

## Tees Valley Target Sports Club

### Executive Summary of Meeting – 7<sup>th</sup> May 2024

#### Attendance

Richard Frankland (Chair) - RF, Ron Benson – RB, Pete Costello – (Treasurer) – PC, Ken Hart (Secretary) – KH, Julian Sorrell – JS, Tony Curry – TC, Les Cook – LC, David Pengilley – DP, Geoff Bell – GB, Phil Hughes – PH, Rocky Wright – RW, Clare Pinnegar – CP, Ian Lindsay -IL Peter Nicol (Note Taker)

#### 1. Apologies

Mark Grimwood and Barry King

#### 2. Minutes of last meeting –2<sup>nd</sup> April 2024

The minutes were moved as a correct record by PH and seconded by LC. The minutes were signed off by RF.

It was noted however, that the Club Rules which had been agreed at Item 5.2, had subsequently been reviewed by the Treasurer and were therefore not agreed. The item was referred to the June meeting for consideration.

#### 3. Matters arising (Not on the agenda)

- KH reported that work on archiving was progressing well. Pre 2012 papers to be kept in a separate cupboard. Work in progress. **ACTION** – KH to progress and report back.
- RB reported that the Club's Enforcer had been sold but that the purchaser was awaiting a variation to the FAC by Wiltshire Police. **ACTION** RB to monitor and report back on progress.
- KH reported that the key register has not been started. **ACTION** KH to action and report back.
- LC reported that it had not been possible to bring both clay launchers to Lawson Way since the last meeting. One was still 'in transit'. Exploring possibility of a sale, but it was noted that there was no market for mechanical traps. **ACTION** – LC to keep under review – no particular urgency.

- 4vi PC produced 2 No. Fire Max 11 tablets that were handed to GB. **AGREED** – GB’s offer of running a training course on using the tablets was gratefully accepted. The tablets can be plugged into the TV in the Meeting Room. Tablets to be stored in the Office. **NOTED**
- 4vii KH had no indication from Landmarc that the MoD had increased range fees after 1<sup>st</sup> April. The assumption is that there is no increase and no further action was necessary. **NOTED**
- 8.2 TC reported no progress in obtaining a Safety Certificate for the newly acquired compressor. Needs a hydrostatic test at 6 bar. **ACTION** PC to speak to Dave Harbinson about organising a safety test.

#### 4 **Secretary’s Report**

**4.i** KH/BK had met Cleveland Police regarding a suggestion that FAC’s be given to Club probationers. KH checked this proposal with the NRA and concluded it was illegal. The officer representing the Police is retiring soon. It was **AGREED** that the Club would amend its vetting procedures at the end of the 6 month probationary period so that the Police are informed of the applicants who are being approved as Full Members.

**4ii.** Training requests - KH reported Steve Bowser (NRA) was willing to run a course at Lawson Way. The following made applications for NRA training:-

Mick Lord RCO	Mark Grimwood RSO
Dave Shutt RSO	Mike MacKenzie RSO
Nigel Spurr RSO	Ian Robinson RSO
Mark Batty RSO	

Andy Cook and Tony Curry want to go on the course to be Instructors.

The courses are for two days for each discipline and run over 2 weekends. **AGREED** that the requests be approved and the Secretary authorised to make appropriate arrangements.

**4iii.** Audit Report No.7 – JS had previously circulated his report. RF commented that it was very encouraging. The Audit Report referenced the feedback from members for lectures/seminars – home loading being one suggested topic. **NOTED** - RF offered to run a seminar with another volunteer on home loading. **AGREED**

The need for RSO's to wear high-viz vests at all times in 'A' Range was accepted. (There is a box of vests in the Office.)

JS reported that Risk No.1 (CASC) is being reviewed during May.

**4iv.** There was a round table discussion about Guest Days. JS had previously circulated his report that recommended the canvassing of members to ascertain the level of interest in a Guest Day and make a booking for a FBR range. The debate covered:

- Whether to charge a fee for guests or a donation
- Whether the duration be a half day per guest
- The need to cover Club costs
- Should guests be friends/family of existing members?
- Whether guests should pay less than full club members.
- What exactly is the Club offering?
- The fact that guests could not use home loads and accordingly would have to use factory ammunition.
- JS advised FBR ranges are currently available for booking at the end of July/early August
- That the guest days could be run at either/or Lawson Way or Moorsholm, which would be cheaper.

**AGREED** – due to the lack of a volunteer to come forward with a paper covering the above issues and making recommendations, the planning of a Guest Day was 'parked'.

**4v.** Regarding the purchase of the freehold interest of Lawson Way, PN reported that discussions had commenced between Dodds Brown and MBC, but were proceeding at a glacial pace.

**AGREED** – PN to keep under review.

**4vi.** PC progressing the proposed metallic membership cards.

**4vii.** The suggestion of having a committee recess in either July or August was rejected. **AGREED**

#### 4viii Correspondence

- KH had received a note from Peter Metcalfe (PHM) that the Club had received £2697 in a Gift Aid refund from HMRC. It was **NOTED** that members can pay up to £30 as donations under the Gift Aid Small Donations Scheme. **NOTED**
- Nigel Case is a qualified archery instructor after training from Archery GB. Nigel has volunteered to run the archery sessions on Thursday evenings at Lawson Way. **AGREED** KH to reply to Nigel Case accepting his offer.

### 5. Chair's Report

**5.1** RF had previously circulated a report for this meeting regarding CASC in relation to membership costs. The report set out guidance from HMRC regarding whether a club has costs that a member would incur that may represent a 'significant obstacle'. The report confirmed that the Club was compliant regarding membership costs and well within the £520 per annum 'ceiling' of the costs associated with being a Club member. It was **AGREED** that the Committee noted the position and continue to maintain a suitable level of vigilance taking into account the Chair's report.

**5.2** The Chair's report covered a 'Basic Review of CASC' as at May 2024. The Chair had received emails from the Club's Authorised Official (PHM) that deals with HMRC for CASC issues. The text of the emails was included in the Chair's report. The Chair had carried out research on the CASC guidance and informed commentary taken via the internet. The Authorised Official referred to guidance from the Association of Community Amateur Sports Clubs (ACASC) regarding 'compliance', and suggested a forensic check of all the CASC compliance elements. It was noted that the CASC compliance regime was focused on unpaid tax and not compliance. As the Club does not make a profit, the question of tax being payable, seemingly does not arise.

**5.3** The Chair's report demonstrated that TVTSC took its CASC status extremely seriously. The Electronic Shooting Records System (ESRS) now verifies participation and has helped formulate the now approved Action Plan. Furthermore, CASC is included on the Club's Risk Register. The Chair's report included the 'rules' around CASC registration.

**5.4** At Item 5.2 of the minutes for the meeting of 2<sup>nd</sup> April 2024, the Club rules had been appended and approved. The Treasurer has since requested that the Committee replace the rules as agreed with Rules circulated by him at today's meeting so as to include provisions regarding visitors who hold a Firearms Certificate etc. and visiting target rifle and muzzle loading pistol clubs.

**5.5** After a discussion it was **AGREED** that:

1. The Treasurer (PC) verify through the Authorised Officer that the Club is treated as 'dormant' by HMRC and establish when the next review is due to take place.
2. On the face of it, it seems that the Club has no liability for Corporation Tax, VAT or PAYE, but the Treasurer will consider and confirm.
3. Bearing in mind the limited resources available to the Club and having regard to the fact that HMRC's compliance regime focused on recouping unpaid tax, that a forensic check on the other CASC 'Rules' was disproportionate. The Club had reviewed all of these items and was confident that we are compliant. The forthcoming Risk Audit was an opportunity to review further.
4. That the Club Rules circulated by the Treasurer at the meeting be considered by Committee members and their agreement or otherwise be indicated by email to the Secretary. If unanimous approval was achieved by close of business on Friday 10<sup>th</sup> May, then the Chair would issue Letter 'A' to the relevant members.
5. That the Authorised Officer be thanked for bringing the compliance regime to the attention of the committee.

**5.6.** RF reported that probationary member Tom Simpson had an SSC card that had not been issued by TVTSC. **AGREED** – Mr Simpson must do the TVTSC training course. The Club does not accept as valid SSC cards issued by other Clubs.

