Tees Valley Target Sports

Minutes the Committee meeting – 1st November 2022

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1. **Attendance:**

Richard Frankland (Hon. Chair and acting Hon. Secretary) – RF

Pete Costello (Hon. Treasurer) – PC

Ron Benson (Trustee) - RB

Ken Hart – KH

Phil Hughes – PH

Tony Curry – TC

Barry Grimwood – BG

Mark Grimwood – MG

Paul Mallet – PM

Julian Sorrell (note taker) – JS

 Apologies:

Barry King (President) – BK

1. **Risk Register**

RF welcomed Dave Harbinson to the meeting to present his first feedback report on the risk register. Unfortunately, Dave had been unable to attend the black powder shoot on Sunday 30th October due to work commitments. However, Dave reiterated his desire to start with Moorsholm.

RF noted from the Risk Register that PM is risk owner for Action Shooting Management, and LC for Management of Lawson Way opening.

Dave explained that he had concerns over issues not having been addressed previously.

Dave said that Range Orders needed to be considered. RF pointed out that with respect to Lawson Way this would be under LC’s area of responsibility.

As there seemed to be some confusion over what it means to be a risk owner, RF reiterated that the risk owner is simply the focal point for discussion and a communications channel for reporting back. This would include areas that need to be worked on but is not to be seen as a blame game. This is about improving what we do through a structured approach.

Dave said that he intends to visit A Range this Thursday (3rd November) and eventually B Range as well. He will be looking at opening and closing arrangements. The same with full bore shooting regarding opening and closing and the intention here is to create procedures. This will provide protection for the committee members.

It was noted by PM that there are no shotgun competitions left for the year at Moorsholm, so the risk regarding Action Shooting cannot be completed. Dave was not concerned about this because it means things can be put in good order before next year.

RF suggested that Dave speak to LC and arrange attending a clay shoot asap and report to the December committee meeting. In response to a request from JS for clarification, RF said that as Dave had been unable to produce a report for this meeting that he should attend in December with a deferred report, and thereafter report every quarter as previously agreed by the committee.

The committee thanked Dave Harbinson for his attendance, and he exited the meeting.

**ACTION**: Dave Harbinson to speak to LC and arrange attending a clay shoot.

**ACTION**: Dave Harbinson to produce a report on action shooting for the December meeting.

1. **Minutes of the meetings of 4th and 11th October**

The minutes of the meeting on 4th October proposed as a true record by LC and seconded by TC. Signed by both and minutes handed to RF.

There was no written note of the meeting of 11th October available.

1. **Matters arising not covered elsewhere in the agenda.**

RF had researched the issue of a PO Box and spoken to his local post office, where the staff were unaware of the procedure and cost. However, RF found some information on the internet and was able to advise that the cost would be £36 per month with a minimum 3-month contract. A secure way to receive s21 declarations, subs and other essential correspondence is needed, with the drop-box at Lawson Way being inappropriate.

LC queried whether electronic signatures would be appropriate on s21 declarations but there was a general feeling that wet signatures are preferred, but that it was good to have considered the matter.

MG suggested that we could construct something secure for a drop box at Lawson Way. TC suggested something like a bank drop box. RB thought that if it couldn’t be broken into then the local vandals would simply torch it.

In light of the discussion LC proposed a 3-month trial with a review before the contract ended. Consensus of agreement, with RF to pursue further.

**ACTION**: RF to sign PO Box contract.

Steel cabinets should have been installed on Saturday 29th during monthly range tidy-up but was delayed. TC, BK and RF to complete work asap.

**ACTION**: TC, BK and RF to complete installation of steel cabinets asap.

RF has spoken to Dave Pengilley re the proposed gift and ascertained that Dave will accept it at the AGM and Awards Night.

RB queried whether the risk register has arisen as a result of comments by NRA representatives. RF assured that it has not, and this is a management tool which dovetails with the idea of functional area management. It alleviates the potential angst regarding mishaps and is essential.

RF advised that he had been unable to arrange further training dates with the NRA and has advised MG to speak to the NRA direct and make his own arrangement. MG has already agreed.

RF noted that on the advice from ClevPol Trevor Thompson has not been notified as a new full member and this will be done as part of a batch.

