

Tees Valley Target Sports Club
Executive Summary of Meeting – 5th November 2024

Attendance

Richard Frankland (Chair) - RF, Ron Benson (President) – RB, Pete Costello – (Treasurer) – PC, Ken Hart (Secretary) – KH, Mark Grimwood – MG, Phil Hughes – PH, Tony Curry – TC, Les Cook – LC, Barry King - BK, Julian Sorrell – JS, Geoff Bell – GB, Clare Pinnegar – CP, Ian Lindsay -IL Peter Nicol (Note Taker) - PN

1. Apologies

Mick Lord, Rocky Wright and David Pengilley

2. Minutes of last meeting – 1st October 2024

The minutes were moved as a correct record by TC and seconded by MG.

3. Matters arising (Not on the agenda)

3.1 The key log has been progressed and is ready for filing. All the completed pro-formas have been received and the information recorded.
NOTED

3.2 KH confirmed that the new arrangement concerning parking was the FBR protocol relating to FBR Catterick shoots to which he had referred.
AGREED no further action.

3.3 CP has met Nigel Case. After receiving guidance from Archery GB, CP tabled a list of items required to meet the safety guidance as follows:

- Target Tech130cm Layered Foam Target £199.99
- Backstop Target Stop 125cm x 125cm £53.94
- Mac Heavy Duty 'H' Frame Target Stand £66.60
- De Cut W.A. Waterproof Target Faces
60cm vertical 3 spot 24 No. £100.00

AGREED That the items listed be purchased.

3.4 RF sought feedback on new RSO's/RCO's offering their services at Lawson Way. KH reported that none had volunteered so far. KH concentrating on finding volunteers for FBR shoots where he perceived the main shortage. **ACTION** – KH to pursue volunteers for supervision at Lawson Way from the newly qualified RSO/RCO's.

3.5 KH established that new instructors do not need to be RSO/RCO qualified to take Instructor training. **NOTED**

3.6 PC confirmed that the Safeguarding Policy approved in October was now on the Club website. KH confirmed that he would progress the resolutions assigned to the Secretary made at the October meeting. **NOTED**

3.7 Welcome Packs – BK confirmed that the Guided Tours were happening. To access the WhatsApp group new members, need to sign in. So far as PC can ascertain this is happening. **NOTED**

3.8 BK confirmed that an applicant for FA membership has signed to confirm he has no convictions. **NOTED**

3.9 CP reported that the previously agreed precautions and requirements for 'taster sessions' were being complied with. **NOTED**

4. Secretary's Report

4i Accident/Incident reports – KH reported that three reports had been received concerning various matters. One related to safety guidance/instruction issued at the Guest Day and two related to minor injuries to members where first aid assistance was offered. **NOTED**

4ii Audit Risk Report No.4 regarding CASC had been received by and signed off by RF. Audit Risk report No.1 regarding safety protocols was the subject of a report on the Chair's Report. **NOTED**

4iii KH had received a suggestion from JS that the current donation funding arrangements for FBR shoots was unsustainable despite ability to claim Gift Aid. The Club was taking too much of a loss. Some participants not making any donation, others not contributing the suggested amount. PC reported that the September FBR shoot incurred a cost of £911.44 which was for 8 Lanes (£42.64/lane) = £341.12 + Range Officers fee 6.5 hours at £64.37/hour = £418.41 Total £759.53 + VAT = £911.44.

It was noted that there was low attendance in the afternoons.

Landmarc were not giving any leeway in terms of reducing or averaging lane usage. A suggestion was made that future bookings be for mornings only. For Gallery Ranges, butt parties would reduce the number of lanes to be booked.

PC commented that at present the Club complies with the CASC requirement that it offers shooting to all and was non-discriminatory. RF believed CASC rules meant all disciplines must be treated in the same

way. RF referred back to his detailed report on the subject that was brought by him to the December 2023 committee meeting. The Chair said that he accepted the principle that Catterick bookings needed to pay their way to a greater extent than at present but that the Club needed to be sure that it remained within the four corners of the CASC guidance. A detailed report was required so that an informed discussion could take place.

ACTION – RF/PC to work on a joint report to bring to a future committee meeting on the options to reduce the cost of FBR shoots and how they could be structured to minimize any ‘subsidy’ by the Club.