**5.7.** RF reported that eleven members had signed up for the SSC Club courses.

## **6. Membership Secretary's Report**

- 6.1 On behalf of BK, IL circulated three applications for Sports membership:

Paul Craig Frankish	Membership No. 1013
John Haycroft	“ “ 1051
Peter Carter	“ “ 1063

All three applications were approved.

- 6.2 IL circulated two applications for Probationary FA Membership:

Mark Anthony Yates	Membership No. 57
Andrew Neville Little	“ “ 58

Both applications were approved subject to it being confirmed that Mr Yates had paid his subscription.

## 7. **Treasurer's Report**

- 7.1 PC provided documentary evidence in the form of the Club's bank statements for the following standing of Club accounts:-

No. 2 Account	£5,411.62
General Reserve	£25,088.37
Land & Buildings	£40,000.00
Subscription Holding	£2,127.00
Tags	(£975.00) Refundable
<b>TOTAL</b>	<b>£72,626.99 (Excluding tags)</b>

- 7.2 Major Items of Expenditure

Key Safe	£9.98
K.Hart – Stationery	£67.63
Global Hydraulics	£6.98
Compressor	£75.00
Water Rates	£22.00
Council Rates	£33.62
Door Button	£16.80
2 No. Tablets	£199.98
Post Box	£40.00
Cases for Tablets	£19.90

R.Frankland – Stamps/  
Stationery £177.49

## 8. Lawson Range Report

8.1 TC provided an update on the issues regarding replacing the Linotex backstop curtains in 'A' Range. IL recommended a minimum thickness of 8 mm. TC suggested all sheets be cut to the same size. The Linotex should not be allowed to 'bulge' ie – not touching the floor. Ideally the holding pegs should be positioned so that the sheets can be reversed.

8.2 TC was concerned that some ammunition being used was above the permitted range velocities. High velocities can cause damage to the building fabric, injury to people in the range and has insurance implications. The situation should be verified by deploying a chronograph on the ranges when concerns are apparent.

**AGREED** – LC to investigate the most suitable chronograph to purchase to check velocities and report back.

**AGREED** – as a safe backstop is an essential safety feature, the purchase of Linotex is to be pursued by TC.

8.3 PH queried if .22 hollow point (sub-sonic) bullets were permitted.

**AGREED** – such bullets were permitted.

8.4 TC reported issues with a vulnerable person has been attending 'B' Range. TC had consulted with Steve Nicholson (Safeguarding Lead) and it was agreed that the individual needed mentoring by his mother who will need to be provided with a 'Visitors/Supporters' badge and be familiar with the Club's rules and relevant range orders. The mentor needs to be trained. The individual's rifle needs to be checked. The mother needs to sign a Section 21 declaration. The individual is a Club member and has participated in archery evenings.

**AGREED** – when the Safeguarding Lead is available, appropriate training needs to be provided to the vulnerable person's mother/mentor.

8.5 PC/DP had rebuilt the archery targets. **AGREED** - CP to check that they are to the required standard.

8.6 IL reported the electrical circuits, smoke alarms and heat detectors had been checked and safety certification signed off – hard copy of safety certificate awaited. **NOTED**

8.7 IL reported the fire extinguishers will be checked on 15/05/24.

- 8.8 PC commented that Fire Board bleeper needs checking.  
**AGREED** – IL to check.

## **9. Moorsholm Range Report**

**9.1** TC reported that there were many outstanding works. Further works will be undertaken once the weather improves. **NOTED**

**9.2** LC noted that Sunday 12/05/24 clay shoot clashes with the Harrogate Northern Shooting Show. **AGREED** – PC to cancel the shoot via the club's WhatsApp group.

**9.3** JS reported that the annual inspection of Moorsholm will take place on Friday 10/05/24. **NOTED**

## **10. Any Other Business**

**10.1** A Club bench rest shooter has had problems due to the lack of a suitable bench. A table from the corridor is to be moved to facilitate the shooters needs. **NOTED**

**Date of Next Meeting – Tuesday 4<sup>th</sup> June 2024.**