**NOTED**: ClevPol suggested a batch notification of persons becoming full members.

TC advised that he has not been in contact with our landlord farmer re Moorsholm since the last meeting and has no contact details. Dave Pengilley has offered to make an introduction but has warned that the farmer is difficult to get hold of. LC advised that he telephones before a clay shoot. RF suggested that LC and TC arrange a meeting with the farmer. Both agreed.

**ACTION**: LC and TC arrange a meeting with our landlord farmer re Moorsholm.

1. **Acting Secretary’s report**
2. **Preparing for the AGM**

RF referred the committee to his report with regard to planning for the AGM and the proposed structure of a committee thereafter. This is an outline which may require some minor adjustment and the creation of job descriptions, but it is close to what we have been successfully trialling. RF asked everyone to carefully consider the suggestions and in particular whether those who have been taking temporary lead will do so after the AGM. RF noted that there is no point in proposing a new structure to the AGM, having it approved but then not having volunteers for the jobs. We need a high confidence that we can form a government based on the plan. RF asked for those concerned to e-mail him privately asap with a response. This is a critical issue.

**ACTION**: as a matter of urgency, all acting leads to e-mail RF to advise on their intention to continue or otherwise post-AGM.

1. **Competitions and Awards**

RF said that he has asked KH to step down from the role collating results, arranging medals, etc., and as compare for the Awards, as a result of his fall. The new proposal is for each competition organiser to introduce the winner, second and third places with a short explanation of what the competition entails. BK will hand out the prizes as previously agreed. RF said that he would order medals and try to recover the trophies from previous winners.

RF asked LC how many shotgun competitions had been run. LC advised that due to the difficulties with traps and other issues, only one competition has been running.

BG pointed out that the Stan Hollis .22 competition at Lawson Way had been incorrectly attributed to BK to run whereas it was actually himself. The error was acknowledged and there was a general apology from the group offered to BG, which he accepted.

PH asked if there was a cut-off date for the DR Robson competition. The group agreed that it was a matter which PH could decide upon but suggested the end of November. PH agreed to the end of November.

**ACTION**: RF to order medals and try to recover the trophies from previous winners.

**ACTION**: RF to correct the records re BG running the Stan Hollis competition.

**NOTED**: PH to close the DR Robson competition at the end of November.

1. **NRA medal(s), Roy Jolly & Sports Personality**

RF asked for each committee member to e-mail him privately suggestions for each award. RF noted that we could apply for more than one NRA medal if the circumstances warrant. Winners will be decided by RF and BK and remain confidential to those two until the Awards Night.

**ACTION**: all committee members to e-mail suggestions for NRA medal(s), Roy Jolly & Sports Personality to RF.

**ACTION**: RF and BK to decide on winners.

1. **Probationer training**

RF has been in e-mail contact with all those he had been able to identify as probationers to clarify their outstanding training needs. Several did not know that they can attend Lawson Way on and evening, hence the item in the newsletter. There is a mix of needs, but one big issue is black powder which has traditionally been done at Moorsholm. There is the possibility of using the pistol range at Catterick if we cannot arrange training at Moorsholm. The non-availability of Moorsholm due to the essential maintenance work by TC is a consideration, but TC’s work takes priority.

MG suggested that we need to understand not just the demand but how many will turn up if we organise training. PC pointed out that this has always been the problem; it might only be one person.

RF suggested that we agree ourselves one date before Christmas and publicise that with a request to indicate an intention to attend.

PC advised that on Sunday 30th October he, PM and Dave Pengilley had given training to five probationers.

RF suggested Sunday 13th November starting 9:30 for a session. PC pointed out that this is Remembrance Sunday, and we would have to stop for a 2-minute silence at 11am.

RF suggested that we also offer .22 as well as .38 underlever and asked for volunteers to help run the session. RB and PM offered to run the black powder. RF to fill in with .22 and underlever.

RB said that he has some Pyrodex to use up and is happy to donate this for the probationers to use. RB and PM both offered use of their own guns. RF asked PC to acquire wads, percussion caps and balls.

PM asked if we could ascertain numbers attending. RF agreed to canvass probationers.

**ACTION**: probationers training session on Sunday 13th November to be run by RF, RB and PM.

**ACTION**: RF to canvass probationers for number attending.

**ACTION**: RB to supply Pyrodex.

**ACTION**: RB and PM to supply their own guns.

**ACTION**: RF to arrange .22 and underlever rifles.

**ACTION**: PC to acquire wads, percussion caps and balls.

1. **Correspondence, including NRA renewal**
2. **NRA renewal**

RF outlined the renewal letter from the NRA and requested permission to respond. There was consensus that this is core to the club’s activities and that RF should proceed.