4iv TC raised issues reported to him by Steve Nicholson and RW regarding the supervision of shooters in ‘B’ Range. The two individuals supervising the range on Saturday mornings apparently did not feel confident in enforcing the safety rules. Via TC, several instances of non-compliance were reported:

- A 12-year-old shooting un-supervised by an adult
- Two pistol shooters on the same bench at the same time
- A lot of holes have arisen all over the range – particularly over the last 5-6 weeks (RW had patched up all the holes after last Saturday’s session.)

AGREED – more committee members need to be present on Saturday mornings. MG volunteered to run ‘B’ Range on Saturday mornings. It was accepted that experienced members can act as Range Officers. PC referred to a Range Inspection Sheet that should be completed before and after a shooting session in both a ‘A’ and ‘B’ ranges by the designated Range Officers to record any damages/holes. The Chair advised that that was the monthly inspection sheet that had been implemented as a result of the Home Office approval arrangements. TC referred to the Range Log which was the document that was completed at the conclusion of each session.

AGREED – that the Range Log must be completed after each session and any damage/incidents recorded thereon.

AGREED – RW and TC to prepare a structured report to set out the issues that are leading to unsafe practices in ‘B’ Range and to involve PC out of courtesy.

AGREED – KH encourage newly qualified RCO’s/ RSO’s to volunteer to help on Saturday mornings as a good introduction to taking on duties at FBR shoots.

4v KH reported that the Club's chronograph was being used at FBR Catterick shoots successfully and also at Lawson Way. The chronograph is kept in the Store. **NOTED**

4vi Bisley Trips – KH had received an email from Paul Philipps asking what were the Club's plans for any Bisley trip in 2025? It was noted that accommodation and range fees had become more expensive. It was noted that the Bisley events proposed and canvassed by Paul in 2024 had failed to secure any support at all. **AGREED** – KH to meet Paul and seek suitable assurances regarding participants sporting behaviour.

AGREED – KH to report back after meeting Paul.

4vii Training - One RSO trainee has completed RCO training and one other is to complete the second part of the course by the end of January. There are five trainees undertaking training as Club Instructors and they should complete their qualification by the end of January.

4viii KH sought approval to the purchase of a Reloading Stand. RF explained that by running a Reloading Course, the Club was not certifying that a person completing the course was competent in reloading. It was just the same as the Club showing members how to safely shoot firearms. The reloading training is to show the trainees the safe procedures for reloading – a demonstration.

Members using the Club's Reloading Stand and press will need to use their own dies and consumables. The Committee thanked MG for the donation of reloading equipment.

AGREED – the Club to purchase a Reloading Stand.

4ix KH reported that he and ML had renewed the Club's affiliation to the NRA (cost £3,091) and the NSRA (cost £581). It was noted that the NRA affiliation includes extensive insurance cover for Club members.

4x Correspondence –

a) Vitalijus Kovalionok had written to congratulate the committee on the well organized and enjoyable Guest Day.

b) Steve Nicholson had written regarding a negligent discharge in 'B' Range.

5.Chair's Report

5.1 The Chair had previously circulated his report to the Committee which included the recent audit Report on Range Safety. The Club's constitution states that range safety is allocated to the seven Committee members as part of their overall duties –

- Outdoor Action Shooting – Geoff Bell
- Clay Shooting – Les Cook
- Indoor Shooting (Range Management) – Ian Lindsay
- Full Bore Rifle – Julian Sorrell
- Outdoor Black Powder & Underlever Rifle – Dave Pengilley
- Sports Membership - Clare Pinnegar and Rocky Wright with help from Tony Curry and Les Cook

IL commented that he did not think that he was responsible for Range Safety in terms of supervising shooters but was responsible for ongoing safety checks for the buildings. The Chair replied that notwithstanding that was the post to which he had been elected at the AGM.

5.2 The Chair's report included an *aide memoire* or Standard Operating Procedure (SOP) for running A Range (including standard range commands) which they could use if they so decided. Alternatively, they could come up with their own proposal.

AGREED –

1. That the seven responsible Committee Members consider the SOP and take forward compliance with the audit report as they consider appropriate.
2. That the seven committee members confirm their action in this regard.
3. That the seven committee members undertake continuous development of an SOP for range safety or similar and give an annual report for inclusion in the Autumn Bulletin.

5.3 The Chair reported that the CASC action plan agreed by committee earlier this year had been reviewed by our Auditor in a wider context as explained in the report which was presented in time for the October 2024 Committee meeting.

