

Committee Meeting

Minutes of 1 April 2022

Convener: Mark Nicholas - Chair

Recorder: Maria Bartlett – Secretary

Present at MDRC: Mark Nicholas
Maria Bartlett
Richard Wilson – Treasurer
Kevin Mayo
Terry Lowman
Kevin Lockett

Present via Zoom: Adam Sinfield – Deputy Chair/Secretary
(AS left meeting at 20.57 due to previous commitments)
Alan Evans
Bill Harvey

Excused: Chris England

AGENDA:

1. Committee Information Sharing/Availability
2. Membership Update
3. Finance Update
4. Directors Meeting Update, Q&A
5. Proposal to Change MDRDC Banking Arrangements
6. Use of MDRC Tunnel Mail Address for all Postal Communications
7. Club Armoury & Arsenal:-
 - a. Keys, Stock-Keeping, Transfer Between Safes
 - b. Future Acquisitions & Deletions
 - c. Additional Safes
 - d. Re-Organisation of Armoury
 - e. Amendments to Club FAC
 - f. Application for Club Explosive Licence
 - g. Ammunition Purchases
8. Future Spending Proposals:-
 - a. Floor Drains

- b. Lights over Firing Points
 - c. Metal Plates over Electric Boxes
 - d. Amendment to Emergency Exit Button
 - e. Target Supplies
 - f. Any Other Suggestions
9. Additional Events/Day/Disciplines
- a. Practical Shooting Competitions
10. Appointment/Confirmation of Additional Committee Members/Captains: -
- a. Competition Captain?
 - b. Any other nominations?
11. Housekeeping
12. Future Dates

MINUTES

The minutes of the committee meeting of October 2021 were approved.

1. Committee Information Sharing/Availability

Agreed that MB would forward all relevant emails received to committee members from this date.

2. Membership Update

Total number of members stands at 227 with 7 members leaving. We now have 6 junior members.

3. Finance Update

Balance stands at £15,600 in the bank at present. We had a surplus of income over expenditure of £3,000 last year. AS and RW have been chasing subs and roughly 15 people outstanding. They will complete a new reconciliation to confirm those members with outstanding payments. AS will then inform them due to non-payment they are no longer members.

Accounts were sent to the Inland Revenue who then sent us a late production fine of £100. We have paid this although RW is appealing as he has confirmation, we submitted accounts in time. Waiting to hear from Inland Revenue.

RW confirmed we had received a duplicate invoice from Landmarc and AS will contact them to confirm this.

4. Directors Meeting Update, Q&A

Minutes read through – no questions raised.

5. Proposal to Change MDRC Banking Arrangements

Whilst completing paperwork to change mandate and access internet banking (with current bank - Lloyds) the form had an error on it that was not picked up by the bank employee. Subsequently MN and RW had to wait for the forms to be given back to MN and they then had to initial them in certain places and sign. This has now been completed and MN will send back to the bank.

After numerous calls to Lloyds by Mark chasing bank cards which were originally supposed to be sent to the bank, MN was told that this was an error and the cards would have to be sent to RW. RW received two cards along with one pin, unfortunately neither card worked with the pin as the one card was deactivated and the other card was the replacement. The pin to go with this card was sent along with another card and pin and was given to MN at the meeting. MN will try the card to see if it actually works with any of the pins then activate internet banking.

Lloyds are not providing a proper service. MN proposed we leave Lloyds and open two new accounts, one with a dedicated internet banking service for all day-to-day transactions; and one with the Monmouthshire Building Society (MBS) for banking cash and cheques and to hold reserve funds.

MN contacted MBS who confirmed that they are happy to open an account for a CIC rifle club. He requested application forms to open an account and received them the next day.

There was a discussion about moving banks and how laborious a task it is with RW/TL and KL suggesting we stay with Lloyds.

It was agreed we would stay with Lloyds for routine transactions and open an account with MBS to hold reserves with an opening balance of £5,000.

6. Use of MDRC Tunnel Mail Address for all Postal Communications (Electronic Addresses Also, See End of This Topic)

The original mailbox outside MDRC has been replaced with a secure and waterproof mailbox that can accept parcels.