RF advised that renewal costs are calculated per capita at £11.25 per FAC member and that we have 186 FAC holders. This equates to approximately £2500 with insurance at £290 and other minor disbursements. PC pointed out that we had other insurance policies.

RB asked whether the various insurance policies covered the role of Trustee. RF and PC both agreed that there is Trustee cover.

JS suggested that RF should be given authority to conclude all of the club’s usual affiliations.

**AGREED**: RF to proceed with NRA and the other usual renewals.

1. **GDPR policy**

RF referred to his GDPR policy circulated before the meeting and requested that everyone review it. This policy was written several years ago. PC noted that it doesn’t cover how we store records in a secure manner.

MG queried whether this issue came under the Risk Register and RF confirmed that it does.

PC suggested that as Roger Johnson and Vit Kovalionok have been working on the database and seem clued up on data protection, we should ask them to review the policy.

There was a discussion about data controller and data user roles and several members contributed work experience, but nobody was sufficiently aware of the Data Protection Act requirements to offer any more than experience of work solutions.

RF suggested that he and BK meet with Roger & Vit to review the policy.

**AGREED**: RF and BK to meet with Roger Johnson and Vit Kovalionok to review the policy.

1. **Incident form**

RF noted the receipt of an incident form consequent of a fall by a member at Whitfell during the October shoot. The submitter, Andy Cook, raised issues over reporting in the Range Log if the state of the access road was not improved and provided a suggested medication/allergy/etc card for members affected to carry. He also offered to maintain the first aid boxes and defibrillators.

TC noted that the range wardens always use the steps to access this range so any suggestion that access by cutting across is dangerous would simply be met with the answer to use the steps provided.

JS advised that in his recent meeting with Range Control he mentioned that the PA system had not been working at Whitfell for most of the year and this had been noted in the Range Log without it being repaired albeit this could be a safety issue if the RCO needed to call an emergency stop. This resulted in Range Control advice that the RCO should report matters on the national helpline as well as in the Log because the national centre referred the matter back to Catterick with a requirement to act within 7-days, whereas reporting via the Range Log would at best result in action within 28-days. RF asked JS to advise RCOs via the WhatsApp group accordingly.

JS also noted that the October newsletter which has just gone out contains advice to carry medication data etc for anyone affected and that many members do this already. Further action would be superfluous. Agreed no further action on this.

Agreed that Andy Cook will be responsible for maintaining the first aid kits and defibrillators – RF to advise.

**ACTION**: JS to advise RCOs on reporting defects to the national centre as well as entering in the Range Log.

**ACTION**: RF to advise Andy Cook that the committee accepts his offer to become responsible for maintaining the first aid kits and defibrillators.

1. **Newsletter**

The newsletter was issued and resulted in contact to RF from Nigel Case re the venue for the AGM, asking if it is wheelchair friendly. KH advised that it is, with lift access to the upstairs room which is where the meeting will be held.

RF also advised that Nigel has raised other issues and they will be meeting next Tuesday.

RF advised that JS had sent a copy of the newsletter to ClevPol. PC and LC both wondered why. JS advised that ClevPol had suggest a number of issues to go in the newsletter for members’ benefit and simply asked for a copy. There seemed to be no ulterior motive and no reason not to accede as we were promoting ourselves as wanting to cooperate.

**ACTION**: RF to meet Nigel Case, advise on wheelchair access to AGM venue and discuss other issues.

1. **Christian Westcough and practical rifle shooting.**

Mr Westcough has advised that he will not be renewing his membership because the club does not provide the sort of shooting that he is interested in. He offered to talk to the committee and make a presentation to the membership on practical rifle shooting. MG advised that Mr Westcough is acting as promoter for one of the practical rifle shooting associations, which are very expensive forms of shooting and with limited facilities around the country, probably requiring an investment of about 400 rounds of ammunition, plus hotel accommodation for a weekend, plus the annual membership fee. There is plenty of information on YouTube and Facebook if any members are interested. Consensus not to take up offers from Mr Westcough.

1. **Bisley range booking conference**

RF reported feedback by letter from the NRA regarding its range booking conference. There will be a new booking system live as from 1st November. No action required and the intricacies will be revealed when we next book Bisley ranges.