There were a few things to do. Firstly, the report recommended the development of Electronic Data Management System (EDMS) which is now its official title, by drop-down boxes to facilitate recording of qualifying activities. This should be taken forward by the Secretary and our IT volunteers (Roger and Vit).

Secondly, the report noted that it is only at year end with the figures before us that we will know what progress has been made to achieve the 50% of the members taking part on (at least) 12 occasions in the year

but there are reasons to suppose that last year's figures will be exceeded. We knew from the start that it was likely that the action plan would need to run for a number of years before we achieved our goal, and that continuous encouragement would be needed from now on.

In that regard, in preparation of members renewing their membership in the next two months we and particularly the Membership Secretary, needed to bear in mind the following.

We agreed that members that we had not seen for a year or more would receive Letter A and would be required to submit a list of attendances with their subscriptions. If their attendances fell short of the required (by club rules) 12 visits their renewal request would be reviewed by committee. If a Letter A recipient had good reason preventing them from attendance, then we as a committee would consider granting a waiver on the understanding that they would pick up attendance at some suitable point in the future.

List 1 (not reproduced) was list of non-attenders. Those whose names were highlighted in green had submitted extenuating circumstances to whom we have granted the waiver.

List 2 (not reproduced) was a list of 'Letter B' recipients (i.e. between 1 and 11 visits last year) who have also been granted a waiver on the above basis. Accordingly, no action is to be taken against these members and their renewal (if they renew) can be accepted without more.

With regard to List 1, some of the 2023 'no-shows' have made an appearance this year and these were highlighted in yellow. They should submit their 'visits form' with their subs. Their attendance varies. However, they have shown willing and should be allowed to renew on the understanding that so far as is reasonably practicable, they attend at least 12 times in 2025.

The remainder are 'reds' and we need to decide whether we allow them to renew or not. This could be on the basis of 'three strikes and you are out'. So, if we don't see them in 2025, they will not be eligible for renewal. It is likely that some will not renew in any event. Five of them are probationers none of whom appear to have requested an extension to their probationary period and whom we might reasonably conclude have lost interest/availability. Their training will have long lapsed and

would need to start again. On that basis it would be reasonable not to renew and require a fresh application to join.

The 2023 Letter B recipients who continue to fail to achieve their 12 visits should receive a letter encouraging them to attend and achieve the club rule requirement.

It is possible that there will be a group of 2024 'no-shows', and they should receive a 2024 Letter A and the 'three strikes and you are out' warning.

AGREED

1. That the Secretary arrange with the Club IT volunteers to develop the EDMS in line with the Auditors recommendations.
2. That the Membership Secretary distinguish the above groups as individuals submit their subscriptions for 2025 and implement the above renewal processes, including 'the three strikes and you are out' requirement for the full member 2023/24 'no shows' and refuses any renewal applications from the probationary member 2023/24 'no shows'.

5.4 PC sought approval to refusing to renew membership for those few members making delayed payment for one year or more.

AGREED – BK/PC to refuse membership where subscription attempts to be delayed.

5.5 RF Reported that via a friend (an Architectural Technician) he and TC had arranged for a draft proposal for an extension to Lawson Way be prepared at no cost. Using drawings held by the Council's Building Control section a draft proposal drawing had been prepared that the Committee was invited to inspect and make comments upon. The extension would be used to garage the trailer used for transporting clay traps to Moorsholm and also to store the traps. The proposal would involve the demolition of the small externally accessed store which incidentally is causing dampness in part of 'B' Range. The Proposed Feasibility Plan as tabled was welcomed.

AGREED – RF/TC to ask the Architectural Technician to submit the Feasibility Plan to the Council and establish if planning consent and Building Regulation approval is necessary. If not then a more detailed design be progressed.

NB – any extension will require the Council's consent in its capacity as Landlord.

5.6 RF reported that he and Andy Cook were making a handloading demonstration on Sunday 24th November at Lawson Way with a practical demonstration being delivered by KH. This was in response to our Auditor reviewing the safety culture of the Club. The NRA places great emphasis on handloading as a source of accidents and injuries. **NOTED**

6. Membership Secretary's Report

6.1 BK circulated four applications for Full Membership:

Gerrard Stephen Szulc	Membership No.36
Ricardo Stephen Ingrassia	" No.39
Clare Dowle	" No. 264
John Dowle	" No. 357

6.2 BK circulated two applications for probationary Sports membership:

Nigel Derrick Prosser	Membership No. 1104
Leo Joseph McCreton	" No. 1108

All the applications were approved.