It was agreed that director and committee members need to ensure that all existing MDRC postal correspondence be transferred, and all future correspondence be sent to the MDRC postal address.

Monmouth & District Rifle Club
Mitchel Troy
MONMOUTH
NP25 4HX

An example of the problems raised by not having a single, on-going postal address is that BT are still writing to former treasurer Tom Clegg's home address and he has raised this with MN. MN was told by Richard Snelson that we could not change the address until the contract expires. TL confirmed we have been trying to change TC's address for years and this was raised with BT when the contract was renewed previously.

On a related note, MN and AS stressed the importance of using MDRC email addresses for all MDRC correspondence, as agreed at the recent Director's meeting.

Chair – chair@monmouthrifleclub.co.uk

Vice-Chair, (also Membership Secretary/Deputy Secretary) –
deputysec@monmouthrifleclub.co.uk

Treasurer – treasurer@monmouthrifleclub.co.uk

Secretary – secretary@monmouthrifleclub.co.uk

This will enable continuity in the event of the absence or replacement of the officers, reduce the risk of data loss/breach via personal accounts, and stop club business intruding into personal lives.

Treasurer email address has been problematic. The most recent attempt to restore RW's use of the treasurer@monmouthrifleclub.co.uk email failed as RW will not download the authenticator application to his personal mobile phone. RW personal laptop not mobile as physically damaged and it was suggested he should have a club laptop – refused this. AS initially told the meeting that this might be resolved by him visiting RW, but believes the issue can now be solved remotely, but needs RW to contact him when he is attempting to use the treasurer email address.

7. Club Armoury & Arsenal: -

a. Keys, Stock-Keeping, Transfer Between Safes

KM and MB had issues recently with there being no ammunition in sale safe. Only AS, RW and MN have keys to the ammunition safe and AS has now moved all stock from ammunition safe to sale safe.

All ROs to be responsible for informing MN/AS and RW of ammunition levels to ensure we keep on top of stock.

Spare key to ammunition safe has been placed in tin in sale safe.

b. Future Acquisitions & Deletions

RW has sold three rifles to the Club and there was a discussion about whether to purchase a .44 but it was decided it would be more practical to purchase another .38/.357 underlever.

c. Additional Safes

We will order additional safes where required.

d. Re-Organisation of Armoury

To be discussed before ordering new safes.

e. Amendments to Club FAC

TL to vary ammunition: - .22 – 20,000; .308/7.62 – 1,500; .38/.357 – 1,500 and .223 – 1,000.

TL will put in variations for three of RW's guns, muzzle loading revolver and .38/.357 underlever.

f. Application for Club Explosive Licence

An application for club explosive licence would be free and the box could be stored in the red cabin.

g. Ammunition Purchases

TL to purchase ammunition and to pay Clinton Nicholls and then be refunded. We need .22; .308 and .38. AS has emailed Clint with Club FAC and order details and TL will sort out on the weekend.

8. Future Spending Proposals:-

a. Floor Drains

We have received a quote and the committee agreed we should organise the works to be completed. MB will email Christian Bartlett and Andy Summers to ascertain current position and when the works can be started.

b. Lights over Firing Points

MN suggested we need new lights over the firing points and he has found an electrician. MN will organise meeting the electrician at the Club to get a quote and suggestions for new lights and will share with Committee when received. The electrician is interested in the Club as he would like to get an FAC and he shoots shotguns.

c. Metal Plates over Electric Boxes

MN to organise for a person to come in and provide a quote for new plates. KL knows of an engineering company who could be able to complete the job. KL to call the company and will contact MB to organise to meet them at the Club to provide a quote.

d. Amendment to Emergency Exit Button

KM showed Committee tamper proof cover that can replace current box around button. MN to chat to Richard Snelson to see if tamper proof cover suitable.

e. Target Supplies

MB to email requirements to TL to see if we can get some targets at upcoming Army Competition. We need to place a large order – possibly with Dave Hoult at Derby or if needs must the NRA at Bisley.

f. Any Other Suggestions

MN brought to the Committee's attention he has a spare computer at his dad's house that he may be able to donate to the Club. The Club would be able to utilise the computer for presentations and ammunition purchases.