1. **NRA qualifications**

RF noted that in response to his newsletter item, Mark Baty has emailed to request training as an RCO, citing 50 years’ experience as a shooter. RF reiterated his suggestion from a previous meeting that training should be paid for by the club only of the recipient agrees to put his training to use for the club for three years. MG noted that the NRA requires someone to be recommended by the club and therefore needs to have a track record. RF therefore suggested that we should introduce an application form whereby an applicant could justify his case.

KH suggested calling them to give a 10-minute presentation to the committee before acceptance, but the general feeling was that this would take up too much committee time and that an application form would be sufficient.

JS pointed out that there are two issues raised: firstly, an application form and secondly an application by Mark Baty. Whilst the offer is recognised by all as welcome, Mark Baty has only just passed his SSC and is being mentored. He does not have a track record.

PC found the NRA training conditions on-line and read out relevant sections to the meeting. The club Secretary has to endorse an application, the candidate has to have run a range, and there are other service conditions as already discussed. Mark Baty would not qualify at this time.

RB noted the conundrum that someone has to run a range, yet he isn’t at that time qualified to do so. The committee considered that this could be achieved by shadowing a qualified RSO at Lawson Way and then running the range under supervision of an RSO.

There was a suggestion that the NRA required club membership for three years minimum as a route to qualification. JS pointed out that we could require this as a club protocol anyway. RF summed up by suggested that we require full membership for a minimum of three years, voluntary assistance in running a range over a period of time, and formal application for support.

RF offered to draft an application form and remit back to Mark Baty with encouragement, but initially deferring.

**ACTION**: RF to draft NRA training application form.

**ACTION**: RF to remit to Mark Baty with encouragement but initially deferring.

**NOTED**: support for NRA qualification to be considered consequential on completing full membership for a minimum of three years, voluntary assistance in running a range over a period of time, and formal application for support.

1. **Handloading**

MG introduced his paper on handloading, rewritten just before the meeting consequent on a telephone conversation with Ian Robertson in the NRA legal department and previously with Mr Nic Couldrey. They NRA is proposing major changes early in 2023 and the re-issuing of SSC cards regarding hand loaded ammunition. A new Code of Practice is being finalised, but they cannot commit to a date because work on lead pollution has cut across this workstream. Advice is to take a pragmatic approach in the interim. There are a lot of issues to consider but the underlying message is to wait.

There are a number of recommendations to member clubs, some of which date back to advice issued in 2014.

MG suggested the following actions:

* Compose a disclaimer to be included at ALL range brief/orders, to be signed by all members prior to any form of shooting, accepting full responsibility for their firearm/ammunition and highlighting the potential safety issues and consequences regarding its safe and competent use. This must include ALL ammunition regardless of its provenance, i.e., factory, shop bought, reloaded by another person, purchased from the club, etc.
* Immediately update the disclaimer in range orders and as signed by the shooter on his declaration & donation form, that the shooter is taking full responsibility for the firearms and ammunition he will use.
* Club firearms and ammunition used by a probationer need to be deemed suitable, fit for purpose and safe to use by the probationer’s supervisor.
* Rules to apply at Lawson Way and Moorsholm.
* Defer any action on reloading training as part of our SSC training or otherwise until the NRA issues further advice.

There was consensus to accept MG’s suggestions.

JS asked how information was sent by the NRA, whether this was in a newsletter or magazine, and why this wasn’t available widely to the committee? MG advised that there is a magazine sent to members by the NRA. PC said that any information would go to the NRA contact. RF undertook to speak to the NRA and ascertain where this information is going.

JS asked MG if he is prepared to keep a watching brief on the home loading and allied issues, and report to committee as appropriate. MG agreed. RF noted that MG has evidently done a lot of work researching the matter.

**ACTION**: JS to arrange updates of full bore RCOs’ range orders and declaration & donation form.

**ACTION**: LC to arrange for appropriate updates to Lawson Way and Moorsholm range standing orders.

**ACTION**: RF to ascertain where information sent by the NRA is going.

**ACTION**: MG to keep a watching brief on hoe loading developments are report to committee as appropriate.

1. **Acting Membership Secretary’s report**

In the absence of BK, RF presented the recent applications.

Application for full membership was agreed under Para T for Stephen Bowser, having received a training record showing two black powder visits, as discussed at the last meeting.

Other applications for sports membership approved.

RF noted that Christopher Taylor has donated a replacement camera for Moorsholm.