7. Treasurer's Report

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

Current account	£2,524.77
General Reserve	£20,000.00
Land & Buildings	£40,299.51
Subscription Holding	£1,210.00
Tags	(£1,000.00) Refundable
TOTAL	£64,034.28 (Excluding tags)

7.2 Major Items of Expenditure

NRA Renewal	£3091.00
Endsleigh Insurance	£3594.16
Landmarc	£911.44
NSRA Renewal	£581.00
A1 Trophies	£270.00

Ammunition	£273.00
Roof repairs	£120.00
Rates	£31.00
Post Box (SBC)	£40.00
Internet	£21.60
Water Rates	£27.00

- 7.3** PC noted that totaling Endsleigh Insurance (Lawson Way building insurance) £3594.16, NRA affiliation renewal £3,091 and NRSA affiliation renewal (includes insurance cover for archery), based on a membership of 300 these three items of expenditure, equates to £24.22 per member per annum.

8. Lawson Way Range Report

8.1 TC has organized a steel plate to replace the rotten wood boards over the cellar entrance. The plate will be delivered in the next couple of weeks and at the same time the lorry will take away the bagged-up rubble and rubbish. If the key to the padlock for the west gate cannot be traced the padlock will be cut off and a new one fitted. (Details to be provided in the Key Log.) **NOTED**

8.2 TC reported that in general for a building over 100 years old it was in good repair but that it did require constant ongoing maintenance to protect the Club's asset. TC recommended that to stop the ongoing problem with penetrating dampness to the roof over 'B' Range, a 150cm (6") hole be drilled through the roof and a suitable internal downcomer with roof flashing and grill be installed to drain away water ponding on the roof. **AGREED** – TC to organize the necessary remedial action with the Club's roofing contractor – cost estimated at circa £1,000.

(RB suggested the concrete core resulting from the boring through the roof, be kept to demonstrate to the landlord that the roof is pre-cast concrete and not of Re-inforced Autoclaved Aerated Concrete – RAAC construction.)

8.3 Following an enquiry from the Council's Building Surveyor, PC is to reply that Lawson Way does not have any RAAC in its construction. The building was constructed in 1927 using a pre-cast concrete roof.

AGREED

8.4 TC reported receipt of a quotation from Chris Bateman Cameras for the installation of 5 No. cameras and 28" monitors with wireless mice in 'B' Range at a cost of £3681.00. The same contractor installed the cameras in 'A' Range. **AGREED** – TC to place an order for installing cameras in 'B' Range.

9. Moorsholm Range Report

9.1 TC reported that repairs to the wooden floor boards at the Firing Point was outstanding. It has become apparent that it is not just the floor boards at the Firing Point which are rotten, but also the framework beneath the flooring. The problem only becomes apparent when the rotten floor boards are lifted. No major works are feasible until next Spring. **NOTED**

10. Any Other Business

10.1 GB had received an invitation to a competition run by the NRSA. Twenty members had expressed interest in participating. GB requested approval to the Club to the Club funding the application fee to the competition and the cost to participating members. **AGREED** – the Club should fund the participation in the NRSA competition up to a maximum of £100.

10.2 GB drew attention to a Timed & Precision competition to be held on Thursday 28th November. Details had been previously circulated.

10.3 Feedback had been received from the RO's on 'B' Range that there were problems with the fall of shot from Harry Coulter's rifle. As part of a mentoring exercise, Mike McKenzie will look at Harry's rifle and show him how it should be cleaned. **NOTED**. As a result of the concerns and Harry's failure to abide by RO's instructions it was **AGREED** that KH must speak to Harry to reinforce range safety rules and offer further training on homeloading.

10.5 Matt Smith has offered to donate rifle scope mounts. **AGREED** – Matt be asked to leave his mounts on the desk in the office.

10.6 PC reported that the photocopier in the Office was not working. None of those present knew of photocopier engineer. **AGREED** – PC to purchase the parts necessary to fix the copier.

10.7 PN reported that the only feedback from the release of the brief to seek a replacement shooting ground was a question as to whether lead

shot and ammunition would be used. It was **AGREED** that any new shooting ground needed to permit the use of lead shot and ammunition. This will involve the construction of a backstop capable of being de-leaded.

10.8 PC reported the purchase of a new hot water heater that dispenses boiling water for tea and coffee making. The new water heater is in the kitchen. **NOTED**

Date of Next Meeting – Tuesday 3rd December 2024.