9. Additional Events/Day/Disciplines: -

a. Practical Shooting Competitions

Discussion between Committee regarding whether we can offer practical shooting to our members. It was decided we should offer this discipline to our members and TL raised the point that anyone shooting this discipline needs a UKPSA safety course certificate which can be acquired via completing a course with ProShoot.

b. Black Powder Shooting

MN queried whether we would be able to offer black powder shooting to members again. TL confirmed he is a black powder RCO. We could train our own black powder RO's so long as we have a documented training course to cover the firearms used that matches or exceeds other courses that are available. Due to legislative change, we will not be able to store any new supplies of black powder substitute at the club unless a club explosive certificate is obtained.

10. Appointment/Confirmation of Additional Committee Members/Captains: -

The following people were nominated to be appointed/confirmed as Captains/Administrators: -

Competition Captain	Christian Bartlett
Deputy Competition Captain	Joe Pugh
Shooter Certification Card Administrator	Joe Pugh
Technical Advisor	Richard Snelson
Phoenix Postal League Captain	Kevin Mayo
Phoenix Postal League Administrator	Richard Snelson
Practical Shooting Captain	Terry Lowman
Practical Shooting Vice Captain	Christian Bartlett

11. Housekeeping

Maintenance Day – 7 May – MB to email members.

RCO renewals – email RCOS to get dates of their renewals and confirmation of when renewed and proof of payment. Club will pay dependant on whether the member RCOs at MDRC or not?

Discussion regarding Treasurer issues recently regarding request for quarterly accounts, joining internet banking, position regarding range fees and keeping

everyone up-to-date with correspondence, all matters dealt with at last Director's meeting. RW has also raised an issue with MN not being willing to sign blank cheques for him in advance. MN stressed that this does not reflect a lack of trust, but that it negates the principle of two factor authentication and is bad practice for a CIC.

Discussion was had regarding RW's recent unprofessional attitude towards Inland Revenue and Companies House. We all need to be professional and think of our responsibilities as a job and act accordingly.

TL and KL proposed and it was agreed that everything should be voted on by the Directors as a whole.

RW's failure to use the Treasurer email has caused particular difficulties in recent months, with members receiving no replies to their queries about subscriptions, and AS unable to obtain updates on subscription payments.

MN told the meeting that RW's present stance on collaborative working is not compatible with him continuing to act as Treasurer and a Director.

MN confirmed that apart from the issues mentioned, there is no pressure on RW to stay or leave. If he wishes to leave now, he should not feel obliged to stay, as the other directors can manage the book keeping issues until a replacement Treasurer can be found. RW said he will stay on until the AGM and will let us know his decision then.

12. Future Dates

RSO course 2/3 July – nominations requested to be added to waiting list for courses if not already nominated, Maria Bartlett; Richard Wilson, Alan Evans, Christian Bartlett, Ivan Lucas, John Wagstaff and Tony Farr.

AGM – 6 May.

Open Days – To be discussed at next meeting.

Directors Meeting – as/when needed.

Committee Meeting – as/when needed.

Maintenance – 7 May

MoD Range Days – AS to deal

Meeting closed at 22.04

Actions:-

- *AS to contact Landmarc regarding duplicate invoice?
- *MN to complete paperwork to open account with MBS and deposit £5,000.
- *TL to get club explosive licence application form and send to MB.
- *MB to email CB and AS to ascertain current position on drainage works.
- *MN to meet with electrician and obtain quote and suggestions for lights.
- *MN to organise quote for metal plates over electric boxes.
- *KL to contact engineering company and organise with MB suitable time to meet to provide quote.
- *MN to contact Richard Snelson re tamper proof cover for exit button.
- *MB to email TL target requirements.
- *MB to place large order for targets either with Dave Hoult or NRA.
- *TL to organise practical shooting and speak to ProShoot regarding certificates & courses
- *MB to email members with maintenance day date.
- *MB to email Tony Farr to see if interested in RSO course.

Signed.....

Dated.