1. **Report of Hon. Treasurer**

PC gave the following data as at 31/10/22:

 No 2 a/c - £5,935.73

 Land & buildings a/c - £30,014.44

 General reserve a/c - £23,860.61

 Subs holding a/c - £1,080.79 (not accounted for until next year)

 Total - £59,810.78

 Tags a/c - £860.00

 Expenditure:

 Rates - £55.00

Landmarc - £730.03

Water rates - £22.00

Clays - £120.00

Builder - £611.00

Printer cartridges - £196.03

Insurance - £3,068.06

CO2 cartridges - £148.33

Received from HMRC - £1,852.39, thanks to Peter Metcalfe claiming back Gift Aid

PC noted that we were previously on an electricity rate of 14p/KWh. This moved to 54p/KWh and will be going up further to 85p/KWh. We are locked in the contract until July 2023. In the last seven days we used 138.7KWh. To cover this, we need £3 donations from 5 people per day @ 54p/KWh, rising to 7 people per day @ 85p/KWh.

PC noted that Peter Metcalfe has to undertake the laborious task of matching individual donations against those with signed Gift Aid declarations in order to claim tax back from HMRC.

MG asked whether everyone paid the suggested £3 at Lawson Way. PC advised not but this was a benefit if we are ever asked if the receipts are truly donations rather than a fee, because we can just produce the signing in sheets.

PC suggested that he undertake a cost/benefit analysis to determine whether setting a fixed fee for using Lawson Way (say, £4 to cover any losses through people not coming) versus the income from Gift Aid on the current Lawson Way donations is more efficient. There was general agreement that this might be a beneficial exercise so RF tasked PC to complete the exercise and report back.

**ACTION**: PC to undertake a cost/benefit analysis to determine whether setting a fixed fee for using Lawson Way or the current donation with linked Gift Aid is more beneficial.

1. **Lawson Way**

PC reiterated that Range Safety Officers must supervise the ranges. An incident a few days ago resulted in a hole in the A Range ceiling from a lever action rifle that was loaded and the lever closed while lying on the bench. This had been done several times before the negligent discharge and the RSO had taken no action to intervene. Range supervisors need to supervise.

1. **Moorsholm**

RF noted that TC has started work on essential maintenance at Moorsholm. TC advised that he and JS had made a start, but it is proving difficult to get machinery to do the heavy jobs. RF reiterated that competitions and so on would have to fit around the dates that TC arranges for his maintenance work.

1. **AoB**

LC stated that there are still problems getting traps to Moorsholm. RF asked if the forthcoming shoot would need to be cancelled and LC said that it could be achieved but a long term solution needs to be found. LC said that Simon Hadfield took the traps down to Moorsholm for the last shoot but there may have been some damage to Simon’s vehicle and also some damage to one of the traps. MG said that we needed a solution because we couldn’t accept damage when even cheap traps like ours cost about £2,500 each.

TC, LC and MG all thought that a trailer is the best solution. PC asked where it would be kept as Lawson Way is not secure enough. RB noted that a generator was stolen by cutting a hole in the fence. RF suggested that we had previously stored equipment with the Bus Society at Cannon Park.

MG suggested that we liaise with Paul Cook who owns the Red House Farm clay shoot about using that premise. There was a passionate discussion over the pros and cons of using premises other than our own viz the likelihood of more senior members wanting to go to Red House Farm shoot, how to deal with probationers, etc.

RF summed up the discussion and suggested that the first step might be to see if it was viable to secure storage for a trailer. RF offered to research this further.

**ACTION**: LC to ensure that an arrangement is found to get the traps to the next shoot.

**ACTION**: RF to research whether viable storage for a trailer can be found.

MG asked whether a decision could be made on the use of copper plated bullets in A Range, as raised at the meeting on 11th October. MG said that he had ascertained the thickness of the plating and also hit examples with hammers of various weights with deformation each time. MG considered that there would be no damage to the bullet catchers if these copper plated bullets were used. RF said that he was unable to decide as he has no knowledge of the criteria for determining damage and no reference to judge against. PC offered to adjudicate if the member in question supplied and fired the rounds. The member in question was identified and the matter dropped.

RF stated that matters of the magnitude of these two are not properly brought up in AoB.

1. **Date of next meeting**

LC asked why meeting start at 7:30pm. There was general agreement that the next meeting could have the start time brough forward to 7:00pm. Next meeting – Tuesday 6th December, **7:00pm start.**