a group separate from the adults and their parents. This

should encourage development of the junior section of the club. **AD** agreed to adopt this suggestion at the next weekly shoot.

## **(ACTION AD)**

### **10. Bow hire.**

**PL** reported that information had now been transferred onto a new database and was being updated as required. Reminders had been sent out to those due payment for the next hire period. **JW** would liaise with **PL** regarding payments received so records can be maintained.

A discussion was held regarding long-term hire of club equipment. It was noted that some members have had their loan equipment for a considerable time, and although this has resulted in fees being obtained, this can have an effect on the availability of equipment for courses.

**PR** suggested that examples of reasonably priced bow kits, available from our usual suppliers (e.g., Chiltern, Merlin, etc.), be promoted on the club website. This may encourage members to invest in their own equipment. It was agreed that after a period of six months the hiring member should be approached and offered the facility to purchase the club equipment on hire. This would prove more cost effective for the member and raise funds to purchase new equipment for the club.

**PL** proposed that the current equipment hire fee structure be changed. The new charges would be £25.00 (plus refundable deposit of £50.00) for the first three months with a higher charge of £30.00 for every three months thereafter. **The Committee voted on this proposal, and it was carried seven votes to one.**

### **11. AOB.**

#### **Carbon arrows.**

A general discussion was held in respect of the use of all-carbon arrows at SLC and at Brookward School. It was agreed by the Committee that these types of arrows would not be allowed by Shenley Archers. Club members would be advised as necessary.

#### **Allocation of bosses to juniors.**

In respect of item 9 above, bosses would be allocated, as required, on the booking in sheets.

#### **Information to new members / course attendees.**

New members and course attendees will be informed that the Committee consists of volunteers who give up their own time for the benefit of the club and its members.

They will also be instructed in the setting up and breaking down of bosses etc. and encouraged to actively get involved in the task at the beginning and/or end of the shooting sessions.

### **Emergency Services / Key Workers event.**

**CA** suggested that the club could arrange a 'have a go' session(s) as a 'thank you' for emergency service and key workers. It was agreed that this type of event would be best held outdoors during the summer and therefore it would be revisited at the appropriate time next year.

### **Safeguarding.**

**JW** raised the issue of the use of the word 'safeguarding' which is the current appropriate terminology and therefore that we should change the title of the 'Child Protection Officer' to 'Safeguarding Officer'. The term 'safeguarding' would encompass both vulnerable children and vulnerable adults. **JW** agreed to examine all club documents to make any necessary changes to wording.

### **(ACTION JW)**

**JG** agreed to look at developing a safeguarding policy for the club.

### **(ACTION JG)**

Signed:

Cliff Amos – Chair

Date: